

DEPARTMENT OF CORRECTION 	COMMUNITY CORRECTIONS DIVISION	DIRECTIVE NUMBER: 507.04.01.000	PAGE NUMBER: 1 of 5
		SUBJECT: Critical Incident Response	Adopted: 11-2001 Revised: 07-10-02

01.00.00. POLICY OF THE DEPARTMENT

It is the policy of the Idaho Board of Correction that the Department of Correction will maintain emergency response plans to include escapes, manmade or natural disasters, and any type of emergency or disorder. Response to emergencies is the responsibility of every correctional employee, and all employees will be trained in emergency response procedures for IDOC work sites.

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03.00.00. REFERENCES

Department Policy 507, Response to Emergencies, Disorders, and Escapes.

04.00.00. DEFINITIONS

Critical Incident. A situation or incident which causes employees to have an unusually strong emotional reaction which could potentially interfere with their ability to effectively carry out the duties of their job.

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Critical Incident Stress Debriefing. A confidential structured group meeting between persons directly involved in the occurrence and review of a critical incident and members of the Critical Incident Stress Management Team (CISMT).

Critical Incident Stress Defusing. A specially structured meeting between persons involved in a critical incident and a member of the Critical Incident Stress Management Team (CISMT).

Critical Incident Stress Management (CISM). The process by which a variety of planning and educational support activities are utilized as interventions to reduce serious and/or long term stress reactions to a work related critical incident

Critical Incident Stress Management Team (CISMT). A team of individuals who have been certified in the Mitchell Model of CISM.

Employee Assistance Program (EAP). A benefit provided to state employees to provide counseling services at no cost to deal with any issues that may be affecting their performance on the job.

Regional Leader. A team member elected for a two (2) year leadership role.

05.00.00. PROCEDURE

In order to provide timely information, education, and EAP referral for regional incidents, and to establish a continuing process to assist crisis or trauma involving employees, a Critical Incident Stress Management Team (CISMT) will be established. Its purpose is to provide appropriate intervention and assistance to employees affected by a critical incident, in an effort to minimize the negative effects of a critical incident or crisis event.

05.01.00. Regional Team Concept

05.01.01. Each region will have a Critical Incident Stress Management Team (CISMT).

Northern Region: Districts 1, and 2.

Southern Region: Districts 3, 4, Nampa CWC, East and South Boise CWC.

Southeast Region: Districts 5,6,7 TF CWC and IF CWC.

05.01.02. Department of Correction, Community Corrections Division (CCD), and CISMT will provide a CISD to all employees involved in a critical incident; to other employees who are referred by supervisory/management staff; and to those who refer themselves for CISD.

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05.01.03. A defusing/debriefing is mandatory for all employees currently involved in a critical incident/trauma event, and for any employee referred by a supervisor or manager.

05.01.04. A defusing/debriefing is not to be utilized as an operational critique. No information will be used as grounds for any departmental disciplinary/investigative procedures.

05.01.05. The Administrator of Community Corrections Division (CCD) will maintain a CISD Manual. The District Managers/Community Work Center Manager assigns CISMT members as necessary. The Administrator of CCD will approve all CISMT membership.

05.01.06. CISMT members must be certified in the Jeffrey T. Mitchell Course (CISMC).

05.02.00. Referral Process

05.02.01. The District Manager/CWC Manager or other staff will refer the names of all employees involved in a critical incident to the CISM team representative.

05.02.02. The District Manager/CWC Manager and a local CISMT representative will assess need. A CISMT Representative will conduct a defusing if appropriate and provide the Regional Leader with date, time and number of individuals involved. If the decision is made that a full debriefing is necessary, the CISMT representative will contact the Regional Leader and request CISMT participation.

05.02.03. This assessment/callout will be accomplished within twenty-four (24) hours, forty-eight (48) hours respectively, of the conclusion of the incident.

05.02.04. The Regional Leader will mobilize CISMT members when requested, schedule a debriefing with involved staff, and notify CCD administration. The Regional Director will also maintain a log of all defusing's and debriefings conducted within the region, notify CCD Administration within twenty-four (24) hours of incident and submit logs quarterly.

05.03.00. Critical Incident Stress Management Team (CISMT) Membership

05.03.01. CISMT members will be recruited from both Community Corrections Districts and Community Work Center staff as the need arises. Community members may be added as needed.

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05.03.02. The Regional CISMT Leader will be elected for a period of two (2) years by the CISMT regional members at the annual training

05.03.03. The Regional CISMT Leader will assist in mobilization of respective CISMT members when the need arises.

05.03.04. Each CISMT member will sign an Agreement of Commitment, outlining his responsibilities.

05.03.05. Each CISMT member will provide a contact phone number to the Regional Team Leader.

05.04.00. Training

05.04.01. CISMT members will attend a sixteen (16) hour initial mandatory training session, demonstrate an understanding of the CISM debriefing process, and the parameters of the team member support role. (Receive certification in the Dr. Jeffrey T. Mitchell Model).

05.04.02. Regional teams will attend a minimum of four (4) hours training quarterly in their region.

05.04.03. An annual training requirement of eight (8) hours training will be conducted for all team members. Team members are encouraged to attend training provided by other teams in their own region. A team member handbook will be developed and updated as needed. A member handbook will contain CISMT operating policy and procedures, confidentiality issues, CISMT forms and will reinforce training objectives.

05.05.00. Non-IDOC Requests

CISMT members will not provide services to outside agencies in an official capacity without approval from the Administrator of CCD.

05.06.00. Guidelines For Conducting A Critical Incident Stress Debriefing (CISD)

05.06.01. The CCD CISMT will utilize the guidelines developed by Dr. Jeffrey T. Mitchell.

05.06.02. If an employee is found to be suffering from stress following a critical incident, the team technician shall notify the facility head, so that any necessary

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administrative leave can be taken and the employee can be referred to an outside agency for assistance.

05.06.03. Prior to returning to work, the employee will be required to have a release from the service provider and acquire approval from the District Manager/CWC Manager.

05.07.00. Critical Incident Stress Management Team (CISMT) Authority

05.07.01. When appropriate, staff should be referred to EAP. It is not the role of the CISMT to provide continuing counseling services.

05.07.02. CISMT members have no authority to offer time off to an employee. The District Manager/CWC Manager must approve all requests for time off.

05.07.03. The CISMT recognizes that, on occasion, it is responsible for sharing confidential information with administrative staff, individual assigned counselors or doctors when needed.

Administrator, Operations Division

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