



Edina Police Operations Manual

Policy Number
375.00

Subject:

MENTAL HEALTH ANNUAL CHECK-IN

Effective Date
10-18-2021

Revised Date

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PURPOSE:

To provide mental health support for sworn and civilian full-time staff on an annual basis.

375.01

ANNUAL MENTAL HEALTH CHECK-IN PROGRAM

The Edina Police Department is committed to supporting the emotional health of all full-time employees by providing them with resources that will help ensure stability and longevity in the personal and professional lives of each full-time employee. It is the policy of the Edina Police Department to provide employees with cost-free services from mental health professionals that specialize in working with first responders. This service is intended to supplement the City's Employee Assistance Program (EAP), and current health and wellness programs offered by the police department.

375.02

DEFINITIONS

Approved Mental Health Professional: A licensed mental healthcare provider who has undergone the approval process with the Police Department and has established a current contract or working relationship with the Edina Police Department.

375.03

PROCEDURES

The annual mental health check-in program provides employees with access to qualified mental health professionals contracted by the Edina Police Department. The program is administered under the following guidelines:

- Subd 1.** Eligible full-time employees must complete an annual check-in session in one of the following ways:
- a) Meet with the contracted mental health professional or with one of the other vetted, first responder trained mental health professionals. (A list of current contracted and vetted mental healthcare providers is maintained by the Deputy Chief).

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b) If needed or beneficial, employees may request, or the mental health professional may suggest, additional check-in sessions. These additional sessions are not mandatory.

Subd 2. The program is mandatory for all full-time sworn officers and all dispatchers. Other non-sworn staff, spouses, family members and significant others are excluded, but may qualify for the City Employee (EAP).

- a) The Edina Police Department will pay for up to five additional therapy sessions, in addition to the mandatory mental health check-in, with an approved mental health professional for each employee per year. These additional therapy sessions will be billed anonymously by the care provider.
- b) After the additional five sessions, the employee and their health insurance are responsible for the payment of further sessions.
- c) The approved mental health professional shall not conduct fit for duty evaluations.
- d) The employee will attend the session off-duty on a non-duty day and will be compensated at two hours of overtime.
- e) Each staff member will be protected under HIPPA through informed consent provided by the approved mental health professional.
- f) The approved mental health professionals shall be prohibited from sharing any employee information, other than confirming with the Edina Police Department, that an employee was compliant with this directive by the end of each year.
- g) If sworn officers do not attend the mandatory annual check-in session the progressive discipline procedure under policy 320.19 will be followed.