

Policy III.3000.B, Mental Health Leave for Peace Officers

Purpose

The purpose of this policy is to document the College's provision of mental health leave for peace officers who experience a traumatic event in the scope of employment.

Policy

All licensed peace officers employed by San Jacinto College who experience a traumatic event within the scope of their employment at the College are eligible for mental health leave in compliance with Texas Government Code 614.015.

Procedures

1. Upon experiencing a traumatic event, a peace officer may make a verbal or written request for mental health leave to their leader.
2. The leader may approve up to three (3) working days of mental health leave for the requesting officer, per traumatic event. The leader shall notify the Chief of Police via the chain of command. The Chief shall then notify the Vice Chancellor Fiscal Affairs, in writing, of the request regardless of approval.
3. If a peace officer requests more than three (3) working days of mental health leave under this policy, the additional days shall be approved by the College's Vice Chancellor of Human Resources. Up to an additional four (4) working days of mental health leave may be approved when supporting documents are provided. Examples of supporting documentation include:
 - a. Physician note
 - b. Therapist/Counselor note
 - c. Peer Support Team Recommendation
4. A peace officer is entitled to take approved mental health leave without a deduction in salary or other compensation, and without use of other types of available leave.
5. Any requests for mental health leave shall be confidential. Such requests, including approval or denial of the request, shall remain confidential and provide anonymity for a peace officer who takes mental health leave.

Resources

While peace officers are free to utilize any resource of their choosing, San Jacinto College partners the University of Texas Employee Assistance Program to offer confidential counseling, assessments and other referrals for benefits eligible faculty and staff and their dependents. The Program is available for 24/7 crisis situations and has a network of state-wide licensed mental

health and substance abuse clinicians. These services can be accessed by calling (512) 471-3366 Monday-Friday), 512-471-3399 (after hours), or on the Program website, <https://eap.utexas.edu/>.

Definitions

Peace Officer: A full-time employee employed by the College in a police officer or police leadership position who is licensed by the Texas Commission on Law Enforcement (TCOLE).

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

There are no associated procedures with this policy.

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Effective Date	June 7, 2022
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Chief of Police
