

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject CHAPLAIN PROGRAM FOR THE BENEFIT OF OFFICE PERSONNEL	Policy Number GJ-17 Effective Date 03-11-21
Related Information Arizona Revised Statute DP-1, <i>Inmate Programs</i> GC-19, <i>Dress and Appearance</i> GH-2, <i>Internal Investigations</i> GJ-2, <i>Critical Incident Response</i>	Supersedes GJ-17 (01-06-11)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the availability and selection of chaplains for the benefit of all Office employees.

POLICY

It is the policy of the Office to provide chaplains as an additional community resource for employees seeking counseling in personal matters, or to assist during times of crisis. These chaplains are not intended to replace an employee's family clergyperson.

DEFINITIONS

Certified Pastoral/Chaplain Education Points (CPE): Certified Pastoral/Chaplain Education Points (CPE) is the primary method of training chaplains and spiritual care providers in the United States. CPE is both a multicultural and interfaith experience that uses real-life ministry encounters of students to improve the ministry and pastoral care provided by caregivers.

Chaplain: An uncompensated religious cleric who volunteers to minister to or on behalf of Office employees. All such chaplains shall be members of the Maricopa County Sheriff's Chaplain Detail. The duties and responsibilities of chaplains vary considerably and is not to be confused with staff chaplain and religious volunteers who minister to the inmate population, as specified in Office Policy DP-1, *Inmate Programs*.

Critical Incident: An event producing emotional or psychological distress sufficient to overwhelm an individual's psychological defense mechanisms. Typically, these incidents are sudden, powerful events which are outside the range of ordinary experiences. Because they are so sudden and unusual, they can have strong, psychological effects, even on well trained, experienced employees. The term "critical incident," as used in this Policy, is not to be confused with the term specified in Policy GJ-2, *Critical Incident Response*.

Incident Command: The Incident Command System (ICS) organizational element responsible for overall management of the incident and consisting of the Incident Commander or Unified Command and any additional Command Staff activated.

PROCEDURES

1. **Chaplain Director:** The Chaplain Director shall be appointed by the Sheriff and shall be responsible for coordinating the selection, retention, and control of chaplains. The Chaplain Director shall report to the Sheriff.
 - A. All persons requesting to serve as chaplains shall be asked to contact the Chaplain Director, who shall determine if they are eligible to apply. Applicants must be trained, ordained clergy with job experience, and be in good standing with their respective denominations, churches, or ministries.
 - B. No more than two chaplains shall be assigned to an Office division and they shall work under the direction of the assigned division commander.
 - C. Chaplains shall adhere to all Office Policies.
2. **Chaplain's Duties:** Chaplain's duties may include, but are not limited to, the following:
 - A. Maintaining Clergy/Penitent Privilege as supported by the adaptation of Canon Rules of Conduct;
 - B. Working with the Human Resources Bureau, Critical Incident Stress Management (CISM) Team, and other divisions for the overall wellness of Office employees;
 - C. Counseling personnel who have suffered injuries or been hospitalized;
 - D. Counseling personnel before, during, or following a critical incident;
 - E. Counseling the families of personnel whose interpersonal problems affect, or are caused by, family relationships;
 - F. Officiating at employee weddings and funerals;
 - G. Assisting in notifying a deceased employee's next of kin and offering to counsel the bereaved, if requested;
 - H. Mediating interpersonal problems which may arise within the Office, as permitted by Maricopa County rules or federal and state law;
 - I. Responding to incidents in which mediation or ministry skills may be beneficial, but only after obtaining prior approval from the appropriate division commander; and
 - J. Being available for various call outs and emergencies.
3. **Annual CPE Training:** Annual CPE training for volunteer chaplains shall be required and at the direction of the Chaplain Director on a case by case basis. The Chaplain Director shall have resources available for volunteer chaplains to meet their necessary CPE training requirements.
4. **Chaplain Identification:** No person shall function as a chaplain unless they have a current, authorized Chaplain Identification (ID) Card issued by the Office. Each chaplain shall notify the Chaplain Director annually to request renewal of their Chaplain's ID Card. Approval of the ID card renewal, or removal from the program at any time, shall be at the discretion of the Sheriff or Chaplain Director. The Chaplain Director shall consider any recommendations made by a division commander of the area to which the chaplain is

assigned. Generally, non-uniformed personnel shall display their Chaplain ID Card visibly on their clothing upon entering a secured Office building or acting in an official capacity for the Office.

5. **Radio Call Signs:** Each chaplain assigned to assist with patrol related functions shall be assigned a radio call sign to assist them in communicating with Office employees.
6. **Critical Incidents:** Chaplains who respond to critical incidents shall be under the direct authority of the Incident Commander (IC). The IC may not be the highest-ranking person on scene, but is the most knowledgeable about the incident, search, or event and is responsible for all incident activities.
7. **Confidentiality:** Chaplains are obliged to respect the confidentiality of any information obtained during counseling sessions. The revelation of such information to others shall only be made with the consent of the person or that person's legal representative, or as required by law, except in those unusual circumstances where a clear and present danger to the employee or others exist.
8. **Special Programs:** Any commander whose division or community would benefit from specific activities by a chaplain shall consult with the Chaplain Director to develop a special program.
9. **Allocation of Office Supplies:** Division commanders may allocate Office supplies and equipment to be used for the Chaplain Program, as resources and good judgment permit, and shall be responsible for the chaplain's use of such equipment.
10. **Division Commanders Responsibilities:** Division commanders shall be held accountable for each chaplain functioning within their command. Improper or deficient conduct shall be reported to the Chaplain Director.
11. **Chaplain Conduct:**
 - A. All violations of Office Policy, complaints from members of the public, or incidents of unsatisfactory work performance, which occur while the chaplain is volunteering their service, shall be addressed, as specified in Office Policy GH-2, *Internal Investigations*.
 - B. A chaplain service with the Office as a volunteer is at-will and shall be at the discretion of the Sheriff.