



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Police Officer Mental Health Leave	DEC - V	3	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D- Personnel	Compensation and Benefits: Leaves and Absences	DEC	08/26/2025

PURPOSE

McLennan Community College provides Mental Health Leave for all College police officers involved in a work-related traumatic event upon request.

Definitions

- Traumatic event – an event which occurs in the police officer’s scope of employment when the officer is involved in the response to, or investigation of, an event that causes the officer to experience unusually strong emotional reactions or feelings which have the potential to interfere with their ability to function during or after the incident.

Traumatic events may include, but are not limited to, the following:

- a. Major disasters which may include response to weather related events involving multiple casualties; explosions with multiple casualties; or search and recovery missions involving multiple casualties;
 - b. Incidents involving multiple casualties which may include shootings or traffic accidents;
 - c. Line of duty death or suicide of a department member;
 - d. Death of a child resulting from violence or neglect;
 - e. Officer involved shooting of a person.
- Mental health leave – administrative leave with pay granted in response to a traumatic event that occurred in the scope of the peace officer’s employment.
 - Mental Health Professional – a licensed social or mental health worker, counselor, psychotherapist, psychologist or psychiatrist.



PROCEDURE

Requesting Mental Health Leave

An officer directly involved in a traumatic event may request the use of mental health leave in writing directly to the Chief of Police or designee. Unless the Chief of Police can articulate specific compelling reasons to deny granting the leave, a recommendation for approving the leave shall be made no later than 24 hours following submission of the request to the President of the College. Final decision on the granting of the leave will be forwarded to Human Resources for processing.

A supervisor or coworker who becomes aware of behavioral changes in an officer directly involved in a traumatic event should suggest to the officer that he or she seek mental health leave and the assistance of a mental health professional.

Any request for mental health leave shall be treated as strictly confidential by all parties involved and shall not be discussed or disclosed outside the officer's immediate chain of command and Human Resources, as necessary to facilitate the use of the leave. Any officer or supervisor who becomes aware of behavioral changes and suggests the officer seek mental health leave shall not discuss that matter with any third party. Any breach of this confidentiality shall be grounds for discipline.

Confidentiality may be waived by the officer seeking mental health leave. Confidentiality may be waived under circumstances which indicate the officer is a danger to self or others and department personnel must confer with mental health professionals.

Duration of Mental Health Leave

An officer directly involved in a traumatic event may request up to three (3) working days of mental health leave. Extensions of mental health leave may be available under certain circumstances. Any request for an extension shall be accompanied by documentation from a mental health professional who is counseling the officer. The request may extend the leave by three working days. Each officer may request no more than two extensions, each supported by sufficient documentation by the mental health professional. The President in working with the Chief of Police and the Director of Human Resources shall grant the extension(s) upon the receipt of sufficient documentation explaining the need for the extension.



Mental Health Services Available to the Officer

Licensed mental health professionals can provide treatment for:

- Anxiety
- Depression
- Stress
- Anger Management
- Insomnia
- Substance Abuse
- Trauma and Loss
- Addiction

Doctor on Demand - <https://www.doctorondemand.com/what-we-treat/behavioral-health/>

MDLive - https://members.mdlive.com/healthselect/landing_home

BC/BS Mental Health Counselor – 1-800-252-8039 (M-F 7:00 a.m. – 7:00 p.m. and Saturday 7:00 a.m. – 3:00 p.m.)

Waco Police Department Peer Support Team (MCC Chief of Police will coordinate)