

CHAPTER 5
EMPLOYEE ASSISTANCE-CRITICAL INCIDENT
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CHAPTER 5

EMPLOYEE ASSISTANCE-CRITICAL INCIDENT

1. SHOOTING INCIDENT.

a. Employees who have been involved in an on-duty shooting shall attend Critical Incident Stress Debriefing (CISD) within 72 hours of the incident.

(1) Notify the Office of Employee Safety and Assistance (OESA) at (916) 843-3320.

(2) The OESA will assist with coordinating Peer Support and therapist response as needed.

(3) Commanders, through OESA, will arrange a mandatory group or one-on-one CISD. Commanders shall be responsible for verifying the CISD has occurred.

(4) The OESA may also arrange for separate CISD session(s) for other employees as deemed appropriate; e.g., partner officer not involved in the shooting, involved communications personnel, other Area employees, or family.

(5) After assessing needs of the command, OESA will arrange for the appropriate response.

(6) The OESA will assist with critical incident stress management needs, scheduling, and attending CISDs.

(7) Therapists will assess and assist with critical incident stress management needs, scheduling, and conducting CISDs.

b. Resources.

(1) Peer Support Roster.

(2) Employee Assistance Program through Magellan Healthcare Services (MHS) at (866) 327-4762.

(3) Highway Patrol Manual 70.6, Officer Safety Manual.

(4) Highway Patrol Manual 10.5, Employee Assistance Manual.

2. CRITICAL INCIDENT.

a. Any event, on-duty or off-duty job-related, involving actual or threatened death or serious injury, which has the potential to create a sense of fear, helplessness, horror, or general distress.

(1) Notify the OESA at (916) 843-3320.

(2) The OESA will assist in coordinating Peer Support and a therapist response as needed.

(3) Commanders, through OESA, can arrange a group or one-on-one CISD for affected personnel.

(4) Commanders, or OESA, may also arrange for separate CISD session(s) for other employees as deemed appropriate; e.g., partner officer not involved in the incident, communications personnel, other Area employees, or family.

(5) After assessing needs of the command, OESA will arrange for the appropriate response.

(6) The OESA will assist with critical incident stress management needs, scheduling, and attending CISDs.

(7) Therapists will assess and assist with critical incident stress management needs, scheduling, and conducting CISDs.

b. Resources.

(1) Peer Support Roster.

(2) Employee Assistance Program through MHS at (866) 327-4762.

3. LINE OF DUTY DEATH.

a. Any incident (shooting, traffic collision, etc.) that results in the death of an employee.

(1) Notify the OESA at (916) 843-3320.

(2) The OESA will assist the commander in assessing the needs of command personnel and family of the deceased.

(3) After assessing the needs of the command, OESA will:

- (a) Arrange response of the Critical Incident Response Team (CIRT).
- (b) Assist the affected command by providing assistance and guidance to the immediate family and friends of the deceased and command personnel as needed.
- (c) Assist, as requested, in logistical planning, funeral arrangements, memorial service(s), and participating in CISD.
- (d) Assist with critical incident stress management needs, scheduling, and attending CISDs.
- (e) Arrange for therapists to assess and assist with critical incident stress management needs, scheduling, and conducting CISDs.

b. Resources.

- (1) Highway Patrol Manual 10.5.
- (2) Highway Patrol Handbook 10.13, Guide to Employee Death.

4. DEATH OF EMPLOYEE.

a. The death of an employee that occurs while not on-duty and not in the performance of their duties, including, but not limited to: off-duty, suicide, etc.

- (1) Notify the OESA at (916) 843-3320.
- (2) The OESA will assist the commander in assessing the needs of command personnel and family of the deceased.
- (3) After assessing the needs of the command, and if required or requested, OESA will arrange response of a CIRT.
- (4) If requested by command and approved by the appropriate Assistant Commissioner, the CIRT can respond in an off-duty death.
- (5) Assist the affected command by providing assistance and guidance to the immediate family and friends of the deceased and command personnel as needed.
- (6) Assist, as requested, in logistical planning, funeral arrangements, memorial service(s), and participating in CISD.

(7) The OESA will assist with critical incident stress management needs, scheduling, and attending CISDs.

(8) Therapists will assess and assist with critical incident stress management needs, scheduling, and conducting CISDs.

b. Resources.

(1) Highway Patrol Manual 10.5.

(2) Highway Patrol Handbook 10.13.