



UW-Madison Police Department

Policy: 33.8

SUBJECT: ANNUAL PROFESSIONAL DEVELOPMENT DAY & MENTAL HEALTH WELLNESS CHECKS

EFFECTIVE DATE: 10/08/24

REVISED DATE: 06/06/24

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STANDARD: CALEA 22.2.3

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PURPOSE: This policy establishes guidelines and procedures for the UW-Madison Police Department's Professional Development Day and Annual Mental Health Wellness Checks.

POLICY:

The duties and responsibilities of the law enforcement profession and employees that work closely with law enforcement are often emotionally demanding and difficult, and officers generally risk experiencing stress and related emotional difficulties. Emotional problems may have a negative impact on personnel performance, and, in extreme instances, may present a danger to the welfare and safety of officers, their families, the general public and fellow coworkers. Therefore, it is the policy of this agency that all UW-Madison Police Department employees will be mandated to meet with a designated licensed mental health professional in an effort to reduce the stigma of seeking mental health assistance, have the opportunity to discuss pertinent life and work-related stressors, and obtain valuable resources to improve their overall mental health and well-being.

DEFINITIONS:

"Mental Health Professional" refers to a licensed professional, departmentally authorized social or mental health caseworker, counselor, psychotherapist, psychologist, or psychiatrist.

PROCEDURE:

33.8.1 ADMINISTRATION

- A. Employees shall schedule appointments with the Department's designated mental health professional and follow the provider's process for scheduling appointments.
- B. Missed/Cancelled Appointment Fee - At the discretion of the Department a missed/cancelled appointment fee may be invoiced to the employee if less than 24 hours advance notice is given for a missed/cancelled appointment. Some exceptions can be made based on extenuating circumstances.
- C. During scheduled appointments employees may dress in casual attire uniform, or clothing suitable for a professional environment. Employees are not required to bring any items or equipment with them.
- D. If an employee chooses to schedule follow up individual appointments or treatment plans as a result of the initial required appointment with the department approved mental health professional, employees shall make their own arrangements for treatment through the appropriate steps outlined by employee personal health insurance policy. The Department will not cover any costs, follow-up appointments, or treatment plans beyond the initial required appointment.
- E. The training unit shall complete a special order outlining the requirements, process, and documentation of the Professional Development and Mental Health Wellness Checks Day, to include all UW-Madison Police Department employees.

33.8.2 CONFIDENTIALITY

- A. All appointments with the designated mental health professional are confidential. These appointments and information shared are strictly between the employee and mental health professional unless a statutory requirement for reporting exists. You will not be required to complete any assessments or screeners prior to your appointment. No

information discussed during your appointment will be shared with anyone at UW-Madison. The only time(s) that confidentiality may be broken, is if the following Statutory Requirements exist:

1. Probable or imminent risk of suicide
2. Probable or imminent risk of homicide or grave physical harm to another person
3. Possible abuse or neglect of a child or vulnerable adult
4. Probable threat to national security

33.8.3 PROFESSIONAL DEVELOPMENT DAY GUIDELINES

- A. On the day of the employee scheduled appointment, employees are authorized to dedicate a regular workday as a Mental Health Professional Development Day. This means that on the day of the employee's scheduled appointment the employee may engage in a variety of activities outside of the mandatory mental health appointment to remain gainfully working throughout the day by one or more of the following activities:
 1. Engage in a mental health course or training
 2. Participate in a mindfulness/meditation session
 3. Explore different relaxation techniques
 4. Participate in free, online professional development courses offered by UW-Madison Office of Human Resources. If you want to add that course to your training record, you can submit proof of completion to the Training Department.
- B. Employees are not required to use a regular full workday to participate in professional development surrounding wellness and may return to their regular scheduled work hours. Employees are required to provide their supervisor with as much advanced notice as possible to ensure appropriate staffing and planning can be arranged.
- C. Employees should coordinate with their supervisor and get approval for their preferred appointment date(s) to ensure appropriate staffing needs are met. If overtime is needed in order to participate in the annual Professional Development and Mental Health Wellness Check days for operational needs speak with your supervisor directly to schedule.
- D. On the day of the employees' scheduled appointment employees must follow the authorized Professional Development Resource Guide that provides a variety of activities that are permitted: The following are not permitted during the mental health appointment or professional development day:
 1. Employees shall not consume alcohol, drugs, or use other substances that may cause impairment.
 2. While participating in the mental health appointment and/or professional development day, employees are required to respond to any urgent department call or text within a reasonable timeframe and must remain within a 2-hour response area of UWPD headquarters.
 3. Employees assigned a department cellular phone must be available by phone throughout the designated workday.
 4. Sworn officers must have a uniform available in case of emergencies.
 5. Any accommodations to be able to engage in any of the activities on the Professional Development Resource Guide (i.e., laptop, office space to work in, etc.) must be requested with the respective department area within at least 3 days advance notice of the assigned professional development day.