

	<b>CLAY COUNTY SHERIFF'S OFFICE</b>		<b>Policy 341</b>
	<b>SUBJECT: CHAPLAINS</b>		Approved by: Sheriff Will Akin 05/31/2022
	ISSUED: 09/29/2016	REVISED: 05/31/2022	CANCELS:
	CALEA References:		

**341.1 PURPOSE AND SCOPE**

- (a) The Clay County Sheriff's Office Chaplain Program is established for the purpose of providing spiritual and emotional support to all members of the Sheriff's Office, their families, and members of the public.

**341.2 POLICY**

- (a) It is the policy of the Clay County Sheriff's Office that the Chaplain Program shall be a nondenominational, ecumenical ministry provided by volunteer clergy without financial compensation.

**341.3 GOALS**

- (a) Members of the Chaplain Program shall fulfill the program's purpose by:
  1. Serving as a resource for Sheriff's Office personnel when dealing with the public in such incidents as accidental deaths, suicides and suicidal subjects, serious accidents, drug and alcohol abuse, and other such situations that may arise.
  2. Providing an additional link between the community, other chaplain programs, and the Clay County Sheriff's Office.
  3. Providing counseling, spiritual guidance, and insight for Sheriff's Office personnel and their families.
  4. Being alert to the spiritual and emotional needs of Sheriff's Office personnel and their families.
  5. Familiarizing themselves with the role of law enforcement in the community.

**341.4 REQUIREMENTS**

- (a) Candidates for the Chaplain Program shall meet the following requirements:
  1. Must be above reproach, temperate, prudent, respectable, hospitable, able to teach, not be addicted to alcohol or other drugs, not contentious, and free from excessive debt. Must manage their household, family, and personal affairs well. Must have a good reputation with those outside the church.
  2. Must be ecclesiastically certified and/or endorsed, ordained, licensed, or commissioned by a recognized religious body.
  3. Must have at least five years of successful ministry experience within a recognized faith community.
  4. Possess a valid driver license.

### **341.5 SELECTION PROCESS**

- (a) Chaplain candidates are encouraged to participate in the ride-along program before and during the selection process. Chaplain candidates shall successfully complete the following process prior to deployment as a chaplain:
1. Submit the appropriate written application.
  2. Include a recommendation from their faith's community elders, board, or council.
  3. Interview with the Sheriff and chaplain supervisor.
  4. Successfully complete an appropriate-level background investigation.
  5. Complete an appropriate probationary period as designated by the Sheriff.

### **341.6 DUTIES AND RESPONSIBILITIES**

- (a) Chaplains are volunteer members of the Sheriff's Office, and except as otherwise specified within this policy, are required to comply with the Volunteer Program Policy and other applicable policies. The duties of a chaplain include, but are not limited to:
1. Assisting in making notifications to families of Sheriff's Office members who have been seriously injured or killed.
    - i. After notification, responding to the hospital or home of the Sheriff's Office member.
  2. Visiting sick or injured law enforcement personnel in the hospital or at home.
  3. Attending and participating in funerals of active or retired members of the Sheriff's Office, when requested.
  4. Assisting other personnel in the diffusion of a conflict or incident when requested by on-scene staff.
  5. Responding to natural and accidental deaths, suicides, attempted suicides, family disturbances, and any other incident that in the judgement of the Shift Supervisor aids in accomplishing the mission of the Sheriff's Office.
  6. Being on call and, if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of personnel.
  7. Counseling personnel with personal problems, when requested.
  8. Attending Sheriff's Office and academy graduations, ceremonies, and social events, and offering invocations and benedictions, as requested.
  9. Being responsible for the organization and development of spiritual organizations in the Sheriff's Office.
  10. Responding to all major disasters, such as floods, bombings, and similar critical incidents.
  11. Liaising with various religious leaders of the community.
  12. Assisting public safety personnel and the community in any other function of the clergy profession, as requested.
  13. Participating in in-service training classes.
  14. Being willing to train to enhance effectiveness.

15. Promptly facilitating requests for representatives or leaders of various denominations.
  16. Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.
- (b) Chaplains may not proselytize or attempt to recruit members of the Office or the public into a religious affiliation while on-duty unless the receiving person has solicited spiritual guidance or teaching. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

### **341.7 CLERGY-PENITENT CONFIDENTIALITY**

- (a) No person who provides chaplain services to members of the Sheriff's Office may work or volunteer for the Clay County Sheriff's Office in any capacity other than that of chaplain.
- (b) Sheriff's Office chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent privilege and shall inform Sheriff's Office members when discussing matters that are not subject to the clergy-penitent privilege (§ 491.060(4), RSMo).
1. In such cases, the chaplain should consider referring the member to a non-Sheriff's Office counseling resource.
- (c) No chaplain shall provide counsel to or receive confidential communications from any Clay County Sheriff's Office employees concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

### **341.8 COMMAND STRUCTURE**

- (a) Under the general direction of the Sheriff or the authorized designee, chaplains shall report to the Public Relations Manager.
- (b) The Sheriff shall make all appointments to the Chaplain Program.
- (c) The Public Relations Manager shall serve as the liaison between the Chaplain Unit and the Sheriff. They will arrange for regular monthly meetings, act as chairperson of all chaplain meetings, prepare monthly schedules, maintain records on all activities of the Chaplain Unit, coordinate activities that may concern the members of the Chaplain Unit, and arrange for training classes for chaplains.

### **341.7 OPERATIONAL GUIDELINES**

- (a) Chaplains may be scheduled to be on-call for a period of seven consecutive days each month, beginning on Monday and ending on the following Sunday.
- (b) Generally, each chaplain may serve with Clay County Sheriff's Office personnel a minimum of eight hours per month.
- (c) Chaplains shall be permitted to ride with deputies during any shift and observe Clay County Sheriff's Office operations, provided the Shift Supervisor has been notified and has approved the activity.
- (d) Chaplains shall not be evaluators of employees.
- (e) In responding to incidents, a chaplain shall never function as a deputy.
- (f) When responding to in-progress calls for service, chaplains may be required to standby in a secure area until the situation has been deemed safe.

- (g) Chaplains shall serve only within the jurisdiction of the Clay County Sheriff's Office unless otherwise authorized by the Sheriff or the authorized designee.
- (h) Each chaplain shall have access to current personnel rosters, addresses, telephone numbers, duty assignments, and other information that may assist in their duties. Such information will be considered private and each chaplain will exercise appropriate security measures to prevent distribution of the data.

#### **341.9.1 UNIFORMS AND BADGES**

- (a) A distinct uniform, identification, and the necessary safety equipment will be provided for the chaplains. This uniform may be similar to that worn by the personnel of the Sheriff's Office.

#### **341.10 TRAINING**

- (a) The Sheriff's Office will establish a minimum number of training hours and standards for chaplains. The training may include stress management, death notifications, post-traumatic stress syndrome, burnout for law enforcement personnel and chaplains, legal liability and confidentiality, ethics, responding to crisis situations, the law enforcement family, substance abuse, suicide, deputy injury or death, and sensitivity and diversity, as approved by the Public Relations Manager.