
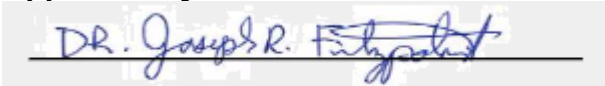


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POLICY NUMBER: 4.7		
CHAPTER 4: TRAINING AND STAFF DEVELOPMENT		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
EFFECTIVE DATE: May 9, 2000	LATEST REVISION: December 21, 2016	CHECK ONLY IF APA [<input type="checkbox"/>]

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Entire Department of Corrections

III. POLICY

It is the policy of the Department of Corrections to encourage emotional recovery and stability by providing peer support to Department employees who have been involved in or affected by a critical incident or personal trauma that is job related. The Department's peer support program is offered in addition to and not as a substitute for the State's Employee Assistance Program and private counseling.

IV. CONTENTS

- Procedure A: Peer Support Teams, General
- Procedure B: Critical Incident Stress Management
- Procedure C: Job-Related Personal Trauma
- Procedure D: Training and Meetings

V. ATTACHMENTS

None

VII. PROCEDURES

Procedure A: Peer Support Teams, General

1. Each Chief Administrative Officer shall establish a facility Peer Support Team. Depending upon the needs and of the size of the facility, the team should consist of a minimum of five members and may have as many as 25 members.
2. Each Chief Administrative Officer shall designate a facility employee to be the Peer Support Team Leader and may designate a facility employee to be the Assistant Peer Support Team Leader.
3. The Peer Support Team Leader shall survey facility employees for their recommendations of candidates for the Peer Support Team and then determine if the employees recommended are willing to serve on the Peer Support Team.
4. The names of recommended employees who agree to serve on the Peer Support Team shall be submitted to the Chief Administrative Officer for final selection. In addition, the Chief Administrative Officer may invite staff who provides services under contract to or by agreement with the Department to be member(s).
5. The Director of Adult Community Corrections and Associate Commissioner of Juvenile Services shall each establish a Peer Support Team for each community corrections region. Each team should consist of at least five members.
6. The Associate Commissioner of Juvenile Services and the Director of Adult Community Corrections shall designate a community corrections employee to be the Peer Support Team Leader.
7. The Peer Support Team Leader shall survey community corrections employees for their recommendations of candidates for the Peer Support Team and then determine if the employees recommended are willing to serve on the Peer Support Team.
8. The names of recommended employees who agree to serve on the Peer Support Team shall be submitted to the Associate Commissioner of Juvenile Services and the Director of Adult Community Corrections for final selection.
9. The Department's Director of Victim Services may assist the Peer Support Team(s) as a resource.
10. The Peer Support Team Leader of each facility and region shall approach team members annually to determine if they want to remain on the team.
11. An employee accepting appointment may remain a team member as long he or she is willing to serve unless removed at the discretion of the Chief Administrative Officer, Associate Commissioner of Juvenile Services or the Director of Adult Community Corrections, as applicable.

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12. The Chief Administrative Officer, Associate Commissioner of Juvenile Services or the Director of Adult Community Corrections, as applicable, shall provide general direction to the Peer Support Team Leader with respect to the operation of the Peer Support Team.
13. The Peer Support Team Leader shall work with the Training Coordinator from the facility/region to coordinate team trainings as well as critical incident stress debriefings and be a resource for concerns that arise.
14. A list of Peer Support Team members, including their home and/or cell telephone numbers and email addresses, shall be posted in locations readily accessible to employees but not others.
15. An employee may contact any team member he or she chooses without the need to inform a supervisor.
16. Any team member who is approached by an individual shall keep such contact in the strictest confidence and any conversations between an employee and a Peer Support Team member are not to be recorded or disclosed in any manner, unless there is a threat of bodily harm to self or others or criminal activity or a risk to security is disclosed. In such a case, the team member shall complete a report and forward it, as applicable, to the facility Chief Administrative Officer, or designee, or Regional Correctional Administrator, or designee, and take other appropriate action as necessary.
17. A Peer Support Team member shall not be involved in the investigation of any incident if he or she is acting in a peer support role with anyone involved in the same incident.

Procedure B: Critical Incident Stress Management

1. Employees involved in a critical incident shall be given the opportunity to undergo Critical Incident Stress Management (CISM). This may take the form of an abbreviated debriefing (“defusing”) or a full debriefing.
2. Any staff may suggest the need for CISM to the facility Chief Administrative, or designee, or Regional Correctional Administrator, or designee, or to a Peer Support Team member. This suggestion may come in the form of an anonymous request.
3. As applicable, the facility Chief Administrative, or designee, or Regional Correctional Administrator, or designee, shall contact the Peer Support Team Leader as soon as possible regarding a critical incident that he or she determines requires CISM.
4. If an employee assigned to Central Office is involved in a critical incident, the Commissioner, or designee, shall contact the Peer Support Coordinator for a referral to a Peer Support Team.

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5. The Peer Support Team members, under the direction of the Team Leader, shall contact all staff involved in the incident to inform them of the debriefing, as well as to check on their wellbeing.
6. The debriefing shall take place within 72 hours after the incident but not before 48 hours after the incident. The debriefing shall be conducted off site when available.
7. If more than one employee was involved in the incident, the debriefing shall be a group process.
8. Other than Peer Support Team members and Employee Assistance Program counseling professionals, only staff involved in the critical incident shall be allowed to be present at the debriefing.
9. Supervisory staff shall not attend the debriefings unless they are part of the Peer Support Team or are directly involved in the incident, and, if attending, their role is as an equal participant.
10. If involved in the incident, employees shall be required to attend, and staff providing services under contract to or by agreement with the Department shall be invited to attend, a debriefing concerning any of the following:
 - a. line of duty death;
 - b. serious line of duty injury;
 - c. line of duty shooting;
 - d. prisoner or resident death (other than natural death);
 - e. prisoner or resident self-injury when loss of life would have occurred without immediate intervention;
 - f. death or serious injury to another person where staff is involved;
 - g. hostage taking; or
 - h. mass prisoner or resident disturbance.

Active participation is voluntary and shall not be mandated.

11. The facility Chief Administrative, or designee, or Regional Correctional Administrator, or designee, may mandate a debriefing for any other significant incident at his or her discretion.
12. Attendance at debriefings shall take priority over routine work assignments when available. Work time for the staff attending and the Peer Support Team members present to facilitate shall count as work time for Fair Labor Standards Act purposes. The Team Leader shall make arrangements for coverage, if necessary.
13. The debriefing shall have at least two Peer Support Team members present to facilitate as well as a counselor, if appropriate.

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14. Debriefings are confidential and discussions are not to be recorded or disclosed in any manner, unless there is a threat of bodily harm to self or others or criminal activity or a risk to security is disclosed. In such a case, the team members shall complete reports and forward them, as applicable, to the facility Chief Administrative, or designee, or Regional Correctional Administrator, or designee, and take other appropriate action as necessary.

Procedure C: Job-Related Personal Trauma

1. Employees affected by personal trauma that is job-related shall be given the opportunity to have peer support as set out above, except that attendance is voluntary and shall not be mandated, and family members may be invited to participate.
2. Personal trauma that is job-related includes, but is not limited to:
 - a. death of a co-worker while not on duty;
 - b. serious injury to a co-worker while not on duty; or
 - c. significant life event affecting the employee's ability to work.

Procedure D: Training and Meetings

1. New staff shall receive training about the peer support program during orientation. This training shall be documented in the staff's training record.
2. Training is required for all Peer Support Team members and shall occur twice a year. Each training will be four (4) hours and set up by the Facility/Region Training Coordinator in conjunction with the Peer Support Team Leaders. This training shall be documented in the staff's training record.
3. Training shall include the following:
 - a. common reactions to traumatic events;
 - b. critical Incident Stress Management (CISM);
 - c. confidentiality;
 - d. crisis intervention;
 - e. defusing;
 - f. peer support team roles and responsibilities; and
 - g. information about relevant programs and services, such as the Employee Assistance Program.
4. Peer Support trainings shall take priority over routine work assignments for the Peer Support Team. Peer Support trainings shall count as work time for Fair Labor Standards Act purposes.

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VIII. PROFESSIONAL STANDARDS

None

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