

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	8.8	Total Pages	3
	Date Filed	*	Effective Date	August 7, 2023
	Supersedes Effective Date		December 9, 2019	
Authority/References	Subject			
	CRITICAL INCIDENT STRESS DEBRIEFING			

I. DEFINITIONS

“Critical Incident Stress Debriefing Team” (CISD Team) means a group of trained individuals who provide debriefing and referral services after a qualifying event.

“Qualifying Event” means a workplace incident involving violence, death, or serious physical injury and also involving one or more employees, inmates, or volunteers.

II. POLICY and PROCEDURE

A. Activation

Upon the occurrence of a qualifying event, or the death of a staff member, the Commissioner, a Deputy Commissioner, or the involved Warden or Director may request the activation of the CISD Team.

B. Intervention

1. Upon activation, the CISD team shall report to a location and time determined by the activating authority.
2. A copy of the extraordinary occurrence report, or any other related documentation may be made available to the CISD team leader.
3. The employees involved in the qualifying event shall be gathered into a designated area for the Critical Incident Stress Debriefing, led by the CISD Team.
4. The CISD Team shall provide a response for support and referral to the employees impacted by the qualifying event.
5. Should a CISD member be directly affected by the qualifying event, he shall be eliminated from providing services during the specific situation.

Policy Number	Effective Date	Page
8.8	August 7, 2023	2

6. All information discussed within a CISD team is considered confidential. Exception to the rule include a duty to report: danger to self, danger to others, abuse of children (including use of child pornography in certain states), dependents, or elderly adults, current or future crime concerning safety of others.
7. Following CISD activation, the CISD Team Leader shall prepare a written report that shall be forwarded to the CISD Administrator and the Commissioner of the Department of Corrections. The report shall include:
 - a. Date, time and location of activation
 - b. List of CISD team members who were activated
 - c. Offer for follow up CISD services.

C. Teams

1. The CISD team shall consist of members nominated by the appropriate Wardens or District Supervisors in each region and approved by the Commissioner of the Department of Corrections. The team shall be composed of at least one (1) employee from the following disciplines:
 - a. Uniformed Security Employees
 - b. Non-Uniformed Institutional Employees
 - c. Probation and Parole Employees
 - d. Mental Health Employees
2. All team members shall be Kentucky Department of Corrections employees.
3. The record of performance and time and attendance shall be considered when approving each team member.

D. Team Activation and Oversight

1. The activated CISD Team shall be overseen and coordinated by the CISD Administrator or designated Program Administrator.

Policy Number	Effective Date	Page
8.8	August 7, 2023	3

2. The CISD Administrator or designated Program Administrator shall organize teams. The Program Administrator shall serve as a Liaison between the activated CISD team and the CISD Administrator.

E. Training

1. All team members shall complete a “Basic Intervention and Debriefing” training created by the International Critical Incident Stress Foundation and instructed by a ICISF trained instructor.
2. There shall be quarterly training meetings conducted by the CISD Administrator, Program Administrator, or Staff Therapist.
3. To remain an active member of the CISD team, each member shall attend eight (8) hours of annual training on the subjects of debriefing, intervention and referral. This training shall be conducted and overseen by the Administrator, designated Program Administrators or Staff Therapist of the CISD team.