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Sheriff

# HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

## Volunteer Chaplain Program

<b>Distribution:</b>	<b>All Personnel</b>	<b>Index:</b>	<b>PER 0406</b>
<b>Responsible Unit:</b>	<b>Community Services Division</b>	<b>Rescinds:</b>	
<b>DLI Program:</b>	<b>N/A</b>	<b>MD Code:</b>	<b>See References</b>

<b>Issued:</b>	<b>12/15/16</b>	<b>Revised:</b>	<b>12/15/16</b>	<b>Reviewed:</b>	<b>N/A</b>	<b>Next Review:</b>	<b>12/15/17</b>
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### 1. Purpose

The Harford County Sheriff's Office (HCSO) will use chaplains to assist Agency personnel.

### 2. Policy

The HCSO will maintain the Volunteer Chaplain Program to provide qualified, confidential assistance to employees, their families and others through the use of volunteer clergy.

### 3. Definitions

**AGENCY CHAPLAIN:** A religious practitioner who is ecclesiastically certified and licensed by a recognized religious body, and possesses pastoral and parish experience to address the spiritual, psychological and emotional needs of Agency personnel and members of the community.

**CHAPLAIN CORPS:** The combined group of Agency Chaplains.

### 4. References

MD CODE, Courts and Judicial Proceedings, § 5-301

MD CODE, Labor and Employment, § 9-231.1

### 5. Procedures

#### A. Overview

1. Agency Chaplains are not employees and not compensated for their service.
2. Agency Chaplains are not law enforcement or correctional officers and they have no law enforcement or correctional authority.

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3. Supervisors in need of support from an Agency Chaplain will notify the Community Services Division Commander or designated supervisor of the Chaplain Corps through appropriate channels.
4. The primary purpose of the Chaplain Corps will be counseling of employees and their immediate families.
5. Agency Chaplains may be used to provide support and assistance to retirees and the general public, but such support is normally limited to next-of-kin notifications and major traumatic events.
6. Agency Chaplains will serve in a non-denominational capacity.

**B. Agency Chaplain Coordinator**

1. The Community Services Division Commander, or designee, will coordinate the Volunteer Chaplain Program and has the following responsibilities:
  - a. Work with the Human Resources (HR) Manager to facilitate recruitment, screening, background investigations, selection and training of the Chaplain Corps.
  - b. The Community Services Division Commander will maintain job descriptions for the Chaplain Corps.
2. The HR Manager will follow the same application, selection, and background procedures for the Chaplain Corps, as outlined in HCSO / Personnel Policy: PER 0405 Volunteer In Policing Support (VIPS).
3. The Community Services Division Commander and HR Manager will develop job descriptions for the Chaplain Corps positions.
4. Oversee the security of volunteer identification cards.
  - a. Chaplain Corps members will be issued specific photographic identification cards identifying their position within the Agency.
  - b. The card will be visible at all times when volunteering within a HCSO facility and when representing the HCSO.
  - c. Identification cards will be returned to the Chaplain Coordinator when the Chaplain Corps member withdraws from the program or is otherwise separated.
5. Develop appropriate procedures necessary for effective integration of the Volunteer Chaplain Corps within the HCSO.
6. Review and maintain requests received from commanders interested in participating directly in the Volunteer Chaplain Corps.
7. Compile a roster of available HCSO Chaplain Corps members and make that listing and on-call schedule available the Agency server accessible to Agency supervisors and personnel.

**C. Prerequisites for Agency Chaplains:**

1. Ecclesiastically certified, and a licensed or ordained clergy, imam, minister, priest or rabbi.

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2. In good standing and endorsed in writing from their ecclesiastical authority to serve as a law enforcement chaplain.
3. A minimum of five years active and documented experience in ministry.
4. High moral standards.
5. Willing and reasonably available to respond to situations where their presence is needed.
6. Never convicted of a felony or any crime involving moral turpitude.
7. A candidate must be actively engaged in ministry; this may include retired clergy capable of fulfilling the duties of Agency Chaplain.
8. A candidate must function effectively within a pluralistic religious setting, providing and coordinating provisions for meeting the spiritual and personal needs of all personnel.
9. A candidate must be a citizen of the United States.
10. It is desirable that a candidate reside within Harford County, or in close proximity of the county, in order to properly carry out the duties of an Agency Chaplain.
11. A candidate must meet physical, emotional and mental demands necessary to function as an effective Agency Chaplain.
12. All candidates will be asked to make a full commitment to the HCSO and may be asked to give up other commitments they may already have with other law enforcement agencies.

**D. Chaplain Corps Recruitment & Selection Process**

1. Agency members should forward the names and telephone numbers of interested clergy to their commander, who will forward the information to the Community Services Division Commander.
  2. The Community Services Division Commander may solicit names of potential Agency Chaplain candidates from current chaplains, professional chaplain organizations or employees.
  3. Acceptance will require completion of the Volunteer/Internship Application (Form SO-163).
  4. All applications will be forwarded to the HR Manager.
  5. Background Investigation:
    - a. Agency Chaplains will be screened prior to acceptance.
    - b. HR Manager will review the application and, if selected, assign a background investigator for additional screening.
    - c. Screening will include a criminal records check and a Motor Vehicle Administration (MVA) check. A valid government issued photographic identification and birth certificate will be required from applicants.
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- d. If the applicant is currently affiliated with another law enforcement agency, the personnel file will be reviewed by the background investigator.
- e. The investigation will include a face-to-face interview with the applicant and interviews with all other appropriate references.
6. All elements of the selection process will be administered, scored, evaluated and interpreted in a uniform, impartial manner.
7. The decision to accept the services of an Agency Chaplain will be made by the Chief, Services and Support Bureau.
8. Commanders will receive notification from the HR Manager when a Chaplain Corps member is selected and assigned to fill a position.
9. The HR Manager will notify the applicant in the event of rejection within 30 days.

**E. Chaplain Corps Responsibilities:**

1. As members of the HCSO, Agency Chaplains will:
  - a. not be required to perform duties contrary to their convictions or denominational doctrine;
  - b. be asked to assist with notification to family members of death, injury or other situations in the company of at least one deputy;
  - c. participate in HCSO events when available;
  - d. assist in crisis situations, such as homicides, suicides, barricades and hostage situations when requested by the deputy in charge;
  - e. assist HCSO personnel in contacting appropriate community agencies for resources;
  - f. act as the liaison between the HCSO and local church congregations and religious bodies;
  - g. assist allied law enforcement agencies, upon request, when available and at the discretion of their local commander;
  - h. when asked, conduct religious and ceremonial services within the guidelines and regulations of their endorsing denomination; and
  - i. attend staff and training sessions for chaplains.
2. Comply with relevant Agency rules and policies.

**F. Training**

1. All Chaplain Corps members will receive an orientation, to include a general outline of the program, duties and responsibilities.

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2. Each Chaplain Corps member will receive on-the-job training as directed by the commander.
3. Each Chaplain Corps member will ride with a deputy at a convenient time for a minimum of two hours to gain first-hand knowledge of patrol procedures.
4. Training must include specific tasks to be performed.
5. Chaplain Corps members will be informed they are not sworn officers and can only act in the role they are assigned.

**G. Conduct and Appearance**

1. The Community Services Division Commander will determine the proper attire for the Chaplain Corps. Most responses will require business casual as a minimum appearance standard.
2. All members of the Chaplain Corps will be given a copy of the HCSO / Personnel Policy / Code of Conduct (PER 0101), and will be required to adhere to the applicable standards of conduct.

**H. Notification of Chaplain Corps**

1. The Chaplain Corps will be available 24 hours a day to assist in emergencies.
2. Agency phones will not be provided to members of the Chaplain Corps.
3. A Chaplain Corps listing and on-call schedule will be maintained by the supervisor in charge. These documents will be maintained on the Agency server and accessible to Agency supervisors and personnel.
4. In circumstances where the presence of an Agency Chaplain is deemed appropriate, the Duty Officer is encouraged to notify the chaplain on-call to request response and assistance.
5. Employees who need personal care or counseling from the Chaplain Corps, may make individual notification using the Chaplain Corps listing and on-call schedule.
6. Supervisors should consider the use of Agency Chaplains in post-incident situations to assist HCSO and CISM personnel in dealing with stress and emotional reactions.
7. Supervisors are encouraged to request a Chaplain Corp member at critical incident scenes (e.g., suicides, accidental deaths, mass casualty incidents and fatal motor vehicle crashes) when assessing support needs.
8. Supervisors are encouraged to request an Agency Chaplain to assist with notifications to next-of-kin of deceased, seriously-injured or seriously-ill persons.
9. Supervisors will request a Chaplain Corp member to assist with notifications when a deputy is killed or seriously injured in the line-of-duty.

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**I. Supervision**

1. A supervisor from the Community Services Division will be assigned to manage the Chaplain Corps.
2. Any supervisory issues should be discussed with the Community Services Division Commander for resolution.
3. The supervisor, Community Services Division Commander and the HR Manager will be notified of performance issues or concerns with a Chaplain Corps member.

**J. Corrective Action**

1. If a Chaplain Corps member exhibits behavior that is inappropriate, his supervisor will immediately address the issue.
2. If the actions or behavior are correctable, the supervisor should interview the chaplain immediately, document the incident, and counsel via memorandum. The Community Services Division Commander will be in the Chaplain Corps hierarchy for review.
3. If the behavior continues, or the behavior is such that separation may be appropriate, the chaplain will be interviewed by the Community Services Division Commander, who may recommend to the Chief, Services and Support Bureau what action should be taken.
4. The Community Services Division Commander and HR Manager are authorized to dismiss a Chaplain Corps member.

**K. Reporting**

1. The supervisor of the Chaplain Corps will ensure a record of service hours is maintained for each member under their supervision. These hours will be documented on a timesheet submitted to the appropriate division timekeeper.
2. At the end of each month, the supervisor will provide the Community Services Division Commander the active Chaplain Corps roster, total volunteer hours for that month, and cumulative hours total for the calendar year.

**L. Records**

1. HR Manager will retain records of volunteer activities.
2. The same policies and practices, as used for Civilian Personnel, relevant to security, confidentiality and retention of records, and selection process materials will apply to volunteers within the Chaplain Corps.

**M. Insurance Protection for Chaplains**

1. Liability coverage for volunteers against whom claims or suits are filed will be in accordance with the Local Government Tort Claims Act, if the volunteer was acting within the scope and authority of his duties.

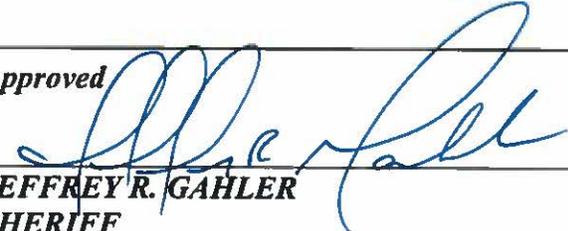
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2. Chaplains are covered on a limited basis through the Chesapeake Employers Insurance Company (CEIC) for injuries sustained during the course of volunteer activities. This coverage is for medical services and treatment only. The chaplain is not entitled to permanent or partial disability through CEIC and is not covered for lost time.

**N. Recognition**

1. The Chaplain Corps supervisor will prepare a list of members eligible for formal recognition for their services.
2. The Chaplain Corps supervisor will report superior and special services provided by an Agency Chaplain.
3. The Awards Review Committee will review the list and recommend appropriate awards.
4. Awards will be presented at the HCSO awards ceremony.
5. Formal recognition and awards criteria for volunteers include yearly service awards; and awards for 100, 250, 500 and 1,000 hours of service.

*Approved*  
  
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**JEFFREY R. GAHLER**  
**SHERIFF**  
  
**DATE** 12/9/16