



TEXAS SOUTHERN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY



STANDARD OPERATING PROCEDURE

SUBJECT Psychological Guidance/Assistance		NO. OF PAGES: 2
REFERENCE: N/A	EFFECTIVE DATE: Jan. 1, 2009	REVIEW DATE: N/A
General Order 014	SPECIAL INSTRUCTIONS/SUPERSEDES: N/A	ISSUING AUTH.: CHIEF OF POLICE

PURPOSE: To establish policy regarding employee psychological guidance or assistance.

- A.** Scope:
 - 1. Members of the department may be involved in incidents or events that can have a traumatizing effect on the employee. These incidents or events can occur on or off duty.
- B.** Direction:
 - 1. Employee involved incidents or events occurring either on or off duty, that would require either psychological guidance or assistance or would justify the need for such guidance as recommended or requested by employee, supervisor, commander, or Chief of Police may involve:
 - a. On duty: Officer involved shooting, homicide or suicide investigations, serious work related injuries, or certain incidents/investigations which may involve stress to the employee.
 - b. Off duty: Officer involved shooting, personal problems effecting job performance or other significant emotional events.
- C.** Conditions:
 - 1. Certain incidents deemed critical, such as officer involved shooting or any high stress incident, may require an immediate psychological evaluation and assistance.
 - 2. Other incidents or events that are classified as non-critical, but appear to directly or indirectly effect the performance or the employee and their emotional stability, may also require psychological evaluation and assistance.
 - a. The employee's first line supervisor should meet with the employee on these incidents to determine if there is a counseling need. A written report will then be forwarded to the Chief of Police through the employee's commanders. The Chief of Police and the {Assistant Vice President of Human Resources and Public Safety} will decide if the counseling is mandatory.
 - 3. An employee may seek psychological guidance or assistance for other incidents or events with or without departmental intervention. {The employee may use the university's Employee Assistance Program (EAP)}
- D.** Process:
 - 1. Supervisory or command personnel can recommend to the Chief of Police that an officer is in need of psychological assistance.
 - a. The employee's first line supervisor should meet with the employee on these incidents to determine the facts in support of psychological assistance.
 - b. A written report will then be forwarded to the Chief of Police. Documentation should include the incident/event that the officer was involved in and a summary of the supervisor consultation with the officer.

- c. Should the Chief of Police {and the Assistant Vice President of Human Resources and Public Safety} determine that psychological assistance is necessary, the officer will be notified, placed on administrative leave with pay and advised that the counseling assistance is a mandatory condition of employment.
- d. Mandatory psychological services are the financial responsibility of the department {should there be any additional charges outside of the contractual agreement between Texas Southern University and the Administrator of the Employee Assistance Program.}
- e. Officers on psychological leave will not be able to work any extra jobs or return to work until released by the EAP.

APPROVED:

Roger Byars Date
Chief of Police

Review and Responsibility

Responsibility Party: Texas Southern University Department of Public's Safety's Command Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008