

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>	EFFECTIVE DATE 12/1/14	NUMBER 02.04.100
SUBJECT TRAUMATIC INCIDENT STRESS MANAGEMENT PROGRAM	SUPERSEDES 02.04.100 (09/20/04)	
AUTHORITY MCL 791.203; 1974 PA 258, Mental Health Code; MCL 330.1001 <i>et seq.</i>		
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**POLICY STATEMENT:**

All Department employees who have experienced a traumatic incident in the work place shall be provided an opportunity to participate in the Traumatic Incident Stress Management Program (TISM).

**POLICY:**

DEFINITIONS

- A. Qualified Mental Health Professional (QMHP) - A physician, psychiatrist, nurse practitioner, physician's assistant, psychologist, social worker, or registered nurse who meets the requirements set forth in Mental Health Code, MCL 330.1001 *et seq.*, and is trained and experienced in the areas of mental illness or mental disabilities.
- B. Traumatic Incident - A workplace incident involving death, violence or serious injury which significantly impacts workplace operations and can reasonably be expected to cause employees to have a strong stress reaction that may interfere with their ability to function either at the time of the event or at a later time.
- C. TISM Team Member - An employee who has completed the appropriate application process, has been approved by the TISM coordinator and the state TISM coordinator, completed all required training, and is in good standing with the TISM program.

GENERAL INFORMATION

- D. The Traumatic Incident Stress Management (TISM) Program is offered through the Employee Service Program (ESP) in the Office of the State Employer. The Program offers various services, including pre-incident education, situation assessments, on-site support, individual sessions, group defusing and debriefing sessions, and follow-up assistance. Employee participation in the TISM Program is voluntary.
- E. Information concerning the TISM Program and services offered shall be made available to employees through the appropriate Human Resource Office and the Department TISM Coordinator.
- F. Employees involved in a traumatic incident also may be referred on an individual basis to the ESP in accordance with PD 02.04.107 "Employee Services Program."

TISM PROGRAM COORDINATORS

- G. The Administrator of the Equal Employment Opportunity Office or designee shall serve as the Department TISM Coordinator. S/he shall be responsible for the overall management and coordination of the Department TISM Program, in conjunction with the State TISM Coordinator from ESP.
- H. Each Correctional Facilities Administration (CFA) institution and Field Operations Administration (FOA) Regional Office shall have one person designated by the Warden or Administrator, as appropriate, as its local TISM Coordinator. The Administrator of the Bureau of Health Care Services (BHCS) also shall designate local TISM Coordinators for each BHCS area. The Department TISM Coordinator shall be the local TISM Coordinator for Central Office.

TISM TEAM MEMBER SELECTION AND TRAINING

- I. The Department TISM Coordinator shall ensure that an adequate number of Department employees are designated as TISM team members. An effort shall be made to select TISM team members who

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represent a geographic balance throughout the state and represent a cross section of Department employees. The Department TISM Coordinator shall maintain a list of all Department TISM team members, their work telephone numbers and their work location.

- J. An employee who wants to be considered for a TISM team member is to submit a completed statewide TISM team application to the Department TISM Coordinator for approval. The application shall include a letter of recommendation and approval from the Warden or Administrator, as appropriate. Applications approved by the Department TISM coordinator shall be submitted to the ESP for final approval.
- K. The Department TISM Coordinator, in conjunction with the Training Division, Budget and Operations Administration (BOA) shall ensure adequate training is available to all TISM team members, including in-service training. A TISM team member who fails to attend or to satisfactorily complete required training may be removed from the list of approved TISM team members by the ESP and the Department TISM Coordinator after consultation with the appropriate Warden or Administrator.

#### TISM DEBRIEFING SESSIONS

- L. A TISM debriefing session is a structured group meeting conducted by trained TISM team members to assist in the participants' recovery process after being exposed to a traumatic incident. TISM debriefing sessions shall remain entirely separate from post-incident reviews conducted pursuant to PD 01.05.120 "Critical Incident Reporting."
- M. The number of debriefing sessions held and the number of TISM team members required is determined by the number of employees needing to be debriefed. Except as set forth in Paragraph N, a TISM debriefing team should minimally consist of one QMHP and one peer support TISM team member. The QMHP or peer support TISM team member may be from another State agency if s/he is a member of the State TISM team and approved by the State TISM Coordinator and employing agency.
- N. If only one TISM team member is available to conduct a debriefing session, the Department TISM Coordinator, in consultation with ESP, shall decide if the debriefing session will be conducted by that TISM team member or rescheduled. If a debriefing session is conducted by a single TISM team member, the team member must be a QMHP.
- O. Only TISM team members and participants in the debriefing session shall be permitted to attend a debriefing session. Observers are not permitted.
- P. Employees attending debriefing sessions and TISM team members required to travel to conduct debriefing sessions shall be considered to be on duty and compensated accordingly. Reimbursement for any extraordinary costs (e.g. plane fare) shall be paid only with prior approval from the appropriate Executive Policy Team (EPT) member.
- Q. The privacy and confidentiality of what is revealed in a debriefing session is encouraged. Information shared by TISM team members and participants shall not be disclosed to third parties except where abuse of a child or a vulnerable or incapacitated adult is suspected, when a participant is expressing threats to himself/herself or to another identified person, where the security of the facility or work unit is at risk, or where public safety is at risk. In such cases, the QMHP acting as the TISM team member shall notify appropriate individuals.
- R. Debriefing sessions shall not be recorded in any manner, including in writing.

#### Scheduling a TISM Debriefing Session

- S. Employees or collective bargaining unit representatives who want a debriefing session scheduled shall contact the Department TISM Coordinator through the appropriate local TISM Coordinator. The Department TISM Coordinator shall consult with appropriate personnel at the work location where the debriefing request originated to determine if a TISM debriefing session should be scheduled and obtain the approval of the State TISM Coordinator, as required. A TISM debriefing session is not to be scheduled without the approval of the appropriate EPT member or designee.
- T. If it is determined that a TISM debriefing session is not appropriate, the Department TISM Coordinator

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and State TISM Coordinator shall determine if any alternative TISM Program services should be offered or if a referral to ESP should be made.

- U. If a TISM debriefing session is approved, a session shall be scheduled within 72 hours of the incident or as soon as it is feasible to assemble the TISM team and participants. TISM debriefing sessions shall be held at the worksite and, to the extent possible, during the regular work hours of the participants. Separate debriefing sessions shall be held for line staff and supervisors/administrators if recommended by the Department TISM Coordinator in consultation with the State TISM Coordinator and approved by the appropriate EPT member or designee. The Department TISM Coordinator shall notify ESP and appropriate collective bargaining unit representatives whenever a TISM debriefing session is being scheduled.
- V. The local TISM Coordinator shall be responsible for logistical arrangements at the work site where the debriefing session will be conducted. The Department TISM Coordinator shall contact TISM team members whose work sites are as close as possible to the work site at which the debriefing session will take place to conduct the debriefing session. The appropriate Warden or Administrator shall make every effort to release TISM team members to conduct debriefing sessions.
- W. Notice of a scheduled debriefing session shall be posted in an area accessible to all staff at work sites where the incident occurred and where the debriefing session is to be held. The appropriate Human Resource office also shall notify those employees who were involved in the traumatic incident but are not working at the time of the posting of the scheduled debriefing session and shall provide information concerning the TISM Program to all staff who were involved in the incident but are not participating in the debriefing session.

#### PROCEDURES

- X. Procedures are not required for this policy directive.

#### AUDIT ELEMENTS

- Y. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self-audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures."

APPROVED: DHH 11/13/14