

<p style="text-align: center;">POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION</p>	<p style="text-align: center;">POLICY NUMBER 8.38</p>	<p style="text-align: center;">PAGE NUMBER 1 of 3</p>
<p>CHAPTER: 8 ADMINISTRATION</p>	<p>RELATED ACA STANDARDS:</p>	
<p>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</p>	<p>SUBJECT: Post Trauma Response</p> 	
<p>APPROVED FOR PUBLIC RELEASE</p>		

I. AUTHORITY: 11 Del. C. § 6517, 29 Del. C. § 8903, § 8911

II. PURPOSE: The Department recognizes that involvement in specific work-related events may cause serious physical and/or emotional trauma to an employee. The purpose of this policy is to provide a supportive service that encourages emotional recovery and stability to employees who have been involved in a traumatic event while on the job.

III. APPLICABILITY: All Department employees, volunteers, visitors, persons or organizations conducting business with the Department; all offenders under the supervision of the Department.

IV: DEFINITIONS:

Trauma— An event which is outside the range of usual human experiences or an event for which one usually cannot prepare and which will likely have a profound effect upon the life of the individual.

Critical Event- Any situation which may cause participants to experience unusually strong emotional responses that have the potential to interfere with their ability to function, either at the scene or later.

Post-Trauma Stress- A normal psychological and physiological response that may be demonstrated by individuals exposed to perceived or actual potentially life threatening situations. The resulting trauma can create immediate and short- term symptoms.

Facilitation Teams Specially selected and trained teams of employees responsible for coordinating a facilitation session within twenty four (24) to thirty six (36) hours of the event with involved employees. The purpose of this session is to assist the participants in understanding the emotional consequences resulting from the event. Facilitation teams will be assigned by the Program Coordinator to respond following a trauma event.

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Post Trauma Program Coordinator The Coordinator will be designated by the Commissioner of Correction. The individual will be responsible for administration of the program, assignment of peer supporters and facilitation teams, and follow up action when appropriate.

V: POLICY:

It is the policy of the Department of Correction to establish and maintain a Post Trauma Response Program to provide immediate, short term supportive service to employees following a traumatic event utilizing designated trained personnel. Employee participation is voluntary.

- A. The Department shall provide for an immediate response for any of the following job related situations:
 - 1. Use of force that results in serious injury/death.
 - 2. Witnessing or involvement in any situation where serious injury, death, or attempted suicide occurs to an offender or staff member.
 - 3. Sexual Assault.
 - 4. Involvement in a shooting situation.
 - 5. Being taken hostage.
 - 6. Involvement in a major disturbance or riot.
 - 7. Involvement in a potential contagious disease exposure event.
 - 8. Involvement in or witness to an execution.
 - 9. Serious injury due to an offender assault.
 - 10. Other events which a Bureau Chief, Warden, Director, or Section Manager determines have the potential for post-trauma effects.

- B. The Department will make Post Trauma Response Program personnel available to respond following a trauma event within 24 to 36 hours following an event upon the request of a Warden or Section Administrator.

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C. The Department of Correction Post Trauma Coordinator will be the department Employee Assistance Program (EAP) Coordinator selected by the Commissioner. The Post Trauma Coordinator will select employees to serve on the team based on training and experience. In-service training and evaluation shall be ongoing and coordinated by the Post Trauma Program Coordinator. Members from outside agency teams may be utilized if the event warrants additional resources.

D. All information revealed in a facilitation session shall remain confidential. It is purely a psycho-educational debriefing to assist the employee through the traumatic event. The confidentiality of Post Trauma Response support will be prominently emphasized to the affected employee to assure the individual that his/her personal remarks, observations and experiences will not be known to the general public and will not be included in any administrative investigation.

The only exception to the complete confidentiality of the intervention will be when an affected employee consents to a release of information , expresses a clear intent to harm himself or others, if endangerment to the safety and security of the work location is apparent from the statements or actions of the employee.

E. Further referrals for intervention are to be made through the Department EAP coordinator or the employee's supervisor. Fitness for duty questions are to be referred to the Human Resources Director for administrative action as appropriate.

