

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.035 and 197.020	CRITICAL INCIDENT STRESS DEBRIEFING	

I. DEFINITIONS

“Critical Incident Stress Debriefing Team” (CISD Team) means a group of trained individuals who provide debriefing and referral serviced 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

1. Upon the occurrence of a qualifying event, or the death of a staff member, the involved Warden or the Director of Probation and Parole may request the activation of the CISD Team.
2. The Commissioner of the Department of Corrections or a Deputy Commissioner of the Department of Corrections may also activate 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.

Policy Number	Effective Date	Page
8.8	April 29, 2016	2

- a. The CISD Team shall be made available to employees not directly affected by the qualifying event, but who request CISD services.
4. The CISD Team shall provide a response for support and referral to the employees negatively 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.
6. 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.) Length of activation;
 - c.) List of CISD team members who were activated;
 - d.) Summary of services provided;
 - e.) Recommendations for follow up CISD services.

C. Regional Teams

One team of (5) five to (10) ten members shall be created for each region.

1. The Eastern Region shall consist of Eastern Kentucky Correctional Complex, Bell County Forestry Camp, Little Sandy Correctional Complex and Probation and Parole Districts 7, 8, 10, 11 and 15.
2. The Central Region shall consist of Blackburn Correctional Complex, Luther Lockett Correctional Complex, Kentucky Correctional Institution for Women, Northpoint Training Center, Roederer Correctional Complex and Probation and Parole Districts 4, 6, 9, 12, 14, 17, 18, 19 and 20.
3. The Western Region shall consist of Green River Correctional Complex, Kentucky State Penitentiary, Western Kentucky Correctional Complex and Probation and Parole Districts 1, 2, 3, 5 and 13.

D. Team Composition and Oversight

1. The regional CISD Teams shall be overseen and coordinated by the CISD Administrator, a qualified mental health professional who shall be appointed by the Director of Mental Health Services.
2. Each regional team shall consist of five members, nominated by the Wardens and District Supervisors in that region and approved by the Commissioner of

Policy Number	Effective Date	Page
8.8	April 29, 2016	3

the Department of Corrections. Each team shall be composed of at least one employee from the following disciplines:

- a.) Uniformed Security Employees
- b.) Non-Uniformed Institutional Employees
- c.) Probation and Parole Employees

3. The additional two team members must be Kentucky Department of Corrections employees.
4. The record of performance and time and attendance shall be considered when approving each team member.
5. The CISD Administrator shall select one member of each regional team to serve as the regional CISD Team Leader. The CISD Team Leaders shall serve as liaisons between the CISD Administrator and the involved executive staff.

E. Training

1. All team members shall complete an institutional 24 hour “Basic Intervention and Debriefing” training created by the Division of Mental Health and the Division of Corrections Training.
2. There shall be quarterly training meetings conducted by the CISD Administrator.
3. To remain an active member of the CISD team, each member must attend 8 hours of annual training on the subjects of debriefing, intervention and referral.