



# MAINE STATE POLICE GENERAL ORDER

## E-105

**SUBJECT:** MAINE STATE POLICE MEMBERS ASSISTANCE TEAM

**EFFECTIVE DATE:** 08.01.2020

**EXPIRATION DATE:** 08.01.2027

**RECENT HISTORY:** AMENDED (08.01.2020); AMENDED (11.12.2019); AMENDED (04.27.2015); EFFECTIVE DATE 06.21.2006 (WITH RETROACTIVE EFFECT, AS AUTHORIZED); TECHNICAL CHANGE (10.04.2011); CONVERTED TO WEB FORMAT (01.16.2009); FORMERLY GO 2006 MSP 5A

**DISTRIBUTION CODE:** 2 (MAY BE PUBLICLY DISCLOSED)

**APPLICABILITY CODE:** C, S, Z

**SIGNATURE OF COLONEL:**

### I. PURPOSE

1. The purpose of this General Order is to establish the Maine State Police Members Assistance Team .

### II. POLICY

1. The policy of the Maine State Police is to maintain a trained Members Assistance Team to assist and support members of the Maine State Police, and, if requested, other public safety agencies.

***NOTE: Participation on a Maine State Police specialty team is contingent upon team members' satisfactory performance in***

***their primary duty assignment. Participation on a specialty team is a privilege, not a right, and by accepting an assignment to a specialty team, a member of the Maine State Police waives any and all future claim of right to any benefit conferred upon the member by virtue of his or her participation on the team.***

### **III. DEFINITIONS**

1. For the purposes of this General Order, the terms included in this section are defined as follows, unless otherwise indicated in the order.
  - A. Critical incident. "Critical incident" has the same definition as provided at 25 M.R.S.A. § 4201, sub-§ 1.
  - B. Critical incident stress management peer support. "Critical incident stress management peer support" has the same definition as provided at 25 M.R.S.A. § 4201, sub-§ 1-A.
  - C. Critical incident stress management peer support person. "Critical incident stress management peer support person" has the same definition as provided at 25 M.R.S.A. § 4201, sub-§ 1-B.
  - D. Critical incident stress management team. "Critical incident stress management team" has the same definition as provided at 25 M.R.S.A. § 4201, sub-§ 2.
  - E. Debriefing. "Debriefing" means a confidential, structured meeting between members of the Members Assistance Team and members of the Maine State Police, or, when requested, other public safety agency, who have been exposed to stress as a result of a critical incident.
    1. The intent of the debriefing is to educate members seeking or in need of assistance about the effects of critical incident stress and to identify healthy, positive ways to cope with stress before it accumulates or becomes debilitating.
  - F. Members Assistance Team. "Members Assistance Team" ("MAT," "Team") means the Maine State Police critical incident stress management team that is trained established pursuant to 25 M.R.S.A. c. 501 (see <http://legislature.maine.gov/statutes/25/title25ch501seco.html>) and trained in accordance with standards established by rule by the Commissioner of Public Safety (see 16-619 C.M.R. c. 70 ) to assist and provide support to any person employed by the Maine State Police or another public safety agency who has been involved in a critical incident that may affect, or has affected, the person's work performance or general well-being.

### **IV. PROCEDURE**

1. ACTIVATION

- A. The ranking Maine State Police officer in charge of a scene or investigation may request the assistance of the Team by contacting any member of the Team.
  - 1. Activations must be approved through the Team Leader or an Assistant Team Leader.
- B. Requests made through a Regional Communications Center (“RCC”) must be managed as follows:
  - 1. The RCC shall be provided with a roster of the names and contact numbers of all the members of the Team, so that, upon the receipt of a request for the Team, an Emergency Communications Specialist (“ECS”) may contact the Team Leader, an Assistant Team Leader, or the Team Administrator as soon as possible about the request.
- C. Requests received by a member of the Team must be managed as follows:
  - 1. Any requests for debriefings received by a member of the Team shall be forwarded to the Team Leader or an Assistant Team Leader as soon as possible.
  - 2. The Team Leader or an Assistant Team Leader shall coordinate the appropriate response to the request and assign a debriefing leader.

2. RESPONSIBILITIES OF THE TEAM LEADER

- A. The responsibilities of the Team Leader are as follows:
  - 1. To coordinate with the Team Administrator to provide oversight of the Team;
  - 2. To ensure that all Team Members are properly trained, and that training records are maintained and forwarded to the Maine State Police Training Unit;
  - 3. To coordinate the assignment of the debriefing leader, co-leader, and additional Team members;
  - 4. To complete an annual report of activities that must be submitted through the Team Administrator to the Colonel.
- B. An Assistant Team Leader shall assume the responsibilities of the Team Leader in her or his absence.

3. TEAM MEMBERSHIP

- A. The Team shall consist of a Team Leader, one or more Assistant Team Leaders, and Team Members, as approved by the Colonel.
- B. The Team Leader shall be selected from the sworn members of the Team.

4. TEAM SELECTION

- A. When a vacancy on the Team exists, the Team Leader shall issue a communication to all eligible sworn and civilian members of the Maine State Police, notifying them of the opening.

- 1. A sworn or civilian member who is interested in joining the Team shall forward a written request through the member's Commanding Officer or Supervisor to the Team Administrator.

- A. At a minimum, each applicant to be a Team Member:

- 1. Must be a sworn or civilian member of the Maine State Police;
  - 2. Must have met expectations or exceeded expectations on the most recent performance evaluation; and
  - 3. Must complete an interview exam administered before the Team Administrator, the Team Leader, and an Assistant Team Leader.

- B. Final selection to the Team must be based on:

- 1. The recommendation of each applicant's Commanding Officer or Supervisor;
  - 2. Each applicant having the minimum qualifications listed above;
  - 3. Each applicant's geographic location; and
  - 4. Consideration of whether selection of an applicant ensures that there is a balanced representation of sworn and civilian members on the Team.

- C. The Team Leader shall evaluate a sworn or civilian member selected to become a Team member after a period of six (6) months.

- 1. The Team Leader shall make a recommendation to the Team Administrator as to whether the sworn or civilian member should continue as a member of the Team at the end of the six-month period.

## 5. TRAINING

### A. Attendance

1. Each Team Member shall attend Team training sessions.
2. Each member shall participate and meet the training goals and objectives of required training sessions.
3. The Team Leader may excuse a member's attendance at any training session, provided that the Team Leader informs the Team Administrator and Assistant Team Leaders of the excused absence.
  - a. **Because of the importance and value of the skills of each member, excused absences only will be granted under exceptional circumstances.**

### B. Training sessions

1. Each training session must include:
  - a. A clearly stated training goal;
  - b. Clearly stated learning objectives;
  - c. Completion of an administrative record to document training attendees, as well as the date, site, and duration of the training;
  - d. Issuance of documentation of attendance to each member at the conclusion of the training.
2. The Team shall conduct at least twenty (20) hours of training annually.

### C. Training topics

1. Training topics may include, but not be limited to:
  - a. Critical incident stress management debriefing techniques;
  - b. Practice debriefings;
  - c. Debriefing of past calls.

## 6. MEMBER RETENTION REQUIREMENT

### A. To remain a member of the Team, each member must:

1. Respond to calls for the Team when requested;

2. Attend all training sessions, unless an absence is excused;
3. Participate in post-incident self-care debriefings;
4. Meet or exceed expectations on her or his annual performance evaluation.
  - a. If a sworn or civilian member does not meet expectations on the annual performance evaluation or receives discipline during the rating period, the Lieutenant Colonel shall review the circumstances to determine whether there is a nexus between the member's failure to meet on the annual performance evaluation and the member's ability to perform the duties of a Team member.

(1) After such review, the Lieutenant Colonel may recommend that the Colonel remove or suspend the member from the Team.

## 7. CONFIDENTIALITY

A. Vital to the success of the Team is that confidentiality of information be maintained.

1. **Accordingly, each Team member shall ensure that information obtained from individuals during debriefings remains confidential, unless such disclosure is required pursuant to 25 M.R.S.A. § 4202, sub-§ 2.**

B. **No written notes or any other such documentation may be created by a Team Member during a debriefing, nor may any documentation about any of the substance of the discussion that occurred during a debriefing be created at any time thereafter.**

### NOTICE

**THIS GENERAL ORDER IS FOR USE OF THE MAINE STATE POLICE AND NOT FOR ANY OTHER AGENCY. THE GENERAL ORDER IS NOT INTENDED TO BE RELIED UPON BY ANY OTHER INDIVIDUAL OR PRIVATE OR PUBLIC AGENCY. THE GENERAL ORDER EXPRESSLY DOES NOT CREATE, AND IS NOT INTENDED TO CREATE, A HIGHER LEGAL STANDARD OF SAFETY OR CARE IN AN EVIDENTIARY SENSE WITH RESPECT TO THIRD-PARTY CLAIMS. VIOLATIONS OF THIS ORDER ONLY MAY FORM THE BASIS FOR ADMINISTRATIVE SANCTIONS BY THE MAINE STATE POLICE.**