
	Department of Public Safety	
	Standard Operating Guidelines	
	Subject:	Employee Assistance Program (EAP)
	Section:	Administration
	Guideline Number:	213
	Effective Date:	April 1, 2007
	Reviewed Date:	October 1, 2024
Signature of Approval:	Charles R. Pruitt Director of Public Safety 	

PURPOSE

To provide employees with a free and confidential counseling service.

SCOPE

All department employees

DEFINITION

Any employee and anyone living in your household may participate in the Employee Assistance Program (EAP). The EAP is separate from your health plan's mental health or substance abuse benefits. It is a free and confidential service that will put you in touch with qualified counselor to help you deal with issues such as:

- Stress
- depression or anxiety
- marital concerns
- eldercare questions
- alcoholism and substance abuse
- financial concerns
- emotional problems
- family planning and parenting concerns

CONTACT INFORMATION

Any employee experiencing a personal problem or job-related problem may initiate contact on their own with EAP. All communications with EAP will be kept strictly confidential as outlined in the policy on confidentiality. An EAP counselor will put you in touch with a qualified counselor in your community. You can receive a limited number of free sessions with a counselor. If you are still in need of further counseling after the three visits, the EAP will coordinate the best and most affordable resources in your community. You can use EAP as often as you need. There are no limitations on how often you use EAP benefits. The toll-free number is: 800-346-5484.