

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Ancillary Organizations		P&P-N-102
Chaplain Unit		
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References: 13-90-107 CRS	Reevaluation Date: Annually	Standards: CALEA LE 22.2.3, COM 3.2.4

I. MISSION

The Chaplain Unit is a volunteer unit within the Sheriff's Office that is managed by a paid chaplain employee. Chaplains will seek to establish and maintain a quality program for the members, staff and their families, which will provide emotional, moral and spiritual support through presence, advocacy, intervention, consultation, reconciliation, healing and support.

The members, staff and their families will know that they can freely share their thoughts with the chaplains and receive moral and emotional support without regard for rank or religious background or affiliation. The chaplains, in the course of their duties, will not recruit for their own church, or for any other church. Law enforcement chaplains are not intended to replace the individual's own clergy. <COM 3.2.4>

II. PURPOSE

- A. The purpose of the Douglas County Sheriff's Office Chaplain Unit is to provide support to DCSO employees in the following areas:
 1. To provide spiritual guidance, counseling, and emotional support for members of the Sheriff's Office and their families at the member's request.
 2. To provide spiritual guidance, counseling, support and comfort in times of crisis, providing any help or referrals that the chaplain may be prepared to render in a crisis situation.
 - This may only be a ministry of presence in some cases.
 - This service will be provided primarily by request through the Sheriff's Office on behalf of its members, their families, and by the members themselves.
 3. The service of a chaplain will be made available on the basis of individual need and/or desire. To provide chaplain assistance during a major emergency of any county agency at the request of the Sheriff in accordance with established protocols. <COM 3.2.4>
 4. Provide ethical and moral support and guidance.
 5. Provide practical support and guidance through training in such areas as finance, stress management, retirement planning, traumatic stress recovery, and suicide prevention, etc.

III. ORGANIZATION

- A. The Chaplain Unit will be administered and managed by the Sheriff.
 1. The Sheriff is responsible for the operation, budget and management of the unit. The Sheriff will ensure the unit's direction and that its efforts support the best

interest of the Sheriff's Office by accomplishing its established goals as set forth in unit's Mission Statement. They may also establish a designated commander to carry out their responsibilities for the chaplain unit.

2. The Sheriff will aid with the direct management of the unit and its operations and will have the responsibility for the supervision, daily operation, compiling statistical information and making recommendations to improve the operation of the Chaplain Unit.
 3. The Chaplain Unit will be headed by a chaplain coordinator. The coordinator will oversee and assist field chaplains as required. The coordinator will also carry out any directives from the Sheriff or designee.
- B. General Responsibilities and Duties of the paid chaplain:
1. Act as a liaison with the Sheriff on matters pertaining to the operation of the Chaplain Unit,
 2. Submit statistical reports and information on activities for the Sheriff.
 3. Preside over Chaplain Unit meetings.
 4. Assist volunteer and field chaplains when needed.
 5. Ensure the requirements of the Chaplain Unit are being met.
 6. Act as the Sheriff's Office chaplain and be its organizational representative (i.e. academy graduations, award ceremonies, or any other function deemed appropriate by the Sheriff).
 7. Work with OEM to develop and manage Chaplain Resource Programs for the IMT.
 8. Work with Peer Support program as the senior advisor.
 9. Help manage the Office Line of Duty Death Program.
 10. Represent the Office to provide support for employees who are hospitalized, injured or ill.
 11. Participate in Critical Incident debriefings as requested by the Command Staff.
 12. At the request of the Detentions Division Commander the Chaplain Coordinator may help provide oversight to the Detentions Inmate Chaplain Program.

IV. PROCEDURE

- Sheriff's Office chaplains are sworn in by the Sheriff and their responsibility is to assist Office members and their immediate families.
- Sheriff Office chaplains will in no way interfere with deputies in the performance of their duties.
- Sheriff's Office chaplains will not release any information regarding situations in which they become involved. Information given to a chaplain will be held in the strictest confidence.
- The Chaplain Coordinator employee will be compensated for duties listed in this policy. If, however, employees seek further spiritual counseling beyond an initial brief consultation, that request may be accommodated by a volunteer chaplain, which could be fulfilled by the coordinator, outside of compensated work hours.
- The Sheriff's Office chaplain is NOT to be called on for the general public.

V. CONFIDENTIALITY

Communications to chaplains acting in their professional capacity are privileged according to Colorado Law under:

13-90-107(1)(c) C.R.S. *Who may not testify without consent.*

Communications with the Sheriff's Office chaplains are not protected, and paid chaplains are bound by all Office policies, including those relative to mandatory reporting of criminal acts and policy violations. Additionally, if the paid chaplain is a commissioned peace officer, all laws regarding mandatory reporting of criminal acts are also in effect.

By Order of the Sheriff