



- 204.01 The purpose of this procedure is to provide a guideline to assist members of the Department involved in job-related actions to ensure they are emotionally and mentally prepared to return to his/her work assignments. Stress may be caused by one (1) specific critical incident, or by a series of critical incidents over a period of time, i.e. line-of-duty shootings, death, suicide, or serious injury of co-workers, multi-casualty homicides, hostage situations etc..
- 204.02 A "Critical Incident Stress Management Team" [CISMT] has been established within the Wichita Police Department.
- R The purpose of the CISMT is to provide members of the Department with a tool to alleviate stress-related symptoms through peer evaluation. Selected members of the Department have been trained in the area of critical incident stress debriefing and are assigned to the Wichita Police Department's CISMT.
- A. Activation of the WPD's CISMT will be with the approval of a Bureau Commander or higher.
- B. The members will be drawn from throughout the Department and will be designated by a Special Order, which will delineate their duties and responsibilities according to the CISMTOG. The Chief of Police will appoint the team coordinator for the Wichita Police Department's CISMT. Department CISMT members will be used on all WPD debriefing sessions unless circumstances [e.g., a city-wide/county-wide catastrophe] dictate otherwise. Debriefings with officers will be limited to a support role rather than an interview or interrogative role. The CISM Team members will not write reports or notes in regards to their duties.
- C. The Bureau Commander is responsible for notifying Division Commanders when a debriefing is scheduled, in order that the Division Commander can ensure that CISMTOG are followed.
- 204.03 In addition to receiving a debriefing from Department CISMT members, all members who are responsible for the death of a person, as a result of job-related actions, shall undergo the "Stress Evaluation Process." The Department member shall also be assigned a CISM peer support team member/mentor during the first year of the traumatic or significant event and will meet on a regular basis (See 204.05 F).
- 204.04 When other job-related actions occur which do not result in a Department member being responsible for a death, but which involve potential stress-related after effects, the Duty Chief/Division Commander of the member involved, in consultation with Employee Assistance Consultants (EMPAC) shall determine whether the member is to undergo a portion of, or the entire "Stress Evaluation Process." Notification should be made with the CISM Coordinator immediately following the incident to determine the appropriate response and assistance.
- 204.05 The "Stress Evaluation Process" shall be controlled and directed by the affected member's Bureau Commander unless altered by the Bureau Commander to accommodate circumstances unique to the affected member. Bureau Commanders shall keep the Division Commander apprised of the affected member's progress. The "Stress Evaluation Process" shall be as follows:
- A. THE DAY OF THE INCIDENT:
1. The affected member will be relieved of all duty-assignments and responsibilities, except those related to the incident;
 2. The member will complete his/ her shift and will remain on-duty in an overtime status as long as necessary to facilitate investigation of the incident;
 3. A counseling session involving the member and the Employee's Assistance Consultants (EMPAC) will be scheduled. The member's spouse and/or immediate family should be involved, if possible. This session will afford the member the opportunity to address immediate psychological concerns he/she may be experiencing and will allow the Department to make the member aware of available resources to assist him/her.
 4. The member will be given an explanation of the "Stress Evaluation Process," by the Bureau Commander and a schedule of related activities, which will be arranged for him/her. The CISM Team members can assist in the explanation process when requested by the Bureau Commander or his/her designee
- B. FOLLOW UP DAYS FOLLOWING THE INCIDENT:
- In an effort to enhance a safe return to full duty, the affected member shall participate in a series of steps to ensure he/she is ready and confident to return to his/her regular duty assignment.
1. In the four to ten days following the event the affected member will be assigned to an administrative assignment that meets both the scheduling needs of the member and the Department.
 2. The member will not report for duty one day in the scheduled work week following the incident and will be encouraged to involve himself/herself in a hobby or physical activity of his/her choice. EMPAC will have

explained the rationale for this time off and will have attempted to involve the member's spouse and/or a close associate. This time will be given with pay.

3. If the incident involved the use of a firearm and after being released by EMPAC and in an effort to further enhance the member's transition back to full duty, he or she will be sent to the Firearm's Training Facility to participate in a reality-based training using the Firearms/Use of Force Training Simulator. The member will participate in a number of use of force scenarios designed to enhance his/her return to a full duty status. The Firearms Section Commander may provide feedback to the member on these scenarios.
 4. The Bureau Commander will meet with the member and discuss his/her attitude towards returning to his/her regular duty assignment.
 5. The Bureau Commander will communicate with the Division Commander and Chief of Police to determine whether any additional steps will be taken. This communication will include information from EMPAC, CISM and other sources that are involved in the members incident.
- C. SIX (6) MONTHS FOLLOWING THE INCIDENT:
The Bureau Commander will be responsible for insuring that EMPAC contacts the officer(s) involved for further evaluation.
- D. ONE YEAR FOLLOWING THE INCIDENT
The Bureau Commander will work with the officer(s) involved and EMPAC to determine if additional services/evaluation are needed. After the traumatic or significant event, Department members will be assigned a CISM team member/mentor. The team member/mentor will be encouraged to meet on a regular basis to ensure Department members have access to a team member/mentor on a 24-7 basis.
- 204.06 The "Stress Evaluation Process" may be altered or waived if internal or external investigation reveals criminal or severe procedural violations.
- 204.07 The Bureau Commander or his/her designee will track the "Stress Evaluation Process" to ensure that required counseling is received.