

**MARIN COUNTY SHERIFF'S OFFICE
VOLUNTEER SERVICES POLICY AND PROCEDURES MANUAL**

**CHAPTER 5 - CHAPLAIN
VOL-05-01
Page 1 of 5**

**DATE
January 6, 1996
Rev: 2/05/02**

SHERIFF'S CHAPLAIN PROGRAM

POLICY

It is the policy of the Marin County Sheriff's Office to attempt to provide as many resources as possible in order that deputies are better equipped to do their particular jobs. The establishment of the Chaplain's Program will provide an additional resource, so deputies can avail themselves of the resource or use the Chaplain's Program as a potential resource in dealing with the public in times of crisis.

PURPOSE

The Sheriff's Chaplain Program is designed to provide spiritual guidance and counseling to all Sheriff's Office personnel and their families, upon request. In addition, the Chaplain(s) will assist the Sheriff's Office and the people of the community through a field service ministry.

The approach of the Chaplains shall be relational seeking to know and understand the needs of Sheriff's Office personnel. They shall focus on being available to listen and meet needs as appropriate.

Chaplains may be requested in the following manner:

- Chaplains are required to ride 8 hours per month, check with Comm Center to see if one is on-duty.
- A Chaplain is always on-call. The on-call Chaplain may be paged by Comm Center or directly by the department member. **The pager number is 389-3226.**
- Chaplains live or have churches in or near the four patrol areas. As such, a Chaplain may be called out based on proximity to the call. Comm Center maintains a list of Chaplains by Patrol Area.
- If individual members have close working relations with certain Chaplains, the department member may call a certain Chaplain directly, if that Chaplain agrees with that procedure.
- If a member is uncertain if a Chaplain should be requested, contact your supervisor, shift sergeant, or Watch Commander.
- Chaplains may be called upon for personal or family matters. Personnel may call upon any Chaplain without notice to other Sheriff's Office members.

QUALIFICATIONS

Chaplains shall possess the following qualifications:

- Chaplains shall be ordained or licensed members of the clergy of a recognized church or synagogue.

- He or she will always seek to be a representative of God's leadership.
- He or she shall exhibit and maintain high spiritual and moral standards.
- He or she shall demonstrate a desire and ability to manifest Godlike compassion, acceptance, understanding and love of others.
- He or she shall be in agreement with the purpose and philosophy of the Sheriff's Chaplain's Program.
- He or she shall accept and cooperate with the regulations and procedures of the Sheriff's Office and the Sheriff's Chaplain Program.
- He or she shall indicate a willingness to be involved in training that will enhance their effectiveness.
- He or she may be required to possess a valid and current California Driver's License.
- He or she may be required to submit to a personal background investigation.
- He or she shall meet certification requirements to become a member of the International Conference of Police Chaplains (I.C.P.C.).

SELECTION

If Chaplains are to function successfully within the Sheriff's Office, it is vital they be selected with care and that consideration be given to the particular needs of the Sheriff's Office.

- All applicants shall be required to file an "Application for Chaplain Program" form with the Sheriff. The Sheriff, together with the Senior Chaplain, shall review all applications and interviews of perspective applicants. Upon approval, the Chaplain shall be appointed by, and serve under the supervision of the Sheriff or his designee.
- The Chaplain will also fill out the required liability waiver form.

SERVICES OF THE CHAPLAIN

Chaplains may offer the following services:

- Chaplains can offer personal and family counseling to Sheriff's Office personnel and their families upon request. Such counseling will be kept private and confidential.
- Chaplains will be available to conduct wedding and funeral services for Sheriff's Office personnel and their families.
- Chaplains will be available to conduct hospital visitation for Sheriff's Office personnel and their families.
- Chaplains can provide ministerial presence at Sheriff's Office functions and be willing to offer the invocation or benediction.
- Chaplains, by virtue of their office and presence, can be peacemakers in volatile situations; i.e., a domestic disturbance, suicide attempts, hostage situations and negotiations, etc.
- Chaplains are able to use their specific ability in relating news with empathy, dignity and

sympathy; i.e., death notifications and serious injury accidents, etc.

- Chaplains possess the potential to create a natural rapport with people; therefore, the Chaplains may be available for counseling rape victims, drug abuse, child abuse, crisis intervention, runaway juveniles, battered wives, etc.
- Chaplains shall be available to perform other duties not covered in the above, as designated by the Sheriff, and based upon the availability of the Chaplains, realizing that the Chaplain's first responsibility is to his or her own congregation.

DUTIES AND RESPONSIBILITIES

Chaplains shall have the following duties and responsibilities:

- Chaplains are not law enforcement officers. They shall assist the deputies only and be under their jurisdiction at all times.
- Should the Chaplains conduct any field ministry follow-up, they serve as a minister, not as a representative of Sheriff's Office.
- Chaplains shall not release information to the news media, insurance agencies, etc.
- Chaplains, upon performing any Sheriff's Office function, shall complete a Chaplain Activity Log.
- Should an individual specifically take any Chaplain into his or her confidence, that Chaplain has the right to keep such information confidential. However, should a Chaplain be told something, not having been taken into a person's confidence, and should the information be helpful or involve the safety of Sheriff's Office personnel, the Chaplain shall share such information.
- Chaplains shall periodically meet with the Sheriff to examine ideas and ways to maximize effectiveness of the program.
- Chaplains shall not, in any way, attempt to replace the personal clergy of any Sheriff's Office personnel but attempt to work with them.
- Chaplains may be asked to notify the involved person's clergy in cases of death or serious injury or at the specific request of Sheriff's Office personnel.
- Chaplains shall be required to log a minimum of eight hours per month participating in the Chaplain ministry.
- Chaplains will be required to periodically be on call. The Sheriff's Office will provide a telephone pager.
- In some instances, Chaplains may be called in based on their proximity to the call.

AUTHORITY

Any Chaplain, under this program, is not a law enforcement officer, but a person of God, an approved and experienced representative of their ministry. His or her responsibility is to assist any personnel, upon request, on matters within the Chaplain's professional realm. He or she shall not, in any way, interfere with Sheriff's Office personnel in the performance of their duties.

TRAINING

Chaplains shall receive the following training:

- Following their appointment, Chaplains shall be given a tour of all Sheriff's facilities.
- Chaplains will receive information on the organizational structure of the Sheriff's Office.
- Chaplains will secure from the Sheriff the appropriate procedure manual to be read and studied.
- Chaplains will attend appropriate training classes, which will help them in their field ministry.

IDENTIFICATION

Chaplains will be issued a Sheriff's Office photo identification card. Each card will read, "Marin County Sheriff's Office Chaplain." This card is to be carried at all times and worn when any Chaplain is on duty.

UNIFORM

For the purpose of high visibility identification, Chaplains shall wear a clerical collar when participating in field service ministries. Jackets will be provided by the Sheriff's Office.

RELATED STANDARDS

AFFECTED DIVISIONS

All

DATE OF REVISIONS

1/6/96

2/5/02 [replaces GN-96-03]

By order of:

ROBERT T. DOYLE
SHERIFF