



Pueblo County Sheriff's Office General Order Policies and Procedures Manual Pueblo County Sheriff's Office Section 2	
Part 13: Compensation, Benefits, and Conditions of Work	Subject: Employee Support Services
Related CALEA Standards: 22.1.3, 22.1.4, 22.2.3 22.1.5, 22.1.7, 22.1.10	Related ACA Standards: 5-ALDF-7B-18, 7C-04
Related CALEA Communications Standards: 2.2.7 3.2.3, 3.2.4, 3.2.7	

Authority

This policy is issued pursuant to Sheriff David J. Lucero's directive in which authority to manage and direct all activities connected with the office delegated to the undersheriff and administrative / support services.

Purpose

The purpose of this policy is to provide general guidelines to all members of the Sheriff's Office related to availability of support services programs.

Policy

The Pueblo County Sheriff's Office shall provide support services for members. These services will be available through Administrative Services of the office or through Pueblo County Human Resources. Additionally, members may locate information regarding support services through the Pueblo County Website employee portal. The contact person responsible for this service at the Sheriff's Office will be the captain and or Director of Administrative Services. <COM 3.2.4> <22.1.4>

Support services shall include but not limited to such topics as:

1. Providing information regarding employee benefits. See Pueblo County Policy Manual for specific plan details. <COM 3.2.3 a, b, c > <22.1.3 a, b, c >
2. Assist employees and their families by providing them with access to employee benefit programs, i.e. ACOVA advocates and Employee Assistance Program.
3. The County of Pueblo provides liability protection to all members of the agency as provided by the county. As such the County of Pueblo is self-insured but is a participant in the Colorado Counties Casualty and Property Pool. Contemporary schedules of liability protection are available through the County of Pueblo, *Certificate of Participation* for any given year.
4. All deputies are provided further legal protections for covered incidents under the color of law and as the standard in public provision of protection is at the time. Details of such coverage are case by case and are dependent on overall assignment of protections from the office, county attorney and legal advisors to the County of Pueblo. Colorado state laws changed in 2020 which may have changed some forms of protection. All issues of liability are looked at as the agency is made aware and, on a case, -by-case basis with possible legal advice as sought.
5. Employees may decide to purchase **additional** liability protection, lawyer assistance or supplemental liability insurance, if available, through a different / independent program. However, the employee is responsible for the choice of the vendor and payment. <COM 3.2.3 d > <22.1.3.d> <22.1.10>

The agency makes available to employees an Employee Assistance Program (EP) designed to assist in the identification and resolution of concerns of 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. The Employee assistance Program shall include, at a minimum.

- a. A written directive describing program services. <22.1.7 a>
- b. Procedures for obtaining program services. <22.1.7 b>
- c. Confidential, appropriate, and timely problem assessment services. <22.1.7 c>
- d. Referrals to services, either workplace or community resources for appropriate diagnosis, treatment, and follow-up. <22.1.7 d>
- e. Written procedures and guidelines for referral to and/or mandatory participation: and <22.1.7 e>
- f. Training of designated personnel in the program services, supervisor's role and responsibility, and identification of employee behaviors which would indicate the existence of employee concerns, problems and/or issues that could impact employee job performance. <22.1.7 f>

Information on all programs is available through your supervisor, administrative services and Pueblo County Human Resources.

All staff will have access to on-going health and wellness education, and programs and activities. Written policy, procedures and practices encourage and support employees to participate and engage in health and wellness activities inside and outside of their institutions/ agencies. At a minimum a program should include:

- Education on inherit health risks.
- Monitored goals and objectives.
- Engagement surveys.
- A designated committee that has oversight of activities.
- Periodic health screenings.
- Incentives to encourage employee participation.
- Linkages to support programs (i.e. Employee Assistance Programs, Critical Incident Response Team)

<5-ALDF-7C-04>

Educational Tuition Assistance

Members are encouraged to continue their education and professional development. Members are eligible for tuition assistance through Colorado State University-Pueblo. Members are afforded up to 240 credit hours per semester. Credit hours are issued on a first-come basis and an application is available through the Captain of Administrative Services. <5-ALDF-7B-18>

The allocation of credit hours is based on a "first come-first serve" basis. The general allocation of credit hours is based on a contract with CSU-Pueblo. There is no provision that the Sheriff or Sheriff's Office be responsible should CSU-Pueblo not fulfill their commitment by contract.

Any employee of the Pueblo County Sheriff's Office who is currently a student of CSU-Pueblo or becomes a student through proper methods is eligible for the credits as they are made available. Based on the supply allocated (128), they will be proportionately spread out over the college fiscal year. The Sheriff's goal is to allocate all available credits.

The following procedure shall be followed:

The Pueblo County Sheriff's Office employee officially indicates the need for credit hours by filling out the official Pueblo County Sheriff's Office Educational Assistance Form.

Office members can download the educational assistance form from PowerDMS and or select [the link in blue: #453 Pueblo County Sheriff's Office Form Educational Assistance Program](#)

All forms must be turned into the Sheriff's Office Human Resources for proper signature, approval and calculation of available credit hours 14 days prior to the CSU-Pueblo registration date for each semester.

Completed forms will be returned to the employee and must be submitted to CSU-Pueblo Business Financial Services prior to the beginning of the semester for calculating the number of credit hours applicable. Drop and add period deadlines are at the discretion of CSU-Pueblo. There will be 40 credit hours allotted for fall classes. Spring and summer are based on demand for credits.

CSU-Pueblo is responsible for calculating tuition and fees and managing all billing questions. Both the Sheriff's Office and CSU-Pueblo will track credit hours used. It is the responsibility of the employee to notify Sheriff's Office Human Resources and CSU-Pueblo Business Financial Services following completion of courses. The tuition fee is charged to the employee account, which will be created upon completion of the course.

Sheriff's Office employees who become separated from the Sheriff's Office at any time during the semester or fail to complete approved courses for which they asked for credit assistance may not be eligible for free credits, depending on individual circumstances. Also, prior to the official drop/add period, the employee must present "drop" documentation to Sheriff's Office Human Resources for review. The employee will be responsible for timely payment to CSU-Pueblo.

Sheriff's Office employees must be accepted by the university and pay all other fees, books, expenses, transportation or costs associated with attending CSU-Pueblo. No other college or university offers the same program.

It is the Sheriff's Office employees' obligation to make sure credits are accounted for in this program with CSU-Pueblo.

The Sheriff's Office will evaluate the benefit of this program by ensuring that credits are supplied overall according to contract.

The completion of any degree, any class, or certificate is not the responsibility of the Sheriff's Office. All policies regarding absences, work schedules and time to complete programs are the sole responsibility of the employee. Any employee wishing to adjust work schedules to facilitate going to school must comply with existing policy and procedure which includes the use of supervision and scheduling.

Even if the employee successfully completes classes and complies with all requirements, there is no expressed contract with the employee and the Sheriff's Office. Any contract does not remove the right of the Sheriff to separate any employee of the Sheriff's Office from employment at the Sheriff's Office.

No employee of the Sheriff's Office has any right to programs at CSU-Pueblo that is not specifically mentioned in this policy.

Please see Pueblo County Policy titled: Educational Tuition Assistance for additional benefits.

<COM 3.2.3 e> <22.1.3 e>

Wellness Program

Office members have an opportunity to participate in the County Wellness Program.

Specifics related to the program:

- All County Employees are eligible to participate in the wellness program. <COMM 2.2.7 a>
- Office members are encouraged to voluntarily participate in the wellness program. <22.2.3 a>
- Office members are offered program support and guidance by the county assigned employee.

"County passport information-website"

Passport for Points is a voluntary Pueblo County Program designed to reward employees who practice healthy and safe lifestyles. Participation in this program is available to all Pueblo County Employees. Participation in activities must be coordinated during non-working time or during employee break times (with prior approval from your supervisor). A trained program coordinator will manage the activities of the fitness and wellness program.

<COMM 2.2.7 b> <22.2.3 b>

From time-to-time Pueblo County will sponsor a health event during regular work time. Those events will be approved in advance by the BOCC and identified specifically through SharePoint. A representative will be present for all Countywide sponsored events to sign Passports. Points can be earned by completing activities that pertain to your health and safety. <COMM 2.2.7 d> <22.2.3 e>

Passport for Points runs from December 1 through November 30 every year. To be eligible for Passport for Points, employees must send their enrollment to the County HR department prior to having their attendance validated at each session. How many points you earn within the year depends on how much money you will receive on an Amazon Gift Card. The more points you earn the more money you will receive on your gift card. Gift Cards are generally given during a BOCC Recognition Meeting at the end of January or end of February the following year. <COMM 2.2.7 c>

For more details, contact Human Resources at x6503 or HRBenefits@pueblounty.us.

Click on the following links listed in blue:

County employees will be required to complete the following forms:

[Pueblo County Wellness Passport for Points Enrollment](#)

[Pueblo County Fitness Center Waiver and Release Liability](#) forms related to a health screening and fitness assessment to include education and goal setting. <22.2.3 c, d>

Victim/ Witness Assistance Services

The Pueblo County Sheriff's Office, through the Sheriff or the chaplain's program, if we have an active chaplain, will provide assistance services to be rendered to agency personnel and their families following a serious injury of death while in the performance of work-related duties. <22.1.5> <COMM 3.2.7>

The Captain of Administrative Services of the Sheriff's Office will coordinate this service.

This shall be accomplished in a timely, personal manner. The sheriff or the supervisor may determine, on a case-by-case basis and the totality of the circumstances the best services to implement. <22.1.5> <COMM 3.2.7>

Services available will include, but are not limited to:

1. Assisting the family at the hospital.
2. Supporting the family at the funeral or burial.
3. Helping the family with legal and benefit matters.
4. Counseling the family regarding finances and other possible problems.
5. Supporting the family during any criminal procedures.
6. Maintaining long-term contact and keeping informed of the family's need.



By Order Of The Sheriff