



# UTAH CRITICAL INCIDENT STRESS MANAGEMENT TEAM

## By-Laws

# Article I

### *Section 1:* Name

The name of the organization shall be the  
Utah Critical Incident Stress Management Team (UTCISM)

### *Section 2:* Mission Statement

“The UTCISM has been established to assist emergency service workers throughout the state by providing professional intervention after significant incidents to minimize stress related injury to emergency workers and provide an educational program to prepare emergency workers and their families for dealing with stress related injuries.”

### *Section 3:* Eligibility

The UTCISM will provide education and debriefings to any emergency response agency in the state after a formal request has been made and at no cost to that agency.

### *Section 4:* Designation

The UTCISM is organized as a non-profit organization pursuant to the laws of the State of Utah and is administered through the Utah Department of Public Safety.

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# UTAH CRITICAL INCIDENT STRESS MANAGEMENT TEAM

## By-Laws

# Article 2

*Changes made February 2024*

### **ORGANIZATION AND MEMBERSHIP**

#### Section 1: Membership Eligibility

Membership is open to any person, or their spouse associated with an emergency response agency, paid or volunteer, public or private, with a desire to be of service to fellow emergency workers.

Members of the mental health profession with professional licensure (M.D. in Psychiatry, M.S.W., Psych. Nurse, Ph.D. in Psychology or any other mental health professional approved by the Executive Board) and an interest in critical incident stress are also eligible.

#### Section 2: Application Procedure

Applications will be distributed to individuals desiring to join the team who meet the appropriate qualifications.

When deemed necessary to place new members on the team the procedures outlined in Appendix B.3 will be followed.

Members will be required to sign a team member agreement, Volunteer Agreement with the State, W-9, and Utah Responds registration.

#### Section 3: Member in Good Standing

To be a member in good standing, a person must have completed or maintained the following:

1. A career, volunteer, or retired emergency service worker, spouse of an emergency worker, or a mental health professional.
2. Basic CISM team training with the Utah CISM Team.
3. A current team member agreement and a Utah State Volunteer packet on file.
4. Attendance at the annual training session, or equivalent, and other required training.
5. If requested, agreement to volunteer twice annually for teaching, interventions, or committee assignment.
6. Maintain professional standing, along with ethical and moral standards appropriate for emergency services.

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The Chairperson shall determine if any team member is not a “member in good standing”. The names of those members not meeting minimum standards will be submitted to the executive board at the next meeting. Members who have not met the minimum standards will be contacted by the Chairperson or designee, either by a written notice or e-mail with a read receipt. Members may respond within 10 days and then must comply with the minimum standards within 6 months, or be removed from the team. This section does not apply to members who take a leave of absence.

#### Section 4: Team member disciplinary action

1. All concerns/complaints about team members shall be brought to the immediate attention of the Executive Board.
2. All concerns/ complaints identified will be investigated by the Chairperson and Peer Rep on the Executive Board.
3. The team member will then have an opportunity to provide information or evidence to dispel the concerns/complaints.
4. The ensuing information collected will be brought before the Executive Board for a vote, resulting in one of the following actions:
  - Dismiss the complaint
  - Warning and retraining.
  - Suspension, length of time will depend on the seriousness of the offense.
  - Removal from the CISM team.
5. Results of the disciplinary action taken by the Board will be given to the team member.

#### Section 5: Organization

The UTCISM shall be comprised of an executive board, team members, and a representative from the Utah Department of Public Safety.

#### Section 6: Dues and Renumeration

There shall be no dues required for membership on the team. No member shall be paid for services provided by the team except for the Clinical Director and Team Secretary. These positions may receive a stipend from the Department of Public Safety for their services.

Team members may receive reimbursement for travel expenses, training expenses, and other costs as approved by the Executive Board as funds allow.

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# UTAH CRITICAL INCIDENT STRESS MANAGEMENT TEAM

## By-Laws

# Article 3

### EXECUTIVE BOARD

Section 1: The governing body of the UTCISM shall be the Executive Board. This board will be comprised of members elected by the voting members of the organization, a representative of the Department of Public Safety appointed by that organization, and several other members appointed by either the Chairperson or a respective subcommittee.

Section 2: Authority

The executive board shall have the authority to:

- A. Establish procedures and dates for all elections.
- B. Establish procedures and dates for all meetings and required training.
- C. Establish rules for nominations, control, and conduct of the board.
- D. Establish functions, responsibilities, and authority of the organization's officers.
- E. Establish policies and procedures relative to the conduct of the team.
- F. Establish sub-committees as necessary.
- G. Review new membership applications and appointments.
- H. Recommend any changes and approve By-Laws.

Section 3: Officers

#### Elected Executive Board Members

- A. Chairperson
- B. 1<sup>st</sup> Vice Chair
- C. 2<sup>nd</sup> Vice Chair
- D. Mental Health Representative
- E. Law Enforcement Representative
- F. Fire Fighter Representative
- G. Emergency 9-1-1 Dispatcher Representative
- H. EMS Representative
- I. Peer Support
- J. Regional Coordinator Representative
- K. Spouse Representative
- L. Nurse
- M. S.A.R

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#### Appointed Executive Board Members

- A. Clinical Director
- B. Team Secretary
- C. Sr. Debriefing Coordinator
- D. Public Relations Officer
- E. Media Director
- F. Outreach /Training Coordinator
- G. Technical Specialist
- H. Web-Master

#### Section 4: Term of Office

Elected executive board members shall serve a term of two years with the exception of Chairperson, 1<sup>st</sup> Vice Chair, and 2<sup>nd</sup> Vice Chair. Elections to specific board positions will be on an even/odd year rotation as established by the executive board. (a copy of rotation schedule is found in Appendix A.25) To remain active as an executive board member one must attend at least 50% of the executive meetings, either in person or virtual.

- A. The 1<sup>st</sup> Vice Chair shall resume the office of Chairperson at the end of the Chairperson's term. The Chairperson will then become Immediate Past Chair. The 2<sup>nd</sup> Vice Chair will assume the responsibilities of 1<sup>st</sup> Vice Chair and will begin office after the vice chair has moved to the chairperson position. Any one individual shall not serve as both chairperson and vice chair at any given time.
- B. The immediate past chair will stay as a voting member of the board for 3 years and a non-voting member for 2 years.
- C. 2<sup>nd</sup> Vice Chair will be elected every year and will begin office immediately after elections.
- D. Appointed board members shall serve at the will of the chairperson with the approval of the executive board.

#### Section 5: Nominations

When an opening occurs in any position, nominations will be called for from active team members. Those nominated must meet the qualifications associated with each particular office. The board shall have the authority to appoint team members to executive positions which have been vacated due to the result of an election, or a resignation of a current board member before the next election.

Voting shall be either by mail, secret ballot at a scheduled meeting, or electronically.

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Section 6: Emergency Action

During an emergency the Executive Board may take action to allow board members to stay in place for one more year. This would be passed with a board majority vote.

Section 7: Duties and requirements for board positions will be designated as Appendix A and will be periodically updated by the Policy and Procedure Committee and approved by the executive board.

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# UTAH CRITICAL INCIDENT STRESS MANAGEMENT TEAM

## By-Laws

# Article 4

### FUNDS AND DISBURSEMENTS

Section 1: Funding shall be obtained from the State of Utah allocated by the Department of Public Safety.

Section 2: Reimbursements

All financial transactions shall be processed through the Utah Department of Public Safety, Bureau of Emergency Medical Services (“BEMS”). Team members may receive reimbursement for travel expenses, training expenses, and other costs as allowed by statute and administrative rules.

Requests for reimbursements that have been approved must be submitted within 30 days of the transaction or travel. The Bureau shall mail reimbursements directly to the team member.

Mileage, per diem, and lodging reimbursements will follow the guidelines as established by the State of Utah. Overnight lodging requests must be approved by the Bureau of EMS team liaison prior to the stay.

Section 4: The fiscal year shall be from July 1 to June 30.

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# UTAH CRITICAL INCIDENT STRESS MANAGEMENT TEAM

## By-Laws

# Article 5

### MEETINGS

#### Section 1: Executive Board Meetings

Executive Board meetings shall be held monthly at a time and place designated by the Chairperson, with notification at least 30 days in advance. Board meetings can be called or cancelled by the Chairperson when deemed necessary.

The Chairperson or a designee shall prepare an agenda and preside over the board meetings. The agenda should be established and delivered to the team secretary for distribution to executive board members seven days prior to committee meetings.

The Team Secretary shall record minutes and distribute copies to board members in a timely manner.

Decisions requiring voting shall be approved by a majority vote of board members present at a regularly scheduled board meeting. All Executive Board members, whether elected or appointed, shall have full voting rights.

#### Section 2: Training Meetings

An annual training meeting will be provided each fiscal year for all members of the team. Team members are required to attend this meeting, or equivalent, to remain active with the team.

Additional training meetings can be scheduled if deemed necessary by the Executive Board.

Training records (to include attendance and teaching outline) for each session shall be maintained by the team Secretary.

#### Section 3: Parliamentary Authority

Roberts Rules of Order, Newly Revised, shall govern the meetings.

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# UTAH CRITICAL INCIDENT STRESS MANAGEMENT TEAM

## By-Laws

# Article 6

### COMMITTEES

- Section 1:*      **Committees**  
The executive board may create committees as deemed necessary.
- Section 2:*      **Standing Committees**  
Standing Committees shall be established and maintained as needed.
- Section 3:*      **Appointment of Chairperson**  
The Chairperson of the executive board shall appoint a chairperson for any committee created.
- Section 4:*      **Committee Membership**  
Committees shall consist of a minimum of three members. Any team member in good standing may serve on a committee.
- Section 5:*      All committee chairperson will submit a report of their committee activities at board meetings to keep the board informed of current activity.
- Section 6:*      Committees shall determine their own rules of procedure and time and place of their meetings.
- Section 7:*      Duties of standing committees shall be outlined in Appendix B.

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# UTAH CRITICAL INCIDENT STRESS MANAGEMENT TEAM

## By-Laws

# Article 7

### CODE OF CONDUCT

*Section 1:* All team members will be expected to conduct themselves appropriately as representatives of the team. Examples of unacceptable behavior include actions at debriefing incidents not conforming to UTCISM standards, failure to obey state and local laws, offensive or profane language, divulging confidential information, misuse of alcohol or drugs, failure to attend minimum assigned meetings or maintain training status, and similar types of behavior as determined by the executive board.

*Section 2:* Confidentiality

Actions to avoid:

taking notes  
getting names  
talking specifics about debriefings

*Section 3:* Interventions

A team member's role is to listen and bring out the feelings of others with compassion and without judgment. Team members should avoid making a deliberate crass remark that would cause undue emotional trauma.

Team members should keep all opinions of "wrongness" or "rightness" or "propriety" to themselves. The team is not an incident critique team and should listen and not judge.

The debriefing procedure is a system designed to assist emergency workers in the process of healing themselves.

*Section 4:* Probation

The executive board shall have the power to dismiss or place on probation, any team member who exhibits unacceptable behavior. Actions shall require a majority vote of the board. Terms of probation will be based on the situation and determined by the board. (See Article 2 Section 4)

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*Section 5:* Leave of Absence

Members may request a temporary leave of absence which can be granted by the executive board. The granting of leaves, as well as the length of leaves, will be determined by the executive board on an individual basis.

*Section 6:* Attire

Members will be expected to be dressed appropriately and maintain good personal hygiene when representing the team. Team shirts should be worn when possible.

*Section 7:* Identification

Identification badges and other identifying items will be provided by the team. Team members will be authorized to display this ID when functioning on-site at a critical incident or at other times as authorized by the board.

*Section 8:* ICS Liaison

When functioning on-site at a critical incident, the team leader will function as the liaison with the incident commander.

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# UTAH CRITICAL INCIDENT STRESS MANAGEMENT TEAM

## By-Laws

# Article 8

### TEAM ACTIVATION PROCEDURES

Section 1: Call-out procedures will be determined by the executive board.

Section 2: Procedures to follow for calling out a team will be described in Appendix C.

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# UTAH CRITICAL INCIDENT STRESS MANAGEMENT TEAM

## By-Laws

# Article 9

### INTERVENTION PROCEDURES

Section 1: The UTCISM shall teach, subscribe, and otherwise follow the method determined by the Clinical Director and Mental Health Representative.

Section 2: Make-up of teams will be on a case-by-case basis depending on debriefing request. Unless otherwise specified by the Clinical Director, the senior mental health team member will oversee the assigned team.

*In exigent circumstances, when a team is without a mental health team member, the senior peer counselor will determine action to follow, preferably guided by the Clinical Director.*

Section 3: The mental health team is responsible, within 72 hours, for reporting on debriefings in the approved format to the person designated to correlate this information.

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# UTAH CRITICAL INCIDENT STRESS MANAGEMENT TEAM

## By-Laws

# Article 10

### AMENDMENTS

Section 1: These By-Laws may be altered, amended or repealed or new By-Laws may be adopted by the Executive Board by majority vote of the board.

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