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Sheriff

HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

Volunteer Chaplain Program

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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 (VCP) to provide qualified, confidential assistance to employees, their families and others using volunteer clergy.

3. Definitions

ADMINISTRATIVE CHAPLAIN: Coordinator of the VCP and assigned to the Harford County Detention Center.

AGENCY CHAPLAIN: A religious practitioner who is ecclesiastically certified and ordained 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 ANNOTATED, Courts and Judicial Proceedings, § 5-301
MD CODE ANNOTATED, 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.
3. Supervisors in need of support from an agency Chaplain will notify the Administrative Chaplain.
4. The primary purpose of the Chaplain Corps will be counseling of employees and their immediate families and to provide supportive counseling to inmates housed at the Detention Center.

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 Responsibilities

1. The Administrative Chaplain, or designee, will:
 - a. Coordinate the Volunteer Chaplain Program; and
 - b. Facilitate recruitment, screening, selection and training of the Chaplain Corps.
2. The Administrative Chaplain will develop job descriptions for the Chaplain Corps positions.
3. Oversee the issuance 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 always be visible when volunteering within a HCSO facility and when representing the HCSO.
 - c. Identification cards will be returned to the Administrative Chaplain when the Chaplain Corps member withdraws from the program or is otherwise separated.
4. Develop appropriate procedures necessary for effective integration of the Volunteer Chaplain Corps within the HCSO.
5. Review and maintain requests received from personnel interested in participating directly in the Volunteer Chaplain Corps.
6. Compile a roster of available HCSO Chaplain Corps members and make that listing and on-call schedule available to agency personnel.

C. Prerequisites for Agency Chaplains:

1. Ecclesiastically certified and ordained clergy, imam, minister, priest or rabbi.
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 Administrative Chaplain.
2. The Administrative Chaplain 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. After review of applications by the Administrative Chaplain for minimum qualifications, they will be forwarded to the HR Director for background investigation.
5. Background Investigation:
 - a. Agency Chaplains will be screened prior to acceptance.
 - b. Screening will include a background questionnaire to review prior illegal drug use, criminal records check, Motor Vehicle Administration (MVA) check and Maryland Judiciary search. A valid government issued photographic identification and birth certificate will be required from applicants.
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 Operations Commander at the Detention Center.
8. In the event of rejection, the Administrative Chaplain will notify the applicant 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.
2. Each Chaplain Corps member will receive on-the-job training as directed by the Administrative Chaplain or appropriate commander.
3. Each Chaplain Corps member for law enforcement activities 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 Administrative Chaplain 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 Corps 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 Corps member to assist with notifications when a deputy is killed or seriously injured in the line-of-duty.

I. Supervision

1. The Administrative Chaplain will be assigned to manage the Chaplain Corps.
2. Any supervisory issues should be discussed with the Administrative Chaplain for resolution.
3. The Administrative Chaplain and Operations Commander at the Detention Center 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 Administrative Chaplain 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 Operations Commander at the Detention Center, who may recommend to the Warden that action should be taken.

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 Administrative Chaplain will provide the HCDC Operations Commander the active Chaplain Corps roster, total volunteer hours for that month, and cumulative hours total for the calendar year.

L. Records

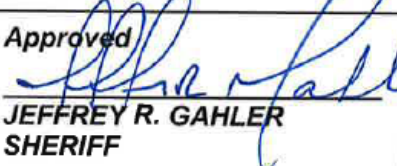
1. The Administrative Chaplain will retain records of volunteer activities.
2. The same policies and practices used for Civilian Personnel, relevant to security, confidentiality and retention of records, and selection process materials will apply to volunteers within the Chaplain Corps.

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.
2. Chaplains are covered on a limited basis through the Chesapeake Employers Insurance Company (CEIC) for injuries sustained during 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 Administrative Chaplain will prepare a list of members eligible for formal recognition for their services.
2. The Administrative Chaplain 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 
JEFFREY R. GAHLER
SHERIFF
DATE 12-18-19