

COVINGTON POLICE DEPARTMENT SPECIAL ORDER

Subject: EMPLOYEE SUPPORT SERVICES

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I. Purpose

To establish procedures to support employees in time of need such as injury, sickness, death or traumatic events.

II. Statement of Policy

It shall be the policy of the Covington Police Department to provide support to members of the department and their families in cases of injury, sickness, death of traumatic events.

III. Procedures

- A. In any situation whereby an employee has a situation where they need the support of the department due to injury, sickness, death or traumatic event, the department will respond appropriately based on the need.
- B. In any event, the chief of police or his designee will be contacted. In cases where spiritual support is needed, the department chaplain will be called. He will offer his services and assistance to the employee or the family. It is understood that in some cases, the employee's personal minister/pastor will be preferred over the department's chaplain.
- C. The Police Who Care Fund Board of Directors will provide whatever financial assistance is warranted and appropriate.
- D. Additional members of the department will be available upon request by the employee or family to assist in any manner needed.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE:

Stacey L. Cotton

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Chief of Police