

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 proselytize 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 members and families 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 chaplain's 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 the members themselves.
 - The services of the Chaplain’s Unit may be made available to individuals or different groups upon request. To provide chaplain assistance during a major emergency of any county agency at the request of the Sheriff following established protocols. <COM [3.2.4](#)>
3. Provide ethical and moral support and guidance.
4. Provide practical support and guidance through training in areas such as finance, stress management, retirement planning, traumatic stress recovery, suicide prevention, and leadership.
5. Provide chaplain services and networking to other law enforcement and like agencies upon official request.

III. ORGANIZATION

- A. The Chaplain Unit works within the Wellness Unit under Professional Standards. The Sheriff manages the unit, with the delegated authority given to the Division Chief of Professional Standards.
1. The Division Chief of Professional Standards is responsible for the operation, budget, and management of the unit. The Division Chief of Professional Standards, at the direction of 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 the unit's Mission Statement.
 2. The chaplain coordinator will lead and aid with the direct management of the unit and its operations and will be responsible for supervising and operating the unit daily, compiling statistical information, making recommendations to improve its operation, and overseeing and assisting field chaplains as required. The Wellness Unit Coordinator will assist with this role.
- B. General Responsibilities and Duties of the Chaplain Coordinator:
1. Act as a liaison with the Sheriff, Professional Standards Division Chief, and Wellness Coordinator 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. Assist the Wellness Coordinator with the Peer Support Program as an 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 not interfere with deputies in performing 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, a volunteer member of the Chaplain Unit may accommodate that request, which could be fulfilled by the Chaplain Coordinator outside of compensated work hours.

- The Sheriff's Office Chaplain Unit is NOT to be called on for routine calls for service with the 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