

## **Policy III.3000.B, Mental Health Leave for Peace Officers and Telecommunicators**

### **Purpose**

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

### **Policy**

All full-time licensed peace officers and full-time telecommunicators 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 or telecommunicator 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 or telecommunicator, 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 status.
3. If the requesting officer or telecommunicator requests more than three (3) working days of mental health leave under this policy, the request shall be presented to the College's Vice Chancellor of Human Resources for approval. 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. Peace officers and telecommunicators are 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 or telecommunicator who takes mental health leave.

### **Resources**

While peace officers and telecommunicators 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).

**Telecommunicator:** A full-time employee authorized to act as a telecommunicator under Section 1701.405, Occupations Code.

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.

---

Date of Board Approval	January 29, 2024
Effective Date	January 30, 2024
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Chief of Police

---