

SOUTH CAROLINA LAW ENFORCEMENT DIVISION

4400 BROAD RIVER ROAD
COLUMBIA, SOUTH CAROLINA 29210



3.38 EMPLOYEE ASSISTANCE PROGRAM/CHAPLAINS' PROGRAM

POLICY: 3.38	DATE: OCTOBER 31, 2001	REVISION DATE: SEPTEMBER 30, 2020
TITLE: EMPLOYEE ASSISTANCE PROGRAM/CHAPLAINS' PROGRAM		PAGE 1 OF 6

RESPONSIBLE AUTHORITY: APPROPRIATE MAJOR

RELATED STANDARDS/STATUTES/REFERENCES: S.C. CODE OF LAWS, SECTION 23-3-65; Section 23-3-85; SCLEAP MEMORANDUM OF UNDERSTANDING (MOU); SLED POLICY 3.33; CALEA 22.1.4, 22.1.5, 22.1.6, 22.1.7, 35.1.9 h., 45.3.1, 45.3.2, 45.3.3, 55.2.6

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

GENERAL PURPOSE: Pressures facing law enforcement personnel and their families are more complex now than at any other time in the history of policing. The need for personnel to have a qualified and understanding person to discuss problems and concerns with on an objective level can be accomplished through the South Carolina Law Enforcement Assistance Program(SCLEAP).

POLICY: The Division shall make available to employees an *Employee Assistance Program (EAP)* designed to assist in the identification and resolution of concerns or problems (personal or job related) which may adversely affect an employee's personal or professional well-being or job performance. **(CALEA 35.1.9 h.)** These personal concerns may include, but are not limited to, health, marital status, family, financial, substance abuse, emotional/stress, and other personal matters. **(CALEA 22.1.7 a.)** Pursuant to S. C. Code of Laws, § 23-3-65, the Division shall maintain and administer the South Carolina Law Enforcement Assistance Program (SCLEAP).

SPECIFIC PROCEDURES:

A. The SCLEAP shall provide the following specific services to Division employees and their families: **(CALEA 22.1.4, 22.1.7 a.; SCLEAP-MOU)**

1. A trained Critical Incident Stress Management and Peer Support Team to provide peer support services to Division employees as needed. **(CALEA 35.1.9 f.; S.C. Code Ann. § 23-3-85)**
 2. A confidential system of care and referral for employees and their family members to therapeutic resources in their area and around the state. In this capacity, support will include coordination and screening of employees considered in connection with alcohol and drug problems, mental health issues, family and marriage counseling, parenting issues, elder care issues, and financial counseling.
 3. A system for prompt visitation and care of personnel who are sick or injured.
 4. A system of notification, in accordance with the procedures of each agency, of families of personnel who have been seriously injured or who have died during the course of employment. **(CALEA 55.2.6)**
 5. A cadre of volunteer chaplains (see I.1.) who will serve in public functions such as public prayers, presentations, weddings, funerals, and other services as listed below. **(CALEA 45.3.1 b.)**
 6. A system of support and assistance for Victim Advocacy Services already available within the Division.
 7. The regular training of staff and volunteers in areas appropriate to the authorized and assigned duties of the SCLEAP. **(CALEA 45.3.2)**
- B. Procedures for obtaining program services shall include direct access by the employee and voluntary or mandatory referral by Division supervisors. (www.scleap.org) **(CALEA 22.1.7 b.)**
- C. The Division's SCLEAP shall provide for the confidential, appropriate, and timely assessment of employee problems (personal and job related). **(CALEA 22.1.7 c.)**
- D. When assessment and/or assistance is beyond the scope or expertise of Division staff assigned to SCLEAP, referrals to services and resources, either within the Division or in the community, shall be made for appropriate diagnosis, treatment, and follow-up. **(CALEA 22.1.7 d.)**
- E. An employee's referral may either be voluntary, in which the employee elects to participate in the program, or it may be a voluntary and/or mandatory supervisory referral in which a supervisor uses Division guidelines to enter an employee into the program. **(CALEA 22.1.7 e.)**
- F. The SCLEAP shall provide annual training of designated supervisory personnel in the program services of SCLEAP, the supervisor's role and responsibility, and methods of identifying employee behaviors which would indicate the existence of employee concerns, problems, and/or issues that could impact employee job performance. **(CALEA 45.3.2, 22.1.7 f., 33.8.2; SLED Policy 3.33)**

G. Written procedures and guidelines describing services provided through the SCLEAP, including information on referral to and/or mandatory participation shall be made available to Division employees through a printed brochure distributed through the Human Resources Office and on the SCLEAP website: www.scleap.org and the SCLEAP mobile app. **(CALEA 22.1.7 a., d., e.)**

H. Qualifications for SCLEAP Staff

1. The SCLEAP Program Manager shall be trained at a Masters Level or above in a discipline consistent with the mission of the SCLEAP program. The Division shall define the minimum requirements and responsibilities of SCLEAP professional staff.
2. Chaplains are first and foremost persons of Faith, duly ordained, and appointed as approved and experienced religious representatives.

I. Qualifications - Volunteer Chaplains **(CALEA 45.3.2)**

1. Volunteer Chaplains of SCLEAP are selected by SCLEAP staff and approved by the Chief or his designee. Volunteer chaplains will be supervised by SCLEAP Staff.
2. The agency Volunteer Chaplain positions are voluntary, non-compensated, and must be occupied by qualified non-sworn persons. **(CALEA 45.3.1 a.)**
 - a. The Volunteer Chaplains shall be ecclesiastically certified (ordained), in good standing and endorsed by a recognized religious body, and possess a minimum of five (5) years in ordained service/ministry.
 - b. The Volunteer Chaplains shall have at least a Bachelor's Degree in related fields of study.
 - c. The Volunteer Chaplains shall have a specialized interest and training in Public Safety Chaplaincy.
 - d. Volunteer Chaplains shall display a caring and concerned attitude to all members of the Division regardless of religious background.
 - e. Volunteer Chaplains shall be available to serve on a 24-hour/7 day per week call basis and normally can be reached on their personal cell phone.
 - f. Volunteer Chaplains are encouraged to become certified by the International Conference of Police Chaplains as well as becoming certified at the Basic CISM level (ICISF-Mitchell Model).
 - g. SCLEAP staff and Volunteer Chaplains are encouraged to participate in the Public Safety Chaplaincy Training Program offered by SCLEAP.

J. General Duties (CALEA 22.1.4, 45.3.1 b.)

1. Under the direction of the SCLEAP Staff, Volunteer Chaplains, and/or Peer Team members may be available for the following:
 - a. Counsel to SLED members; (CALEA 22.1.5)
 - b. Counsel to families of SLED members; (CALEA 22.1.5)
 - c. Visit sick and injured members in home and hospital;
 - d. Make Death Notifications; (CALEA 22.1.5, 55.2.6)
 - e. Provide assistance to victims;
 - f. Serve as part of a crisis response team;
 - g. Assist at Critical Incident Scenes; (S.C. Code Ann. § 23-3-85)
 - h. Serve on the SCLEAP CISM and Peer Support Team as requested; (S.C. Code Ann. § 23-3-85)
 - i. Serve as a liaison with other clergy in the community;
 - j. Serve as a resource for questions and concerns of a religious nature;
 - k. Serve in ceremonial functions (i.e. funeral, religious and civil ceremonies, academy graduations, swearing in of new agents, awards ceremonies, and others as requested by the Chief);
 - l. Support members experiencing stress due to matters in their personal or professional lives;
 - m. Be an advisor to the Chief of SLED in matters pertaining to moral, spiritual, and religious issues affecting the Division;
 - n. Coordinate and plan any religious service or educational programs for the Division;
 - o. Provide presentations to the Division's training and recruiting components/functions;
 - p. Attend Division briefings, when possible; and
 - q. Other duties as assigned by SCLEAP.
2. SC LEAP Notifications: Through the normal Group Texting System, the SLED Officer of the Day (OD), the appropriate Major, or a Captain, or immediate supervisor will notify the SCLEAP for the following:
 - a. When an employee personally sustains a serious injury, serious illness, or death;
 - b. Information regarding births, deaths, and funeral information regarding immediate family members of employees;

- c. Information regarding potential serious community crises or man-made or natural disasters (hurricanes, tornadoes, etc.);
- d. Other statewide information/emergencies deemed within the scope of services of the SCLEAP; and
- e. Other specific information as requested by a member of the Division.

3. Confidentiality - Member/Chaplain Counseling

- a. Chaplains are expected to maintain a level of confidentiality regarding matters discussed with them.
- b. The exceptions are only when the member is involved in situations of danger either to themselves or others. Chaplains shall use sound judgment in reporting such situations. Chaplains shall advise the employee if the matter is to be brought to the attention of the Chief of SLED or the affiliated agency head. This must be carefully handled and the Chaplain must never become a pipeline of communication to the Chief of SLED.

K. SCLEAP Professional Staff

1. Credentials

- a. SCLEAP staff are support persons to the Chief of SLED. The SCLEAP Program is administered under SLED Community Relations. The Major of Regulatory Services shall serve as the supervisor of the SCLEAP Staff and the official liaison between the Division and other member agencies of SCLEAP.
- b. SCLEAP staff are authorized to visit personnel and have access to all buildings and scenes where the presence of law enforcement personnel indicates appropriate involvement.

2. Law Enforcement Knowledge **(CALEA 45.3.2)**

- a. SCLEAP Staff are not required to be certified law enforcement officers; however, Chaplains should become familiar with the public safety environment in order to develop an understanding of the culture of the public safety community and the pressures of the profession.
- b. SCLEAP staff should attend seminars and other training as available.
- c. SCLEAP staff shall assist all law enforcement/public safety personnel, non-sworn staff, and their families in matters within the scope of SCLEAP services. The SCLEAP staff shall not in any way interfere with a member in the performance of duty nor assume the duties of a sworn/certified member. (SCLEAP staff, who are sworn, may provide appropriate response, if needed.)

3. Requests for SCLEAP Assistance **(CALEA 22.1.4)**

- a. Any employee of the South Carolina Law Enforcement Division may request the assistance of SCLEAP for personal or professional reasons, and does not need permission from his/her chain of command.

- b. The SCLEAP may be reached by phone. If seeking assistance, Division employees and family members may call the Officer of the Day (OD)/Fusion Center for contact information.

4. Equipment/Supply Issue

- a. SCLEAP staff will be issued appropriate identification/credentials from SLED to facilitate movement and access, winter jacket, windbreaker, as well as other uniform items. (CALEA 45.3.3, 22.1.6)

BY ORDER OF:



Mark A. Keel
CHIEF OF SLED