



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations	Section: 409.20	
Subject: Specialized Units	Topic: Chaplain Unit	
Accreditation:	Revised:	Reaffirmed:
Enacted: 07/30/2015	Last Review: 07/24/2015	Review: 07/30/2016

I. PURPOSE

This General Order establishes the policies and procedures applicable to the Loudoun County Sheriff's Office Chaplains. The Chaplain Unit provides departmental employees with spiritual guidance, comfort in times of crisis, and such assistance as the Chaplain is able to render in times of emergency. Deputies are increasingly confronted with situations that demoralize and create emotional, mental and spiritual burdens. These burdens affect not only the deputy, but the deputy's family and other members of the agency. The Chaplain Unit may also aid citizens who are in crisis at discretion of the deputy.

II. POLICY

The Loudoun County Sheriff's Office Chaplain Unit operates at the direction of the Sheriff. The Chaplain Unit is overseen by a director who is also a Command Staff officer designated by the Sheriff. The Director monitors activities of the Chaplain Unit and ensures that all members adhere to the policies and procedures of the unit.

The director of the Chaplain Unit will select another sworn member of the agency to be the Chaplain Coordinator who will be responsible for the daily operations of the Chaplain Unit.

The Unit shall be a non-standing unit. There shall be no more than ten active Chaplains in the Unit at any time unless approved by the Sheriff. The unit shall be structured as with one Senior Chaplain and nine Chaplains. The Senior Chaplain shall hold the honorary rank of Major and the Chaplains shall have the honorary rank of Captain.

Chaplains serve voluntarily to assist deputies and other personnel through their pastoral ministry, in a variety of ways by strengthening the service rendered by the Sheriff's Office to the community. All information communicated to the Chaplains will be recognized as confidential and privileged information.

The Chaplains work at the pleasure of the Sheriff and maybe removed from the program without notice or right of appeal.

Chaplains shall not attempt to convert to or bring into their religious affiliations members of the department, or the general public while they are assisting the department, unless a person requests information about the particular faith of the Chaplain.

III. PROCEDUREA. QUALIFICATIONS

1. Chaplains must be ordained, invested or a certified member of the clergy in good standing of a recognized religious denomination with at least seven years of full-time experience in the ministry.
2. Chaplains must have no convictions of a criminal offense or no record of having previously engaged in criminal conduct, which would be disqualifying as a deputy.
3. Chaplains must possess a valid driver's license.
4. Chaplains must be United States citizens.

B. SELECTION PROCESS

The selection of the Chaplains will be as follows:

1. A review of their qualifications to ensure that they meet the above described credentials.
2. The candidate will participate in an oral interview panel. The panel shall consist of the Senior Chaplain, Chaplin Coordinator, and a third member selected by consensus of the two sitting members. The interview panel shall conclude with the findings of highly qualified, qualified and eligible. The Chaplain Coordinator shall present the panel's findings to the Director of Chaplaincy Program.
3. The candidate will undergo a background check.

C. UNIT DUITES

1. Senior Chaplain

The Senior Chaplin will serve as the first line supervisor of the unit and as such will be responsible for the following duties:

- a. Direct supervision of the Chaplains job performance and shall perform yearly evaluations.
- b. Ensure that each member of the unit maintains the required training standards.

- c. Ensure that each member performs the required minimum number of hours of interacting with Sheriff's Office personnel.
 - d. Establishing and maintaining the on-call list
 - e. Scheduling of required events
 - f. Perform any task assigned by the Chaplain Coordinator
 - g. Perform the duties of a Chaplain
2. Chaplain
- A. The Chaplain when requested by an employee will assist in providing emotional and spiritual support and guidance to persons (employee and non-employee) who are injured, ill or in a time of distress or crisis. Listed below are some of the instances where the services of a Chaplain maybe useful this list is not all inclusive.
 - i. Deputy Involved Shooting or other Critical Stress Event
 - ii. Line of Duty Death or Injury
 - iii. Incidents Involving Children
 - iv. Traffic Accidents
 - v. Death of Co-worker
 - vi. School or Workplace Violence
 - vii. Community Disaster
 - viii. Death Scenes (Accidental or Intentional)
 - B. Upon request the Chaplains may participate in the following duties:
 - i. Be available to employees and/or their families for confidential counseling and/or spiritual support.

- a) The unit shall not take the place of the Employee Assistance Program (EAP), but will serve to augment such program
- ii. Provide pastoral support and assist in the notification to employees and their families at times of crisis
- iii. Assist with funeral arrangements for the line-of-duty deaths
- iv. May assist and accompany deputies when delivering death notifications.
- v. Officiate at religious services such as weddings, funerals, etc, for employees or their families.
- vi. Conduct opening or closing prayers at ceremonies approved by the Sheriff
- vii. Maybe requested for any critical stress incident by a command staff officer
- viii. Must maintain the mandated training standards
- ix. Participate in the mandatory agency interaction (ride-along, station visits, and ADC post visits)
- x. Be available for emergency call-out based on assigned time period

D. TRAINING

1. Chaplains must attend scheduled training courses and programs as prescribed by the Senior Chaplain.
2. Chaplains may be authorized to operate a county vehicle once they have attended appropriate training.

E. EQUIPMENT

1. All equipment issued to the Chaplain will remain the property of Loudoun County Sheriff Office and must be surrendered at the time separation from the agency.
2. Issued equipment includes the following:
 - a. Agency Identification Card, Faculty Access Card and Badges

- b. Tan Pants (5.11type) (2)
- c. Polo Shirt Green (Long and Short Sleeve) (2)
- d. Dress uniform (Blouse, Pants, Shirt, Hat, Black Tie, White Gloves, Shoes)
- e. Outwear (Jacket, Rain Jacket)
- f. Reflective Vest
- g. Pocket Badge Holder
- h. Baseball Style Cap
- i. Boots
- j. Name Tag (2)
- k. Black Mourning Band
- l. Cell Phone

The Chaplain will not wear uniform items in public places when not representing the agency on official business. The dress uniform will only be worn at the direction of the Chaplain Coordinator.

F. COMPENSATION

Chaplains serve as volunteers in the Chaplaincy Program. Injuries are covered under the Auxiliary Unit Insurance Plan. Chaplains will not receive payment, benefits or otherwise be compensated for hours worked or services performed in connection with their role as a Loudoun County Sheriff's Office Chaplain.