# PURPOSE/SCOPE/APPLICATION

## To establish minimum guidelines and standards for CISM Team Members. These shall include but are not limited to Team member classifications, training and meeting requirements, team participation and probationary review.

## This SOG shall apply for all CISM Team Members

# REFERENCE DOCUMENTS

## Policies of the Massachusetts Statewide Peer Support Network.

# DEFINITIONS

## **Mandatory Training**: Training that shall be mandatory to become and maintain certification under the Mass Statewide Peer Support Network policies.

## **Intervention**: Any situation where the team or peers are deployed or assigned.

## **Leave of Absence (LOA):** A limited term of time that a member can request away from the team without losing his/her position. Maximum 12 Months.

## **Meeting:** Any scheduled meeting for which your presence is requested.

## **Non-Operational Status**: Anytime a member’s attendance falls below the standards set forth in this SOP, he/she will be put on non-operational status and will not be allowed to deploy to incidents until they have evaluated out.

## **Operational Status**: Any member that is in good standing and that can be deployed to incidents will be considered placed on operational status.

## **CISM**: Critical Incident Stress Management as defined by the Massachusetts Statewide Peer support Network (MSPSN) and the International Critical Incident Stress Foundation (ICISF).

# Team Membership Classifications

# The District 14 CISM Team is composed of four categories of members: Active Member, Provisional Member, Inactive Member, and Resource Member.

### Active Member

To be eligible for active membership, applicants must have completed the ICISF Basic Group Crisis Intervention Course and the Individual Crisis Intervention and Peer Support (or approved equivalent) course and a course1 on Suicide Prevention, Intervention, and Postvention approved by ICISF approved trainers by the end of their first full year of membership on the team.

*1 Currently, the Mass Peer Support Network accepts the ICISF CISM Suicide Prevention, Intervention, and Postvention (two-day course); ICISF CISM Suicide Prevention, Intervention, and Postvention for First Responders (one-day course); and Living Works Applied Suicide Intervention Skills Training (ASIST), a two-day course*

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### Provisional Member

Mental Health professionals, peers, and chaplains who have completed the application process and have been accepted for membership but have not completed the pre-requisite training will be appointed as a provisional member for a period of the first full year of their membership. Provisional Members may not attend interventions as an observer until fully trained and certified.

Provisional Members may attend and participate in team business meetings and fully participate in all team training and continuing education sponsored by the District 14 Team.

Provisional Members shall sign an agreement of confidentiality, stating they understand the confidential nature of any team intervention, including an agreement to keep the proceedings witnessed confidential, prior to attending their first intervention of a defusing or debriefing.

Provisional Members must complete prerequisite training and attend at least three group interventions prior to release to Active Member status. A formal Letter of Release will be issued by and in consultation with the Team Coordinator and the Clinical Coordinator. The letter of release will be announced in the quarterly team meeting and recorded in meeting minutes.

### Inactive Member

The Team Administrator, and Team Coordinator and/or Clinical Coordinator, are responsible for reviewing member status by the last month of each calendar year. Any member who fails to meet the criteria as an active Member during the current calendar year is granted Inactive Member status. The Inactive Member must be eligible (attendance, response, training) for reinstatement by the end of the next calendar year in which they are designated Inactive. If requirements are not met, the Inactive Member will be dropped from the team at the beginning of the following year.

### Resource Member

An active member in good standing may request to have his/her status changed to Resource Member for a period not to exceed one (1) year from the date of the change in status. At any time during the first year the Resource Member may be considered for reinstatement as a full Member, provided eligibility requirements are fully met.

Within the four categories of membership, individuals may fill more than one specific role on the team (peer, mental health provider, chaplain). The Team is composed of Peer Members (e.g., Rescue, Fire, Law Enforcement, and Nursing) Mental Health Providers, and Chaplains.

### Active Member

* Attend at least 60% of the scheduled team meetings in a fiscal year. Attend CISM Interventions for which the member committed.
* Participate in and document a minimum of four hours of CISM or related continuing education annually.
* Respond to requests within the period designated indicating availability for a CISM Intervention.

### **Membership Status Review**

A membership review will be conducted during the last quarter of the calendar year by the CISM Team Administrator, the Clinical Coordinator, and the Team Leaders.

### **Leave of Absence (LOA)**

Team members may take a Leave of Absence for up to 12 months. To take a leave of absence, a member should discuss the matter with one of the following: CISM Team Administrator, Team Coordinator, or the Clinical Coordinator. The member shall submit a letter requesting a Leave of Absence for a specified time.

At the conclusion of the time, the member may request to be reinstated to their status of member, if they meet the eligibility requirements. A LOA is not granted for more than one calendar year. During the LOA, the individual is not utilized as a Resource Member. The individual who has been given a LOA still receives all DISTIRICT 14 CISM team communications and may attend training activities and meetings; they may NOT respond for interventions.

# SPECIALIZED ROLES AND RESPONSIBILITIES

## All members are responsible for enforcing this SOG.

# SAFETY

## N/A

# ENFORCEMENT

## Failure to understand this Standard Operating Guideline may result in disciplinary action.

## Any deviation from this Standard Operating Guideline may require a written report to the Chief overseeing the team and/or the District 14 Chair.

## This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a compliant by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

# STANDARD OPERATING GUIDELINE

## General

### Membership should be opened under the discretion of the District 14 Chiefs to willing and active individuals of Massachusetts Fire District 14. Providing that they can fulfill membership requirements as set forth in the SOGs, Policy and Procedures, and Regulations of the Team. Any person desiring membership should complete the application form prescribed by the Executive Committee and should return said application to the Team Coordinator for record.

## Active Membership

### Members should maintain active status with the team through the fulfillment of all team duties and attendance of 60% attendance of scheduled monthly meetings of the CISM Team.

## Inactive Membership

### If an Active Member cannot fulfill the duties of Active Membership, the Team Coordinator should immediately change that member's status to that of an Inactive Member.

### To regain Active Membership status, an Inactive Member must fulfill active-duty requirements for six consecutive months and attend/makeup mandatory refreshers as required. Return to active duty is automatic upon completion of those six months, and the Team Coordinator should record the status change.

### Inactive status caused by temporary medical conditions should not require make up of missed duties, if the inactive status was less than one year,

# Trainings and Meetings

### General

#### All meeting notices must be sent via email to all Team members. All Team members must be notified a minimum of 14 days prior to the start of the meeting.

#### All meetings shall follow a written agenda as prepared by the Team Coordinator. Any additions and/or provisions to the agenda shall be submitted and added at the start of said meeting.

#### Following the conclusion of a meeting, the coordinator shall prepare the brief notes of said meeting and forward them to the Operational Chief for the Team.

#### All meeting minutes should be completed within 96 hours of the completion of said meeting

#### All trainings shall follow a prepared outline and organizational guideline. All participants shall sign-in on a class roster, which will be filed with the Team Coordinator upon completion of the training.

### Training

#### Training will be conducted on the first Monday of every month with optional training scheduled in July and August.

#### Team members shall attend 60% of the monthly training and must attend the required mandatory trainings of the Mass Statewide Peer Support Network. If mandatory trainings cannot be attended for any reason, by any member, they shall be made up by the individual member before year’s end on member’s own time.

## Attendance Policy

### Deployments & Interventions

#### All members will be required to attend as many deployments or assigned interventions as possible to which the team member has been dispatched in a calendar year.

#### Members must reply to their team dispatch text message and be recorded on the incident roster by the Team Coordinator to be considered as completing their responsibility.

### Trainings

#### All members will be required to attend 60% of all drills in a training cycle.

#### If a member’s attendance falls below the 60% mark during the training cycle, they may be put on non-operational status.

#### All rosters must be signed by attending members.

#### The D14 CISM Team will hold monthly meetings each year. With notice the Team Coordinator may schedule mandatory meetings and training sessions during the year (as required). for each major discipline Should a member miss a mandatory training session, he/she shall be placed on non-operational status until such time as the/she can make up the discipline.

#### Regular monthly training sessions will be two hours in length and run from 1700 - 1900 hours.

#### At least once each meeting cycle the team will hold a training to review suicide prevention.

#  Probationary Review

### The probationary period will be 1 year from team appointment.

### The review should consist of the following:

#### Strengths, Weaknesses, and identified areas of improvement needed.

### Reviews should be conducted by the following

#### Team Coordinator & designated Senior Peers .

#### Completed reviews shall be forwarded to the Operational Chiefs for final review and approval.

### A session should be conducted with the member to allow for their review ,input, and feedback.

### Three (3) failing reviews may result in the member being removed from the team.

# RECORDS, REPORTS, CHARTS, FORMS

## As required by Fire District 14 policies.

SOG Review Dates: