



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

Debriefing

Topic	Debriefing Procedures
Date	March 5, 2023
Policy	It is important to debrief after every critical incident.
Reference	None
Definitions	None
Procedure	<p>A. Debriefing with immediate staff involved with an incident/ code.</p> <ol style="list-style-type: none">1. The Institution Services Manager – Officer of the Day (ISM-OD) shall hold an informal meeting with the immediate staff once the incident / code is contained.2. ISM-OD will:<ol style="list-style-type: none">a. Address if any staff have been hurt and need to contact Company Nurseb. If so, provide Workers’ Compensation Package<ol style="list-style-type: none">i. Call 1-877-278-4041 providing employer name: San Mateo County Probation - Search Code: SMC05ii. Contact Faiza Steele at 650-363-8848 for further assistance3. The ISM-OD will cover:<ol style="list-style-type: none">a. Possible cues that indicated something was about to happenb. What went wellc. What workedd. What can we do better next timee. What would have helped (tools, communication)f. Possible training needsg. Round table with the staff for their input4. ISM-OD will offer CONCERN/EAP services to staff who may benefit from it<ol style="list-style-type: none">a. Determine if a group mental health debriefing would be beneficialb. Contact CONCERN to set up a group mental health debriefing and participate in the debriefing <p>B. Collect incident reports from all involved staff</p> <ol style="list-style-type: none">1. make sure copies of incident reports are distributed <p>C. Notify the Deputy Chief Probation Officer (DCPO) and Superintendent of any debriefing held with staff and the findings from the debriefing</p>

- D. ISM-OD involved with incident/code will follow up with the staff and recognize any further assistance that staff may benefit from
- E. The Superintendent will check in with ISM-OD to determine if ISM-OD needs to debrief or would benefit from a referral to CONCERN

Institutions Services Managers supervise the application of relevant policies and procedures. Institutions Services Managers are accountable to the Superintendent, who is accountable to the Deputy Chief Probation Officer of the Institutions Division.