

**San Diego County  
Sheriff's Department  
Chaplain Manual**



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# San Diego County Sheriff's Department Chaplain Program Manual

## Sheriff's Department Mission Statement

We provide the highest quality public safety services in an effort to make San Diego the safest urban county in the nation.

## Organizational Vision

We earn the respect and the confidence of the public as a professional public safety organization. We are innovative and responsive to the needs of those we serve and work in partnership with our communities. We attract and retain highly competent and diverse employees.

## Department Core Values

<b>Honesty</b>	We are truthful in our words and in our actions.
<b>Integrity</b>	As people of character and principle, we do what is right, even when no one is looking.
<b>Loyalty</b>	We are loyal to our Department and our profession and committed to protecting the communities we serve.
<b>Trust</b>	We are confident in the integrity, the ability and the good character of our colleagues.
<b>Respect</b>	We treat everyone with dignity, honoring the rights of all individuals.
<b>Fairness</b>	We are just and impartial in all our interactions. Our decisions are made without personal favoritism.
<b>Diversity</b>	We embrace the strength of the diversity of our employees and our communities.

## Volunteer Law Enforcement Chaplain Program

The Sheriff's Chaplain program was established to provide an additional source of support for Department employees and their families designed to *compliment*, not *compete with*, Peer Support and/or Psychological Services. Chaplains serve at the sole pleasure of the Sheriff and thus may be enrolled and dismissed from the program at will, with or without cause. Chaplains shall offer their services without remuneration for the benefit of the Sheriff, his sworn deputies, Department staff and their respective families and loved ones. Chaplains shall be selected to represent the major religious groups within the department in order to provide a presence of spiritual and emotional care and counseling for sworn and non-sworn personnel regardless of race, gender, sexual orientation, national origin, creed, or religion.

## Distinct from Detentions Chaplain Program

The Law Enforcement Chaplain Program is distinct and separate from the San Diego County Detention Chaplains Program. The Detention Program serves the needs of inmates while Law Enforcement Program serves primarily the needs of department employees, their families and loved ones. As such, LE chaplains are not available to other county or community entities unless so directed by the department. LE chaplains may respond to citizens in need at the request of a deputy or another departmental authority.

## Rules of Engagement

Chaplains offer counseling, moral encouragement and spiritual guidance and support for the benefit of deputies, staff, their families and loved ones. While chaplains seek to be proactive in serving the needs of those in the Sheriff's Department, they must **refrain from initiating** and/or **pushing any religious discussion or agenda** upon those who have not expressed any interest in such matters. Chaplains may respond to any and all spiritual and/or religious questions and inquiries initiated by a deputy, staff member and/or their family members.

Chaplains must respect the religious limitations of working in an ecumenical organization (the Chaplain Program) within a diverse governmental agency (the Sheriff's Department). Sheriff's chaplains should not view their role in the department as a forum for proselytizing employees and/or their families to their own faith tradition. Additionally, chaplains are not intended to replace any individual's personal choice of clergy, counselor and/or advisor. The chaplain's duty is to care for the spiritual and emotional needs of deputies and their families when invited to do so, not to represent any particular religious denomination. Therefore, the faith of the deputy supersedes the faith of the attending chaplain.

Any deputy or employee may contact a chaplain for services with the absolute assurance that ALL COMMUNICATIONS shall be considered **privileged** and **confidential** consistent with the laws of the State of California (Note: Chaplains are legally considered mandated reporters in cases of child and elder abuse). No chaplain shall ever be asked to violate his/her personal religious convictions in the performance of his/her duties as a Sheriff's Chaplain.

## Duties of Chaplains

The duties of Sheriff's Chaplains may include the following:

1. Offering invocations, benedictions, prayers, and/or homilies for official department ceremonies, dedications, graduations, etc.
2. Visiting assigned station or office, attending briefings, and participating in ride-a-longs to establish personal relationships of trust with deputies and staff.
3. Offering services to department families (i.e. weddings, funerals, religious ceremonies).
4. Provide counsel and comfort to employees & their families in times of illness or trauma.
5. Provide premarital, marital, or relationship counseling as requested by deputies or staff.
6. Visit sick/injured personnel at home or in the hospital for encouragement and/or prayer.
7. Alerting the department to community concerns and/or providing input.
8. Respond to emergency calls and/or assisting in crisis intervention as needed.
9. Assisting deputies at the scene or aftermath of a critical incident as directed.
10. Help with critical incident stress defusing to all first responders as requested.
11. Leading or participating in debriefing sessions as requested.
12. Assist department officials when requested in making notifications to a deputy's family and loved ones in the case of serious injury or death.
13. Respond to citizens in need only when specifically requested to do so by a sworn officer or when authorized by the department.

All chaplain services are offered to deputies and their families freely without charge. The motto of the Sheriff's Chaplain Program is:

***"Serving Those Who Serve Our Communities."***

## **History and Mission of the Chaplain Program**

The San Diego County Sheriff's Chaplain Program was established in 1995 by Sheriff Bill Kolender to provide an additional resource of support and assistance for his deputies, department employees, and their families especially in times of trauma and crisis. Sheriff Kolender enlisted the assistance and leadership of his good friend Rev. John Sorensen to be his first Senior Chaplain and to set the parameters for the program. Under John's leadership the program grew from a handful of chaplains to over 25 chaplains serving stations and offices across the county.

As Sheriff Kolender presided over the swearing-in ceremony of the first group of Chaplains, he shared the account of how helpless he felt in consoling the grieving family of a fallen officer. As he was leaving the hospital, he ran into his friend Pastor Mike MacIntosh in the lobby. Sheriff Kolender shared that he wished he could have been of more comfort to the family and asked Mike if he would be willing to encourage the family and pray with them. The positive response from the family to Pastor Mike's ministry that night convinced Sheriff Kolender of the value of having law enforcement chaplains who are trained in dealing with those going through the grieving process. Sheriff Kolender then summed up the mission of the new Sheriff's Chaplain Program to his newly appointed chaplains by saying,

*"Our deputies are dedicated men and women who faithfully serve our communities, many times under difficult and demanding circumstances. They need and deserve the best support we, as a department, can provide for them. I ask you to dedicate yourselves as chaplains to love my deputies and their families especially in times of need."*

Loving support of deputies and their families became the central mission focus of the newly established chaplain program and continues to be its mission today. Sheriff Kolender later replaced the title of the person overseeing the chaplain program from "Senior Chaplain" to "Chaplain Executive Director."

In 2018-2019, under Sheriff Gore, the program was updated and reorganized with revised policies and a new leadership structure in an effort to provide more effective service to Sheriff's Department personnel and to ensure the well being of those in the chaplain corps.

## **Sheriff's Chaplain Oath of Office**

"I, (state your name), understand that I serve as a chaplain at the pleasure of the Sheriff of San Diego County. I commit myself to live according to the highest ideals of the Sheriff's Department. I recognize the badge of my office as a symbol of public faith and will always seek to conduct myself in a manner worthy of that trust. I take this obligation freely, without reservation, committing myself to faithfully discharge the calling and duties of a San Diego County Sheriff's Chaplain, so help me God."

## **Sheriff Chaplain's Creed**

We, as chaplains, have accepted God's special call to minister His love and grace to the deputies, staff and families of the San Diego County Sheriff's Department. Therefore, we commit ourselves to:

- Grow in our understanding of the unique stresses and demands of those in our law enforcement community.
- Demonstrate God's love and concern to each and every deputy, staff and family member regardless of their background or religious affiliation.
- Set aside any personal agenda to be available to minister to those we serve.
- Pray for our Sheriff, his command staff, deputies, employees and their families.
- Respond to the needs of the community if called upon to do so.
- Remain faithful to God and His standards as an example to those we serve.

Our ultimate goal is to serve, not to be served, for God's glory, not our own. Amen.

## **Minimum Qualifications**

The minimum qualifications for Sheriff's Chaplains include:

1. A strong faith in God and a great love and concern for people.
2. Appropriate theological and counseling education and training, preferably a Master's degree from an accredited graduate institution or denominational equivalent.
3. Ecclesiastical Certification in good standing.
4. Endorsement for law enforcement chaplaincy by a recognized religious body.
5. Approximately five years of ministerial experience.
6. Current involvement in a ministry, congregation or religious organization in the county.
7. A broad base of life experience and professional ministry.
8. Demonstrable emotional stability and personal flexibility.
9. Openness to further training to enhance the ability to serve the needs of law enforcement personnel and also citizens affected by crisis and trauma.
10. A valid California driver's license.
11. Passing a department security clearance background check.
12. No conviction of a felony or a criminal offense involving moral turpitude.
13. Passing oral interviews with the Chaplain Personnel Director & Chaplain Leadership Team.
14. Possess a confident and secure personality, an approachable spirit, and an amiable disposition that is neither intimidated nor offended by the culture of law enforcement.
15. Genuine love, concern and compassion for those in law enforcement.
16. A clear recognition that a chaplain's moral standards and daily living will be the ultimate criteria by which he/she will be either accepted or rejected by deputies, employees, and their families.

## **Selection Process**

The selection process for Sheriff's Chaplain candidates shall follow these steps:

1. Recommendation of candidate by a current chaplain or Department personnel.
2. Initial Interview of candidate by Chaplain Personnel Director.
3. Chaplain personnel director receives feedback from sheriff's staff and any current chaplains at the proposed assignment location regarding suitability of candidate.
4. An application packet including the Chaplain Manual, Chaplain Application, and Security Clearance form is given to candidate.
5. Completed application packet is reviewed by Chaplain Personnel Director.
6. Interview with Chaplain Leadership Team for recommendation of candidate for departmental approval.
7. Chaplain Personnel Director forwards application packet to Volunteer Services for processing.
8. Backgrounds will advise Volunteer Services and Chaplain Personnel Director of clearance at the completion of background check.
9. Chaplain Personnel Director issues equipment (uniform, jacket, business cards, etc.).
10. Equipment form signed by new chaplain.
11. New chaplain presented with badge and Sheriff's ID card by Volunteer Services at next chaplain meeting.
12. Chaplain is introduced to the command of assigned station/office by the Chaplain Program Director and/or the Chaplain Personnel Director.
13. Chaplain Mentor is assigned to new chaplain.
14. Follow-up by Chaplain Personnel Director after three months of service.
15. Personnel Director reports new chaplain's progress to the Leadership Team.
16. New chaplain evaluated by Leadership Team after completing one-year probation period.

## **Chaplain Program Command Structure**

**1. Unit Supervisor** – The Sheriff’s Chaplain Program falls under the command of the Law Enforcement Service Bureau. The Department will assign a Sergeant who will serve as the immediate supervisor and direct liaison between the Chaplain Program and the Department.

**2. Chaplain Leadership Team**– under the command of the sheriff’s department, the Chaplain Leadership Team has the final authority over the policy and administration of the law enforcement sheriff’s chaplain program. The Leadership Team is responsible for reviewing, interviewing and approving all candidates and for their assignments within the program. The Leadership Team shall also self-determine the personnel, roles and responsibilities of its own members using the guiding principles of character, contribution and chemistry. The Leadership Team will deal with issues of discipline and/or termination of any chaplain who fails to live up to the standards of the program. Additionally, as stated above, the sheriff’s department has the right to discipline and/or terminate any chaplain at will since all chaplains serve at the pleasure of the sheriff. The Leadership Team has the right to review all prayers, homilies, eulogies and presentations offered by sheriff’s chaplains in all official department functions and ceremonies to ensure the appropriateness of such presentations. Concerns or complaints regarding the conduct of any sheriff’s chaplain or the activities of the program should be directed to the Leadership Team for its review and action.

**The chaplain leadership team shall consist of:**

### **UNIT SUPERVISOR -**

The department determines the duties of the Unit Supervisor.

### **PROGRAM DIRECTOR -**

The Program Director manages the entire chaplain program to ensure the fulfillment of its stated vision, values, and objectives.

### **OPERATIONS DIRECTOR -**

The Operations Director functions as the crisis coordinator and determines the deployment of chaplains in emergency situations and addressing immediate needs.

### **PERSONNEL DIRECTOR –**

The Personnel Director assists the team in the recruitment of new chaplains, the separation process for departing chaplains, and generally ensuring the wellbeing and recognition of our members.

### **TRAINING DIRECTOR -**

The Training Director identifies and provides resources and instruction designed to help equip chaplains fulfill their responsibilities and the practice of good self-care.

### **ADMINISTRATIVE ASSISTANT -**

The program Administrative Assistant provides support to the directors in the execution of their responsibilities through record-keeping, communications, and general organizational support.

### **Additional Team Members**

The leadership team has the right to appoint additional members to fulfill other specific roles deemed necessary.

### **Terms**

Leadership team members shall be appointed to a term of three years. A leadership team member appointed for two consecutive terms shall then be ineligible for appointment to the leadership team until one year has lapsed.

**3. Regional Coordinators** – The regional coordinators are selected by the Leadership Team to provide the chaplains under their regions with a direct resource for relationship, input, wisdom and guidance in their respective areas of responsibility. They are responsible to provide leadership to chaplains in their region in the event of a large-scale critical incident. They shall have regular interaction with the Leadership Team to provide perspective and input to improve the effectiveness of the chaplain Program.

**a. Southern Region**

San Diego Courthouse/HOJ  
Southbay Courthouse  
Central Detention Facility  
East Mesa Detention Facility

Rancho San Diego Station  
Imperial Beach Station  
Lemon Grove Station  
George Bailey Detention Facility

**b. Northern Region**

Julian/Ranchita/Borrego Springs  
Fallbrook Station

Ramona Station  
Valley Center Station

**c. Western Region**

Encinitas Station  
4S Ranch Station  
Vista Complex

Poway Station  
San Marcos Station

**d. Eastern Region**

Santee Station  
Las Colinas Detention Facility  
El Cajon Courthouse

Lakeside Station  
Alpine Station  
Pine Valley/Boulevard/Jacumba

**e. At-Large Chaplains**

**4. Chaplains-at-Large** – Chaplains-at-Large are not assigned to a station, court or detention facility. They have been appointed to help minister to specialized needs in the department as well as providing a broader base of expertise and resource designed to enhance the overall Chaplain Program. They stand ready to respond to major critical incidents within the county.

**5. Area Chaplains, Court Services Chaplains, Detention Facility Chaplains** constitute the heart and soul of the Chaplain Program. They have the most consistent frontline contact and ministry with the deputies and the families of the Sheriff's department. They serve in their respective areas of responsibility developing relationships and trust with the deputies they serve in order to be there deputies and/or their families have need of their support and assistance.



## Chaplain Expectations

**Area, Court and Detention Chaplains** are expected to:

1. Make every effort to attend the chaplain general meetings/trainings during the year.
2. Attend their assigned regional annual meeting to get to know the chaplains in their area.
3. Commit approximately 8 hours per month in direct deputy involvement (i.e. attend briefings, visit station/office, ride-a-longs, personal contact, counseling, phone conversations, performing weddings, funerals, child dedications, etc.).
4. Be willing to perform an assigned invocation for an official Sheriff's Department function during the year.
5. Maintain detailed Sheriff's Chaplain Monthly Log of hours (A=Ride-a-longs, B=Station Contact, C=Callouts, D=Official Department Functions, E=Outside Involvement).
6. Email their Chaplain Log at the end of each month to the Chaplain Program's Administrative Assistant.
7. Pursue training to enhance their effectiveness as sheriff's Chaplains. Recommended trainings include:
  - a. Basic course on Critical Incident Stress Management or equivalent.
  - b. FEMA NIMS online training.
  - c. Basic first aid training.
  - d. Basic CPR and Defibrillator training (check Red Cross, updates can be done online).
  - e. Basic Radio and CAD training for communication proficiency (Field Training Officers can assist Chaplains with this at their stations).
  - f. Attendance at chaplain debriefings following major critical incidents.
  - g. Participation at the annual basic firearms and weapons training for chaplains.
  - h. Any training that will enhance their proficiency as law enforcement chaplains (e.g. ICPC Regional and Annual Training Seminars, training books/videos, etc.).

**Chaplains at Large** are expected to:

1. Make every effort to attend chaplain general meetings/trainings during the year.
2. Be willing to perform an assigned invocation for an official Sheriff's Department function during the year.
3. Stand ready to respond to major critical incidents in the county.
4. Use their expertise and influence to enhance the Chaplain Program.
5. Pursue training to enhance their effectiveness as Sheriff's Chaplains (see above).

## CHAPLAIN PROBATION POLICY

The following list constitutes **mandatory requirements** for all Station, Court and Detention Facility chaplains:

1. Attend at least four of the Training/General meetings scheduled during the year.
2. Attend your annual Regional meeting to get to know the chaplains in your area.
3. Commit approximately **8 hours per month** in direct deputy involvement (i.e. attend briefings, visit station/office, ride-a-longs, personal contact, counseling, phone conversations, performing weddings, funerals, child dedications, etc.).
4. Be willing to perform an assigned invocation for an official Sheriff's Department function during the year.

5. Maintain a Chaplain Activity Log of your contact involvement and hours.
6. Email your total hours each month to the Chaplain Program's Administrative Assistant with a breakdown of the categories of hours:
  - A = Ride-a-longs
  - B = Station Contact
  - C = Call Outs
  - D = Official Department Function (Include Chaplain Training here)
  - E = Outside Involvement

### **Automatic Probation Policy**

Any Station, Court, or Detention Facility chaplain that fails to average 8 hours per month during a three month period and/or fails to report their hours each month will automatically be placed on probation for the next three months.

If during the three-month probationary period, a chaplain fails to re-establish an average 8 hours per month of direct deputy involvement, he/she will be asked to resign from the program and be required to turn in their ID, Badge, uniforms and other equipment issued by the department. Chaplains who are dismissed from the program can reapply in the future when they are able to meet the basic requirements of the program.

### **Excused Leave of Absence**

All chaplains are eligible to apply for an official leave of absence due to ministry demands, health or personal issues for 6 months or more depending on the situation. Those on official leave of absence will be exempt from the automatic probation policy.

### **Annual Self-Review and Peer-Review**

All chaplains will participate in an annual self-review and peer-review process. This process will include a question-based self-evaluation, which will act as the foundation of a discussion with a trusted member of the chaplain team. The purpose of this review process is care, accountability, and the identification of potential changes in personnel, roles, and policies. The leadership team will determine the content, timing and method of the annual review process.

## Patrol Chaplain Attire/Equipment

On Your Person	Small Satchel	Larger Gear Bag
Chaplain Patrol Uniform Sturdy Boots/Shoes Radio/Holder/Ear-piece Flashlight Flashlight Belt Loop Sheriff's ID/Flat Badge* Chaplain Business Cards Keys to Patrol Car Cell Phone (on vibrate) Neoprene/Leather Gloves Latex Gloves Note Pad/Pen Utility Knife Cash/Coins for Food/Vending	Ball Cap Water Snacks/Power Bars Sunglasses Sunscreen Gum/Mints Reflective Traffic Vest Bible Grief Booklets	Chaplain Jacket Rain Gear Flashlight Charger or Extra Batteries
<p><i>*Sheriff's ID should be displayed while in any Sheriff's facility except when in uniform. The ID and Flat Badge should only be used to identify you to department personnel and should <b>never be used</b> for any action or behavior that would be associated with the duties of a sworn officer. Such misuse of the ID/Badge is a crime and will result in dismissal from the program and possible criminal prosecution.</i></p>		

### When going on a Ride-Along

(Also see **Appendices A** - Chaplain Ride-Along: Asset or Liability; and **B** – Chaplain Safety Guidelines):

- 1) Arrive at the station 20 minutes prior to shift briefing.
- 2) Be dressed (with ballistic vest) and ready to go.
- 3) Identify and introduce yourself to the sergeant prior to briefing.
- 4) Introduce yourself to the deputy you have been assigned to ride along with.
- 5) Be sure to ask for the deputy's call sign (i.e. 70P5C, 70T1C, etc.).
- 6) Remind the deputy to inform the Communications Center that you are in that unit.
- 7) Have the deputy log in your radio I.D. number if you use one.
- 8) Explain what the Chaplain Program does if the deputy is unfamiliar with it.
- 9) Note that your conversation with them is considered privileged communication due to clergyman-penitent privilege except for mandated reporting (Appendices C, D, E).
- 10) Always be aware of your location.
- 11) Always know the reason for the call you are responding to.
- 12) Familiarize yourself with radio ten codes (see Appendix F).
- 13) Ask about the deputy's preferences regarding:
  - a) Your personal location at a scene (i.e. stay in the car, with the deputy, etc.).
  - b) Use of back-up firearms and shotgun release.
  - c) Use of the MDC (mobile data computer) and radio usage.
- 14) Ask questions of the deputy and LISTEN.
  - a) Take mental or confidential notes when conversations warrant a follow-up.
  - b) NEVER make judgments about other deputies and/or command staff.
  - c) Let the deputy know they can follow their usual routine and not feel the need to entertain you by finding some action.
  - d) Let the deputy know how long you plan to ride along.
- 15) Take notes on any critical arrest/incident in case you are called to testify as a witness.

## When Responding to an Officer-Involved Shooting

- 1) Listen to the radio for:
  - a) Incident and Command Post locations (write it down).
  - b) Suspect Description and direction of travel.
  - c) Your deputy's assignment.
- 2) Look for traffic.
- 3) Inform the officer in charge of the command post of your presence and availability.
- 4) At the Hospital
  - a) Work with the nurse to set up waiting areas for other deputies arriving at hospital.
  - b) Keep track of where the injured deputy is moved.
- 5) If possible, offer to make a quick visit/prayer with the injured deputy.
- 6) Stay at hospital until command staff / or spouse arrives.
- 7) Visit any other injured deputies.
- 8) Visit with other deputies involved in the shooting.
- 9) Offer to lead a prayer for the injured officer with deputies in the waiting room.
- 10) When finished, give summary report to command post so it can be noted in the chronology of the incident.
- 11) Prepare a debriefing statement of the incident for the next chaplain's meeting.

## Large Scale Critical Incident Response Protocol

### A. Initial Instructions

**DO NOT SELF-DEPLOY.** Wait to be contacted by our Chaplain Dispatcher for instructions regarding the best and safest route to the scene and the location of the Sheriff's Incident Command Center. Chaplain Dispatcher will either be the Crisis Coordinators or the Program Director.

### B. Check in at the Sheriff's Incident Command Center.

The **FIRST CHAPLAIN TO ARRIVE ON SCENE** is responsible to check-in at the Sheriff's Incident Command Center as the "**Incident Chaplain Coordinator (ICC)**." The ICC will:

1. Serve as our liaison with the Personnel Officer at the Command Center. This allows the Personnel Officer to deal with one chaplain instead of twenty.
2. Remain near the front of the Incident Command Center to ensure proper check-in of all other chaplains arriving on scene.
3. Maintain an updated list of chaplains present and available for service.
4. Assign duties to chaplains as requested by the Command Center.
5. Record **when** each chaplain arrives on scene, **what** his/her assigned duties are, **where** he/she is located at all times and **when** he/she returns (see Appendix G).
6. Communicate regularly by phone, text, or email with the Chaplain Dispatcher to inform him/her regarding assignments and to receive updates on chaplains already assigned.
7. Continue at the ICC until relieved by the Chaplain Crisis Coordinator or another Chaplain assigned by him.

**All other chaplains arriving on scene should go directly to the command center to check-in with the ICC before doing anything else.** The ICC is responsible to assign all duties on scene. He/she should know when you arrive, where you are, what your assigned duties are and when you return or go EOS. If you change duties or location inform the Chaplain Dispatcher as soon as possible. It is important for chaplains to stay together in one central location near the Command Center to facilitate the proper and orderly assignment of chaplain responsibilities.

## C. Other Important Things to Remember

### 1. What to Wear

- a. Patrol Chaplain Uniform (see Appendix H).
- b. Chaplain Raid Jacket, Chaplain Windbreaker.
- c. Chaplain Ball Cap for easier recognition as a chaplain.

### 2. Communication – Realize that in a major incident, cell phone services can become overloaded and thus become unreliable. To reduce the need for excessive phone communications:

- a. Follow procedures for checking-in on scene with the ICC.
- b. Utilize the Chaplain Dispatcher as the central hub for all communications. The Chaplain Dispatcher will have several lines open at Sheriff's headquarters to receive your calls.
- c. Stay in contact with the ICC through the Chaplain Dispatcher.
- d. Let the Chaplain Dispatcher know **what** you've been assigned to do, **where** you are going, **when** you've arrived as well as **your assessment** of the situation.
- e. Report to Chaplain Dispatcher whenever you change locations and/or duties.
- f. **Do not depend on voicemail messages**. Try your best to **talk directly** to the Chaplain Dispatcher, the ICC and/or your Regional Squad Leader.
- g. In case of a larger countywide disaster, the Chaplain Dispatcher will contact the four Regional Squad Leaders in order to disseminate information to the rest of our Chaplain corps.
- h. The Chaplain Dispatcher will keep you updated on what everyone is doing through the use of email. Chaplains should check their email daily during a major incident to stay current on the situation.

**3. Media Coverage** – News agencies will seek out interviews with chaplains during a major incident. The rule of thumb is to be as helpful as possible but at the same time be very careful not to divulge sensitive information regarding an incident, deputies and/or victims. The Sheriff's Department has an official Public Information Officer (PIO). Be helpful to the media in directing them towards the PIO. Interviews regarding the Chaplain Program should be handled by the Chaplain Leadership Team members. **Remember the importance of maintaining confidentiality**. We must always be aware that we are representing the Sheriff's Department in the eyes of the public and the media. Maintain a serious countenance. During long incident, it is easy to begin discussing things other than the incident and even laugh at the comments from one another. Avoid any appearance of taking the situation lightly. It is important to remember that camera crews are everywhere and such levity could be seriously misinterpreted on air.

**4. Protecting Victims/Family** – Alert a uniformed deputy if you suspect that someone who doesn't have permission to be behind the barrier tape has encroached into a secure area.

**5. Utilizing Area Clergy** – Our role as chaplains is to provide emergency spiritual care in a crisis. Whenever possible, chaplains should seek to facilitate the transfer of spiritual care to the clergy of those we are ministering to. Victims' own clergy are better equipped to provide the ongoing and personal care needed in the recovery phase of an incident.

**6. Chaplain Emergency Response Protocol**. The Crisis Coordinator should regularly update our Emergency Response Protocol. He/she should set a meeting to discuss such revisions by the Leadership Team after every major incident involving chaplain response.

## **Keys to Being a Successful Sheriff's Chaplain**

### **1. Maintain Regular Contact**

Far and away, the most important key to being an effective Sheriff's Chaplain is regular contact with the deputies you are assigned to serve. You simply cannot gain the respect or trust of the deputies of your station until they can see you and get to know what you are all about. Chaplains must make the commitment to maintain visibility and involvement in the life of the station. Deputies will only confide in those they trust and such trust must be established through regular contact and involvement through attending briefings, ride-a-longs, attending station functions, visitation, etc. The old adage, "*Out of sight, out of mind*" is doubly true in the law enforcement community. Deputies will not call on a chaplain they do not know or haven't seen in a long time.

### **2. Know and Maintain Your Role**

Effective chaplains never lose sight of their primary role in the department. That role is to be a chaplain providing spiritual and emotional encouragement and support. While it is important to learn and adapt to the law enforcement culture that exists in our stations, it is more important to maintain our identity and role as chaplains. Deputies do not need chaplains who are trying to be police officers. They need you to be what you are uniquely qualified to be, a caring, supportive, encouraging, prayerful chaplain. Resist the temptation to become "*one of the guys*." Always remember your role is that of a chaplain. Losing your distinctiveness will undermine your effectiveness to minister as a chaplain when spiritual ministry becomes most needed.

### **3. Study Law Enforcement Culture**

Effective chaplains commit themselves to constantly be learning more about the law enforcement culture they have been placed into to serve. Familiarize yourself with key policies and procedures of the department. Learn the most frequently used 10 codes and penal codes (this is the daily language of officers). Become familiar with the structure of the Department (i.e. command structure, various specialty units, etc.). Constantly seek to enrich your understanding of the corrosive effects of the law enforcement culture (i.e. long and irregular work hours, effects of the ups and downs of going from adrenalin rushes to the mundane, family stresses, impact of politics in the station and/or the department, over-focus on work with few outside pursuits, etc.).

### **4. Make Yourself Available**

As much as possible, effective law enforcement chaplains need to be prepared to move or postpone regular commitments to their own church/synagogue/mosque/etc. when called upon for help from the Department in times of crisis. Such calls are often few and far between, but when they come, we must make ourselves available to minister as requested. Failure to do so will greatly undermine the future ministry opportunities for the chaplain.

### **5. Be Quiet When Necessary**

Realize that your actions speak louder than words. Ease into building rapport and relationships with those you have been assigned to serve. Be unobtrusive in your interventions. Recognize that officers are procedurally bound and oriented to getting the job done first. They do not focus on themselves or worry how they are personally affected by critical incidents when they are occurring. Training kicks in and they are zeroed in on accomplishing their assigned mission. Honor their priorities by not trying to get them to engage in how they feel at the moment. When all of the procedural bases have been covered and the adrenaline is down is the time for you to step in as a chaplain and offer a listening ear and/or encouraging word.

## **6. Be Supportive**

Ask God for wisdom regarding the right time and place to offer hope and courage to deputies and their families. Remember the importance of control in law enforcement culture. Assist deputies in regaining control when it has been lost to some degree (i.e. after an officer involved shooting, loss of a loved one, break up of a marriage or relationship, etc.). Remind them that being human doesn't mean they are a failure. Nurture their spirits whenever you can and assist them in finding peace and the courage to press on. Let them know that you are regularly praying for them.

## **7. Be a Window**

Law enforcement culture can often be a very closed environment shut off from the realities of the good side of society. Cops constantly deal with the dregs and underbelly of our society. When they are not dealing with dubious suspects, they are interacting with other cops about such individuals. This can lead to a very cynical view of people. Help them see that the majority of citizens in our society deeply respect and appreciate what they do. Help officers see good people who have the right values and care about others. Help the officers to see there is more to society than the morally corrupt influences they have to deal with every day of their careers. When the opportunity affords itself, help deputies to discover the spiritual side of their being and the power of knowing about God and what His peace and power offers to all who call upon His Name.

## **Sheriff's Chaplain Death Benefits**

The occupation of Chaplaincy has become such a substantial position in supporting Emergency Services in the United States that the Public Safety Officers Death Benefit Program (42 USC § 3796b (a) (2)) has been amended, after the attacks of September 11, 2001, to include chaplains who serve, volunteer or are paid, regardless of their status. Chaplains now serving with any fire or police agency in the United States will receive death benefits if they die in the line of duty. This Act was originally known as The Mychal Judge Police and Fire Chaplains Public Safety Officers' Benefit Act of 2002. This Act was named after Chaplain Fr. Mychal Judge who died during the collapse of World Trade Center Tower Number One. He was serving along side the members of the Fire Agency of New York, to whom he had so faithfully dedicated many years of service (cf. Appendix I)

## Appendix A – Chaplain Ride-Along: Asset or Liability?

<b>Chaplain Ride-Along: Asset or Liability?</b>	
<i><b>You're an Asset When You:</b></i>	<i><b>You're a Liability When You:</b></i>
<ol style="list-style-type: none"> <li>1. Come alert and mentally prepared realizing that serious things can and do happen.</li> <li>2. Are prepared to assist if necessary.</li> <li>3. Come prepared to serve as a chaplain rather than trying to be a deputy.</li> <li>4. Come unarmed. Chaplains are not allowed to carry firearms.</li> <li>5. Know where the gun-lock is and how to operate it in every vehicle you ride in.</li> <li>6. Allow the deputy to make initial contact without your immediate presence, then ensure you clearly identify yourself as a chaplain.</li> <li>7. Have a working knowledge of safety and radio codes. Use plain English on radio if unsure.</li> <li>8. Get properly trained on radio, MDC, light panel and weapons.</li> <li>9. Take notes during briefing.</li> <li>10. Know your deputy's unit code (i.e. 71P5C).</li> <li>11. Ask questions and get instructions from the deputy on what he/she wants you to do on a call.</li> <li>12. Understand a pre-arranged safety signal to find cover or alert your deputy to potential danger.</li> <li>13. Think ahead and think safe. Release your seat belt and keep your door ajar during stops. A patrol car can become a death trap. Constantly ask, "What if?"</li> <li>14. Always know your location (street address, closest cross street and major streets close by).</li> <li>15. Practice and use safety equipment. Know Basic First-Aid and CPR. Use latex gloves.</li> <li>16. Are prepared to protect your life and the life of the deputy if necessary.</li> <li>17. Pray for God's protection of both of you.</li> </ol>	<ol style="list-style-type: none"> <li>1. Get lackadaisical and complacent thinking nothing serious could go down.</li> <li>2. Think it's just another routine ride-along.</li> <li>3. Come as a deputy "wannabe" and force your knowledge of law enforcement on the deputy.</li> <li>4. Seek to portray yourself as a deputy. Suspects will assume you are a two deputy unit. Direct citizen inquiries to the deputy.</li> <li>5. Fail to properly learn radio codes and use wrong ones over the air.</li> <li>6. Are ignorant of the basic features of the patrol car.</li> <li>7. Are unfamiliar with the proper use of firearms in case of emergency.</li> <li>8. Fail to ask how to properly operate the gun-lock and have never practiced unlocking it.</li> <li>9. Are late to briefing &amp; fail to get important information.</li> <li>10. Do not know what unit you are riding in.</li> <li>11. Fail to ask questions about anything that you do not understand or are unaware of the deputy's wishes.</li> <li>12. Fail to build a relationship of communication with the deputy you are riding with.</li> <li>13. Are unaware of your surroundings and what is going on and assume you will just know what to do in an emergency.</li> <li>14. Use "McDonald's or 7-11" as a locator (Landmarks must be very precise to be helpful).</li> <li>15. Are not informed on the proper use of safety equipment and do not know Basic First-Aid and CPR that might save a deputy's life.</li> <li>16. Fail to be prepared to do everything necessary to protect your life and the life of your partner.</li> <li>17. Trust in yourself instead of in God and fail to pray.</li> </ol>



## Appendix B - Chaplain Safety Guidelines

*Area and Court Chaplains will ride along with deputies in order to build rapport and trust. While this is an excellent opportunity to get to know the deputies in your station or court, you should always remember that things can go bad very quickly, even on what you may view as a routine traffic stop or call. You owe it to yourself and your family to regularly review these Chaplain Safety guidelines to maintain a constant state of alertness and awareness whenever you ride with those enforcing the law.*

1. **Know the deputy you are riding with.** Every deputy does things differently. Understand the specific expectations of the one you are riding with and understand the cues they give you.
2. **Never allow someone else to jeopardize your life.** If a deputy does not practice good officer safety skills and tactics, you owe it to yourself and your family to ride with someone else.
3. **Always understand the purpose of a call or stop.** Learn to read the MDC (mobile data computer) for information from the dispatcher. If you do not understand the call, ask the deputy for clarification prior to arriving on scene. Ask for your deputy's instructions for you regarding crimes in progress.
4. **Realize that suspects view deputies as targets.** They will not distinguish between you and the deputy. They will not read the "Chaplain" patches on your uniform or jacket. Some have even misread them as "Captain" which only makes you a greater target.
5. **Always remember that HANDS KILL.** Keep your eyes on the hands of the suspect. It is normal and natural to look people in the face and eyes. Eyes do not kill. Hands hold weapons. Pay attention to a suspect's thumbs in his pockets. Thumbs can be used to pull a knife from pockets.
6. **Be an extra set of eyes for the deputy.**
  - a. Do not become overly focused on what the deputy is doing.
  - b. Provide the deputy with 360 degree surveillance of the scene.
  - c. Let the deputy know what you see (e.g. weapons, potential threats, destruction of evidence). Shout out to the deputy if you see a weapon or potential threat.
  - d. Keep an eye on remaining suspects and/or lookouts.
  - e. Watch suspect's position in relation to your deputy's weapon. 4 out of 6 officers who had their handgun taken from them were killed in such incidents.
  - f. Watch the spouse/partner at domestic violence calls. The very ones who called often end up turning on the deputies when things don't go the way they expected.
  - g. Look for possible escape routes suspects might use.
  - h. Don't converse with suspects. This is a distraction to the deputy.
  - i. Don't converse with bystanders. Ask them to stand aside while the deputy conducts his/her investigation.
7. **Familiarize yourself with radio communications.** Obtain one of the cache radios at your station to use whenever you are on a ride along. It will be your best method of getting help when things go bad. Learn basic radio codes, but remember that in an emergency, dispatchers understand plain English.
8. **If you do not carry a radio, set cell phone speed dials to 911 and the Comm Center (858) 565-5030.**
9. **Know your location at all times** (especially when you are away from the patrol car). Even with GPS, other deputies will be able to respond to your location quicker if you can tell them exactly where you are.
10. **Know how to disengage the gunlock for the shotgun/AR-15.** Even if you possess a CCW permit for other purposes, it is against department policy for you to carry a firearm when riding with a deputy. Attend the annual weapons training for chaplains to become familiar with the weapons deputies use. Chaplains should practice unlocking and removing the shotgun/AR-15. A crisis is not the time to learn this! Ride with a Field Training Officer at least twice a year and ask him/her to check you out on this and other features of the patrol car.
11. **Ask the deputy what back-up weapons he/she carries.** Let the deputy know whether or not you are trained in the use of firearms and are prepared to back them up in an emergency situation. Ask the deputy to show you how to remove their weapon from its holster in the off chance that you might be required to use it to defend a fallen officer or yourself.

12. **Wear body armor when available when you ride along with a deputy** (even when it's hot!). Body armor is no guarantee of safety, but it does greatly increase your chance of survival.
13. **Understand the difference between cover and concealment.**

**Cover** = A protective barrier which a bullet cannot penetrate.  
**Concealment** = A visual barrier which a bullet can penetrate.

Examples of Cover: an oak tree, patrol car's engine block, concrete curb, ballistic door panel  
Examples of Concealment: a wooden fence, a bush, regular car door panel

14. **Continually formulate a WHAT IF PLAN during every stop and call you respond to.** When things go bad, it's too late to start thinking what you are going to do to save your life and/or the deputy's. Never let your guard down because things appear to be slow and under control. Keep thinking ONE STEP AHEAD of the situation.
15. **Remember that CONTACT IS POTENTIAL COMBAT.** Every time a deputy pats down a suspect, combat is a distinct possibility. Combative situations start and end quickly. Stay mentally alert. Be prepared in advance to react in such situations by going hands on or by calling for back-up.
16. **Utilize the concealment of the patrol vehicle's light system.** At night, never stand in front of headlights, light bar or flashlights. Standing behind lights makes it difficult for suspects to see you or aim at you.
17. **Never stand behind a suspect.** If the deputy is forced to shoot at a suspect, you will be in the line of fire if you allow the suspect to get between you and the deputy. This could endanger the deputy who might hesitate if you are in the line of fire.
18. **Always wear your seat belt when traveling on the road.**
19. **Always unbuckle your seat belt during all stops.** If you remain in the car during a call or stop, keep the door ajar. Your seat belt and door can serve as death traps preventing you from escape.
20. **Don't stand in doorways.** Remember, doorways can be fatal funnels so come in or out.
21. **STAY CALM.** Decision-making under stress is never easy but panic only complicates things.
22. **Know when to save yourself.** While we always want to do our best to help protect the deputy we are riding with, it is important to be able to discern when a situation has failed and there is nothing else you can do and your further assistance would be of no use and only endanger your life.
23. **Remember that EXPERIENCE is the best training.** Consistently going on ride-a-longs is one of the best ways to become a safe and valued partner to your deputies. Always debrief with the deputy after major incidents to learn what was done right and what was done wrong.

## **CONCLUSIONS**

1. *Realize that there are no perfect solutions or procedures in law enforcement. Continually improve your tactical awareness and officer safety skills. Learn to expect the unexpected.*
2. *Remember that suspects always possess a tactical advantage: They know what they have and what they are going to do next. Work to minimize that advantage by making it difficult for them to get at you.*
3. *Use good safety tactics. Let your deputy know of potential weapons within the reach of a suspect (e.g. a tree limb, metal debris, etc.). Move them out of the suspect's reach.*
4. *Be consistent so your deputies can become familiar and depend on your actions and movements.*
5. *Continually seek further training that would make you an asset, not a liability (e.g. tactics, firearms, emergency medical first aid, CPR, etc.).*
6. *Maintain good physical conditioning. You need to be fit enough to maintain 30-45 seconds of full-on attack and more. Never go on a ride-along when you are fatigued and tired. Be well rested and ready to respond if things go bad. You owe this to yourself and your loved ones.*

Appendix B - Revised 01/2019

## Appendix C – Confidential Communications

### EVIDENCE CODE SECTION 917, 1030-1034<sup>1</sup>

#### **Confidential Communications—Presumptions; Burden of Proof**

917. Whenever a privilege is claimed on the ground that the matter sought to be disclosed is a communication made in confidence in the course of the lawyer-client, physician-patient, psychotherapist-patient, clergyman-penitent, or husband-wife relationship, the communication is presumed to have been made in confidence and the opponent of the claim of privilege has the burden of proof to establish that the communication was not confidential. (Added by Stats. 1965, ch. 299.)

1032. As used in this article, "penitential communication" means communication made in confidence, in the presence of no third person so far as the penitent is aware, to a member of the clergy who, in the course of the discipline or practice of the clergy member's church, denomination, or organization, is authorized or accustomed to hear those communications and, under the discipline or tenets of his or her church, denomination, or organization, has a duty to keep those communications secret.

1033. Subject to Section 912, a penitent, whether or not a party, has a privilege to refuse to disclose, and to prevent another from disclosing, a penitential communication if he or she claims the privilege.

1034. Subject to Section 912, a member of the clergy, whether or not a party, has a privilege to refuse to disclose a penitential communication if he or she claims the privilege.

## Appendix D - Child Abuse and Neglect<sup>2</sup> for California

Cal. Penal Code § 11165.7(a)(32)-(33) (West, WESTLAW through Ch. 10 of 2003-2004 Reg. Sess., 1st Ex. Sess.) A mandated reporter is defined as any of the following:

A clergy member, as specified in § 11166(c). As used in this article, 'clergy member' means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple, or recognized denomination or organization.

Any custodian of records of a clergy member, as specified in this section and § 11166(c). Cal. Penal Code § 11166(c)(1)-(2) (West, WESTLAW through Ch. 10 of 2003-2004 Reg. Sess. & 1st Ex. Sess.)

A clergy member who acquires knowledge or reasonable suspicion of child abuse during a penitential communication is not subject to the requirement to make a report. For the purposes of this subdivision, 'penitential communication' means a communication, intended to be in confidence, including, but not limited to, a sacramental confession, made to a clergy member who, in the course of the discipline or practice of his or her church, denomination, or organization, is authorized or accustomed to hear those communications, and under the discipline, tenets, customs, or practices of his or her church, denomination, or organization, has a duty to keep those communications secret. Nothing in this subdivision shall be construed to modify or limit a clergy member's duty to report known or suspected child abuse when a clergy member is acting in some other capacity that would otherwise make the clergy member a mandated reporter.

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<sup>1</sup> <http://www.leginfo.ca.gov/cgi-bin/waisgate?WAISdocID=8177268428+3+0+0&WAIAction=retrieve>

<sup>2</sup> [http://www.childwelfare.gov/systemwide/laws\\_policies/statutes/clergymandatedall.pdf](http://www.childwelfare.gov/systemwide/laws_policies/statutes/clergymandatedall.pdf) p.6

## Appendix E - Elder Abuse

### **WELFARE AND INSTITUTIONS CODE Section 15630. (b) (1)**

Any mandated reporter, who, in his or her professional capacity, or within the scope of his or her employment, has observed or has knowledge of an incident that reasonably appears to be physical abuse, abandonment, isolation, financial abuse, or neglect, or is told by an elder or dependent adult that he or she has experienced behavior constituting physical abuse, abandonment, isolation, financial abuse, or neglect, or reasonably suspects that abuse shall report the known or suspected instance of abuse by telephone immediately or as soon as practically possible, and by written report sent within two working days, as follows:

(A) If the abuse has occurred in a long-term care facility, except a state mental health hospital or a state developmental center, the report shall be made to the local ombudsman or the local law enforcement agency.

Except in an emergency, the local ombudsman and the local law enforcement agency shall report any case of known or suspected abuse to the State Department of Health Services and any case of known or suspected criminal activity to the Bureau of Medi-Cal Fraud, as soon as is practical.

(B) If the suspected or alleged abuse occurred in a state mental health hospital or a state developmental center, the report shall be made to designated investigators of the State Department of Mental Health or the State Department of Developmental Services or to the local law enforcement agency. Except in an emergency, the local law enforcement agency shall report any case of known or suspected criminal activity to the Bureau of Medi-Cal Fraud, as soon as is practical.

(C) If the abuse has occurred any place other than one described in subparagraph (A), the report shall be made to the adult protective services agency or the local law enforcement agency.<sup>3</sup>

Defines a "mandated reporter" as any person who has assumed the care or custody of an elder or dependent adult, including administrators, supervisors, or licensed staff of a public or private facility that provides care to elder or dependent adults, elder or dependent adult care custodian, health practitioner, clergy member, employee of county adult protective services, or a local law enforcement agency. (Welfare & Institutions and Code 15630(a)(1).)<sup>4</sup>

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<sup>3</sup> <http://www.stanford.edu/group/psylawseminar/ElderAbuse.htm>

<sup>4</sup> [http://info.sen.ca.gov/pub/05-06/bill/sen/sb\\_1001-1050/sb\\_1018\\_cfa\\_20050418\\_101629\\_sen\\_comm.html p.4](http://info.sen.ca.gov/pub/05-06/bill/sen/sb_1001-1050/sb_1018_cfa_20050418_101629_sen_comm.html p.4)



**Appendix G – Incident Chaplain Coordinator’s Log**

Incident Chaplain Coordinator’s Log				
Chaplain	Time Arrived	Assignment	Location	Time Returned

## Appendix H – Chaplain Uniforms

**The Department will supply all chaplains with the following uniform items:**

1. Patrol Chaplain Uniform Class B Duty Shirt (see image below)
  - Short sleeve (Tact Squad – Model 8012 BK)
  - Long sleeve (Tact Squad – Model 8002 BK)
2. Cross, Star of David, or Crescent collar pins
3. Metal Badge for use on uniform for formal occasions
4. Silver nametag
5. Chaplain Jacket (5.11 Tactical Fleece)

**All other parts of the Chaplain's Duty and Formal Uniform must be acquired by the chaplain.**

**Chaplain Duty Uniform** (see sample photo below)

1. Long or short sleeve Chaplain Uniform duty shirt with cloth badge
2. Black T-shirt
3. Cross, Star of David, or Crescent collar pins
4. Silver nametag
5. Black Dickies 874 work pant (remove the small sewn on Dickies label on the back) or black tactical pant.
6. Black basket weave belt
7. Black patrol duty boots or sturdy shoes with black socks
8. Chaplain Jacket
9. Sheriff Ball Cap (never wear with formal uniform)

**Chaplain Formal Uniform** (see sample photo below)

1. Long sleeve Chaplain Uniform Shirt with black undershirt
2. Cross, Star of David, or Crescent collar pins
3. Silver nametag
4. Black Clip-on tie
5. Silver tie bar
6. Black Dickies 874 work pant (remove the small sewn on Dickies label on the back)
7. Black dress belt (not basket weave) with silver buckle
8. Black socks and dress military style rounded toe black shoes (NOT HI-GLOSS).
9. Metal Sheriff's Chaplain badge



Chaplain Class A Uniform



Chaplain Class B Uniform



Chaplain Class A Uniform Shoes

## Appendix I – 2002 Police & Fire Chaplains Public Safety Officers' Benefit Act

S. 2431  
One Hundred Seventh Congress  
of the  
United States of America  
AT THE SECOND SESSION

Begun and held at the City of Washington on Wednesday, the twenty-third day of January, two thousand and two

### An Act

To amend the Omnibus Crime Control and Safe Streets Act of 1968 to ensure that chaplains killed in the line of duty receive public safety officer death benefits.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

#### SECTION 1. SHORT TITLE.

This Act may be cited as the “Mychal Judge Police and Fire Chaplains Public Safety Officers' Benefit Act of 2002”.

#### SEC. 2. BENEFITS FOR CHAPLAINS.

(a) IN GENERAL.--Section 1204 of the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3796b) is amended--

(1) by redesignating paragraphs (2) through (7) as (3) through (8), respectively;

(2) by inserting after paragraph (1) the following:

“(2) ‘chaplain’ includes any individual serving as an officially recognized or designated member of a legally organized volunteer fire Department or legally organized police Department, or an officially recognized or designated public employee of a legally organized fire or police Department who was responding to a fire, rescue, or police emergency;” and

(3) in subparagraph (A) of paragraph (8), as redesignated by paragraph (1), by inserting after “firefighter,” the following: “as a chaplain,”.

(b) ELIGIBLE BENEFICIARIES.--Section 1201(a) of such Act (42 U.S.C. 3796(a)) is amended--

(1) in paragraph (3), by striking “or” at the end;

(2) by redesignating paragraph (4) as paragraph (5); and

(3) by inserting after paragraph (3) the following new paragraph:

“(4) if there is no surviving spouse or surviving child, to the individual designated by such officer as beneficiary under such officer's most recently executed life insurance policy, provided that such individual survived such officer; or”.

(c) EFFECTIVE DATE.--The amendments made by this section shall take effect on September 11, 2001, and shall apply to injuries or deaths that occur in the line of duty on or after such date.

Approved June 24, 2002.

LEGISLATIVE HISTORY--S. 2431 (H.R. 3297):

HOUSE REPORTS: No. 107-384 accompanying H.R. 3297 (Comm. on the Judiciary).

CONGRESSIONAL RECORD, Vol. 148 (2002):

May 7, considered and passed Senate.

June 11, considered and passed House.

Appendix K -



## Candidate Process Checklist

Name of Candidate: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Area to be Assigned: \_\_\_\_\_

### Date

- \_\_\_\_\_ 1. Initial contact with candidate through \_\_\_\_\_
- \_\_\_\_\_ 2. Meeting with Chaplain Personnel Director to learn about the program.
- \_\_\_\_\_ 3. Chaplain Personnel Director receives feedback from Sheriff's Staff and any current chaplains at the proposed assignment location regarding suitability of candidate.
- \_\_\_\_\_ 4. Invitation and Application Packet including the Chaplain Manual, Chaplain Application, and Security Clearance form is given to candidate.
- \_\_\_\_\_ 5. Candidate application packet is submitted to Chaplain Personnel Director.
- \_\_\_\_\_ 6. Application reviewed by Chaplain Personnel Director
- \_\_\_\_\_ 7. Interview with Chaplain Leadership Team for recommendation of candidate for departmental approval.
- \_\_\_\_\_ 8. Chaplain Personnel Director forwards application packet to Volunteer Services for processing.
- \_\_\_\_\_ 8. Backgrounds will advise Volunteer Services and Chaplain Personnel Director of clearance at the completion of background check.
- \_\_\_\_\_ 9. Chaplain Personnel Director issues equipment (uniform, jacket, business cards, etc.).
- \_\_\_\_\_ 10. Equipment form signed by new chaplain.
- \_\_\_\_\_ 11. New chaplain presented with badge and Sheriff's ID card by Volunteer Services at next chaplain meeting.
- \_\_\_\_\_ 12. Chaplain is introduced to the command of assigned station/office by the Chaplain Program Director and/or the Chaplain Personnel Director.
- \_\_\_\_\_ 13. Chaplain Mentor is assigned to new chaplain.
- \_\_\_\_\_ 14. Follow-up by Chaplain Personnel Director after three months of service.
- \_\_\_\_\_ 15. Personnel Director reports new chaplain's progress to the Leadership Team.
- \_\_\_\_\_ 16. New chaplain evaluated by Leadership Team after completing one-year probation period.

**Appendix L - San Diego Sheriff's Department Chaplain Program Application**

Name (please print) \_\_\_\_\_

\_\_\_\_\_ Last First Middle Initial  
D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_ CA Drivers License # \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Name of Church/Synagogue/Org. \_\_\_\_\_

Position or Title \_\_\_\_\_ Length of Service \_\_\_\_\_

Address \_\_\_\_\_

Office Phone (\_\_\_\_) \_\_\_\_\_ Your Email \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Under Graduate Education: College Name/Location Years Major Degree  
\_\_\_\_\_  
\_\_\_\_\_

Seminary Education: School Name/Location Years Major Degree  
\_\_\_\_\_  
\_\_\_\_\_

Additional Post Graduate Studies (courses/workshops/seminars with approximate dates of completion)  
\_\_\_\_\_  
\_\_\_\_\_

Clergy Experience: Organization Name Position Years Full or Part Time?  
\_\_\_\_\_  
\_\_\_\_\_

Present Clergy Duties:  Preach  Teach  Counseling  Weddings  Funerals  
 Other Duties: \_\_\_\_\_

Volunteer Community Experience (Charities, Community Organizations, Service Clubs – Give dates of service)  
\_\_\_\_\_  
\_\_\_\_\_

Law Enforcement Experience (Include department, location, position and years)  
\_\_\_\_\_  
\_\_\_\_\_

Past or Present Personal/Ministerial Interaction with Law Enforcement Personnel:  
\_\_\_\_\_  
\_\_\_\_\_

Hobbies and Interests \_\_\_\_\_

Note: A complete background security clearance will be required for admission into the Chaplain Program.

**Appendix M -**

## Sheriff's Chaplain Equipment Form

Name \_\_\_\_\_  
*Last*
*First*
*MI*

Phone (      ) \_\_\_\_\_

I understand that the following equipment issued to me, for use as a Sheriff's Chaplain, remains the property of the San Diego County Sheriff's Department. All initialed items have been received by me and will be returned to the Chaplain Personnel Director upon my resignation or termination from the Sheriff Chaplain Program. I further understand that any additional items purchased by me with official patches or insignia must have the patches/insignia removed by me and returned to the department upon leaving the program.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Chaplain Signature Date

Date		
		Chaplain Identification Card
		Chaplain Business Cards
		Chaplain Note Pads
		Sheriff Chaplain Emergency Dashboard Placard
		Chaplain Flat Badge/ID Wallet
		Chaplain Uniform Badge
		Chaplain Raid Jacket
		Body Armor (for Patrol Station Chaplains)

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Chaplain Personnel Director Date All Items Returned

Note: Embroidered Chaplain items purchased by Chaplains do not need to be surrendered upon leaving the program. However, they must not be worn in an inappropriate manner (i.e. to identify yourself as a Sheriff's Chaplain).