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**ADMINISTRATIVE REGULATION  
NUMBER**

316

**OPR: ADMINISTRATION**

## **CRITICAL INCIDENT STRESS MANAGEMENT TEAM**

### **I. GENERAL**

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures for the Critical Incident Stress Management (CISM) Team.

### **II. POLICY**

It is the policy of the ADOC to provide staff with professional and peer-support personnel who are specially trained and follow an established standard of stress intervention techniques to effect recovery from traumatic stress positively.

### **III. DEFINITION(S) AND ACRONYM(S)**

- A. **Crisis Management Briefing (CMB)**: A group briefing used before, during and after crisis to present facts, provide pertinent information to facilitate a brief controlled discussion, answer questions and information on stress survival skills and/or other available support services.
- B. **Critical Incident (CI)**: A traumatic event that has the potential to impact an individual's ability to cope. This includes the death of a coworker.
- C. **Critical Incident Stress Debriefing (CISD)**: An active intervention involving a group meeting or discussion about a particular critical incident. The CISD is designed to mitigate the impact of a critical incident and to assist the group in recovery from the stress associated with the event.
- D. **Critical Incident Stress Management (CISM)**: A peer-to-peer intervention protocol specifically developed for dealing with traumatic events.

- E. **Peer to Peer Mentoring:** ADOC employees trained to listen, mentor and provide support to others who are experiencing personal or professional difficulties.
- F. **Stress Coaching:** A proactive discipline where an experienced and specially trained peer guides/coaches a colleague through issues hopefully to prevent a crisis event from escalating.
- G. **Traumatic Stress:** A heightened state of cognitive, emotional and behavioral arousal because of extremely threatening, overwhelming or severe life experience.

#### IV. **RESPONSIBILITIES**

- A. The ADOC Commissioner will appoint the CI Director.
- B. The CI Director shall be responsible for:
  - 1. Selecting team members
  - 2. Equipping and training CISM team members
  - 3. Continuing education and certification of team members, including providing periodically a general workshop and/or training sessions for all CI team members to maintain certification and providing additional training as needed
  - 4. Establishing criteria for call out
  - 5. Determining when to respond to an incident and which team members will be activated for an event
  - 6. Approving travel according to AR 107 *Travel Reimbursement*
- C. Team members shall be responsible for:
  - 1. Maintaining CI certification
  - 2. Attending and successfully completing an initial professional training course
  - 3. Attending and successfully completing periodic training sessions
  - 4. Obtaining supervisor's approval for team membership

5. Keeping current contact information available for Regional Director
  6. Being available for team deployment at any time 24/7
  7. Notifying supervisor upon CISM callout
  8. Wearing team identification badges
  9. Dressing professionally during debriefing (CISD) sessions
- D. Regional Team Directors (North, Central and South) are responsible for:
1. Maintaining contact list of team members
  2. Maintaining CI certification of self
  3. Assisting CI Director with training/selecting of team members
  4. Selecting and notifying team members of call out
  5. Periodically conducting workshops and/or training sessions for team members and maintaining documentation of participant attendance
- E. CI team member's supervisor/warden is responsible for:
1. Allowing for training
  2. Allowing for call out
  3. Allowing travel in accordance with AR 107 *Travel Reimbursement*

V. **PROCEDURES**

- A. The Commissioner, Associate Commissioners, Deputy Commissioners, Regional Directors, or Division Directors are authorized to notify the CI Director or Regional Team Director when an event occurs. Supervisors are authorized to notify the CI Director, through the chain of command, of the deaths of employees or critical incidents. The CI Director may activate the team independent of notification.
- B. Upon receipt of notice of a critical incident need (including the off duty death of an employee), the CI Director or Regional Team Director shall activate the appropriate CI team members.