



STATE OF ALABAMA

DEPARTMENT OF CORRECTIONS

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January 3, 2003

ADMINISTRATIVE REGULATION
NUMBER 316

OPR: Program Services

CRITICAL INCIDENT STRESS MANAGEMENT TEAM

I. GENERAL

This regulation establishes responsibilities, policies, and procedures for the **Critical Incident Stress Management (CISM) Team** within the Alabama Department of Corrections.

II. RESPONSIBILITIES

1. The Deputy Commissioner for External Programs, the Director of Treatment and the CISM Coordinator will have the authority and responsibility for selecting, equipping, training and removing CISM members.
2. Respective Institutional Wardens/Directors will allow CISM Team members to attend and participate in all training sessions.
3. The Institutional Warden/Director is responsible for notifying the CISM Coordinator of any critical incident that may require the assistance of team members. The CISM Coordinator will inform either the Deputy Commissioner for External Programs or the Director of Treatment any time the services of team members is requested.
4. The Institutional Warden/Director where the critical incident occurred is responsible for properly briefing the CISM Team Leader of the critical incident.
5. The CISM Coordinator is responsible (subject to the Deputy Commissioner and Director of Treatment) for control of CISM team members and for directing the CISM team efforts.

6. The CISM team member home institution will be responsible for the members per diem for meal and overnight lodging when required.
7. The CISM Coordinator will maintain a list of active Regional Leaders, Team Leaders and team members and a manner in which to contact them.

II. ACTIVATION PROCEDURES

1. The Commissioner, Deputy Commissioners, Institutional Coordinator and Wardens/Directors of their respective institutions are authorized to call out a CISM team when needed.
2. The CISM Coordinator, Regional Leader or Team Leader will be contacted to activate the CISM team.
3. The CISM Coordinator, Regional Leader or Team Leader will contact team members to conduct a debriefing session.
4. The Warden/Director should provide team members at their institution with transportation for debriefing sessions.
5. The Warden/Director where the critical incident occurred is responsible for properly briefing the CISM team leaders of the critical incident.
6. The Warden/Director where the critical incident occurred should provide an adequate setting in which a debriefing can be conducted.
7. A follow-up debriefing will be held within two (2) weeks after the initial debriefing session.

III. IDENTIFICATION

1. CISM team members will dress professionally during debriefing sessions.
2. CISM team members will be identified by badges designating their position.

IV. TRAINING

1. All incoming team members must attend professional training before becoming an official member of a CISM team.
2. All team members must attend a general workshop/training session annually, at a designated central location, where all team members will be present.

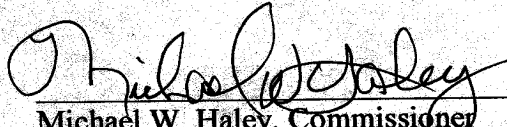
3. All team members should attend regional training quarterly.
4. The CISM Coordinator will provide additional training as needed.
5. The Warden/Director should provide team members at their institution with transportation to training sessions.

V. CONFIDENTIALITY

1. The CISM debriefing process is a confidential process. All information obtained in a debriefing session will be held in strict confidentiality.
2. The debriefing process is in no way a part of a separate investigation procedure conducted by I & I or any other law enforcement agency.
3. Where a question of institutional safety and security is prevalent and pertinent, information obtained in a debriefing session can be revealed to the Warden/Director of the institution where the critical incident occurred or the Deputy Commissioner's Office.

VI. REPORTS

1. A general report will be prepared by the team coordinator after each debriefing session and submitted to the CISM Coordinator.
2. The CISM Coordinator will submit an annual report of the CISM team efforts for the year past in January to the Deputy Commissioner for External Programs.



Michael W. Haley, Commissioner