

General Health, Mental Health, Physical Fitness & Wellness Program

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I. Purpose

To promote the overall well-being of our staff by offering a comprehensive health and wellness program that supports physical fitness, mental health, positive workplace culture, and preventive healthcare. This program aims to enhance resilience, job performance, reduce stress, and improve overall quality of life.

II. Policy

It is the policy of the QAC Office of the Sheriff to develop and maintain a voluntary health and wellness program available to all employees. This program augments existing services and support available to employees related to critical incident management and employee assistance programs.

The Office of the Sheriff encourages all employees to participate in a general health and physical fitness plan approved by their personal physician.

III. General Health & Physical Fitness Each employee is required to maintain a level of general health and fitness sufficient to carry out the essential duties of their respective position.

IV. Physical Examination

The Office of the Sheriff requires a physical examination, at its expense, as part of the hiring process for new deputy sheriffs. The results of the examinations are maintained in the deputy's background investigation file, which is separate from their general personnel file.

V. Supervisor's Responsibilities

When a supervisor determines, through observation, that there is an essential duty that an employee is unable to perform and it appears that the reason for the employee's inability is the result of the employee's health or fitness, the supervisor will notify the employee and report the specific deficiency, in writing, to the agency Human Resources Liaison in addition to the chain of command notification.

The Administrative Services Commander, Chief Deputy, and agency Human Resources Liaison will determine if it is necessary to refer the employee to a physician, at the expense of the Office of the Sheriff, to determine their fitness for duty. A copy of the employee's job description will be provided to the physician for referencing the critical job tasks of the employee. The employee may return to work once the attending physician determines that the employee is able to perform the essential duties of their respective assignment, with or without any reasonable accommodations.

VI. Physical Agility Assessments

Every calendar year, all sworn personnel shall submit to physical agility assessments as determined by the Maryland Police and Correctional Training Commission (MPCTC) and administered by the agency Training Unit or Administrative Services Unit. Each sworn employee's participation in that assessment will be individually documented and filed in their individual training file for a minimum of three years. (If a sworn employee does not submit to the assessment, that employee will be ineligible for re-certification.) Upon completion, a form will be presented to the Sheriff certifying that all sworn personnel have participated and are able to carry out their assigned duties. The training commander shall retain the Sheriff's signed certification for MPCTC audits.

VII. Mental Health Assessments

Every two years, all sworn personnel shall submit to a mental health assessment administered by the agency Human Resources section and reviewed by a mental health professional. Upon completion of this biennial assessment, a form will be presented to the Sheriff certifying that all sworn personnel have participated and are able to carry out their assigned duties. The Human Resources manager shall retain the Sheriff's signed certification.

VIII. Wellness Program

1. Basic Wellness Program Components

A comprehensive wellness program can improve employee health and organizational productivity.

- Physical Health: Encouraging regular exercise, healthy eating, and sufficient sleep.
- Emotional Wellness: Providing resources for stress management, mindfulness, and treatment.
- Financial Wellness: Offering financial planning tools and education.
- Social Wellness: fostering a positive work culture and opportunities for social interaction.
- Intellectual Wellness: Encouraging continuous learning and stimulating challenges.
- Environment Wellness: Supporting eco-friendly practices and promoting a health work environment.

2. Physical Wellness (Health)

Physical wellness contributes to overall health and well-being. It includes healthy habits and behaviors that relate to the physical aspects of the body. A workout facility is provided for all employees to use for physical fitness activities. Our office works in

partnership with the Queen Anne's County Human Resources team to address important issues such as sleep disorders, substance abuse, stress reduction, and communicable disease prevention. We urge all employees to proactively contact the Administrative Services Division for the support they need in these critical areas.

3. Emotional Wellness

Emotional wellness is a key component of a successful wellness program. It involves the ability to identify and manage emotions and to handle life's challenges. Individuals working in the public safety sector are encouraged to understand the culture. Our office provides access to mental health professionals. Any employee wishing to take advantage of available resources is directed to contact the Administrative Services Division for referrals. Our office fosters a workplace culture where employees feel comfortable sharing ideas, concerns, and mistakes without fear of negative consequences. Emotional Wellness feedback is encouraged from employees to understand what's working and what's missing.

4. Financial Wellness

Financial wellness refers to the state of being financially healthy and secure. The goal is to help employees manage their finances, improve their financial literacy, reduce stress, and give them peace of mind. It encompasses various aspects of financial management, such as budgeting, retirement, and savings. Employees are directed to contact the county's contracted financial advisors for assistance and guidance selecting a 457 account, 401k, or Roth 401K account.

5. Social Wellness

The social wellness component of an employee wellness program is about creating a supportive work environment where employees feel valued, connected, and part of a team. This can help employees feel more fulfilled in their work and relationships and lead to increased productivity, job satisfaction, and employee retention. Our office strives to create opportunities for social interaction, encourage employees to connect with each other, make sure employees feel like they belong, encourage a healthy work-life balance.

6. Intellectual Wellness

Intellectual health is a vital component of an employee wellness program because it can help employees be more engaged, motivated, and productive. Our office encourages learning and provides opportunities for employees to learn and grow, such as professional development courses, workshops, and seminars to stimulate creativity and promote critical thinking skills.

7. Environmental Health

Environmental wellness is a key aspect of employee well-being that focuses on the relationship between individuals and their surroundings. Our office implements and upholds health and safety policies in collaboration with the Queen Anne's County Human Resources Team. We educate our employees about health and safety procedures and ensure the availability of fire extinguishers, first aid kits, and emergency exits. Additionally, we provide personal protective equipment, minimize noise levels, and avoid the use of harmful products and materials. We regularly conduct inspections for mold, lead, and radon, and we change air and water filters as needed.

8. Support Resources

- Chaplains
- Mental Health and Wellness Checks
- Critical Incident Stress Debriefings
- EAP Employee Assistance Program – A confidential, problem-solving and referral program. 1-800-327-2251

IX. **CALEA References:** 22.3.2

X. **Proponent Unit:** Administrative Services Division

XI. **Cancellation:** Written Directive dated 10/1/2011

 Sheriff Gary Hofmann