



Michelle LaJoye-Young

SHERIFF

Bryan Muir

UNDERSHERIFF

Kent County Sheriff's Office Policy and Procedure

Subject: Employee Assistance Program	General Order: 2 . 1 . 1
Effective Date: 07/26/2022 Revision Date: 05/16/2025	Distribution: All Sworn Personnel

I. PURPOSE

The purpose of this policy is to ensure that all employees, full-time and part-time, have an Employee Assistance Program (EAP) available to them. The intent of the program is to provide confidential assistance with family, financial, substance abuse, and/or work-related problems.

II. POLICY

An Employee Assistance Program is a formal program designed to assist in the identification and resolution of concerns or problems (personal or job-related), which may adversely affect an employee's personal or professional well-being or job performance. These personal concerns may include, but are not limited to, health, marital status, family, financial, substance abuse, emotional/stress, and other personal matters.

Kent County provides an Employee Assistance Program through Encompass.

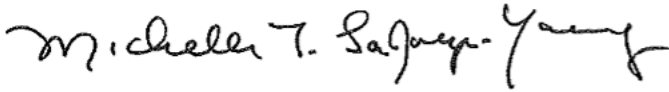
III. PROCEDURES

Encompass services are provided as part of the employee's benefits package by Kent County at no cost. Services provided by Encompass are confidential and available 24 hours a day, 7 days a week. These services are extended to the employees and their immediate family members.

Employees can contact Encompass to schedule a consultation by visiting their website, www.encompass.us.com, or contacting them by phone at 800-788-8630.

IV. CANCELLATIONS

2.1.1 - Employee Assistance Program (07/26/2022)



Michelle LaJoye-Young, Sheriff

Index as:

Standard 2.1.1

Application: This directive constitutes department policy and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law.

KENT COUNTY SHERIFF'S OFFICE