

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Duties and Responsibilities of the Sheriff's Office Chaplains		CHAPTER/SECTION NO.: 13.4	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>**See Master File</u> Sheriff	
STANDARD NUMBER: N/A			

13.4 Policy

13.4.1 The supervising chaplain shall:

- A. Report to the Sheriff or designee.
- B. Approve and supervise associate chaplains.
- C. Provide services as listed in 13.1.
- D. Conduct administrative duties for the chaplains unit, i.e., planning, organizing, and directing.
- E. Submit reports to the Sheriff on the activities of the unit at least semi-annually or as requested.
- F. Stand ready to assist the associate chaplains in the field service ministry of the Office at any time, as the need may arise.
- G. Conduct or coordinate any necessary training of the associate chaplains and other members of the Office.
- H. Be ready, willing, and able to work with other members, units, teams, etc., of the Office.

1) Such assistance may include:

- a) Death notifications.
- b) Accidents involving serious injury, to provide comfort for the families and or injured.
- c) Persons who are confused or emotionally upset. This may include persons who want or need to talk over problems.
- d) Attempted or potential suicide

- victims.
 - e) Natural or manmade disasters, i.e., floods, fires, bombings, etc.
 - f) Counseling employees and/or their families in times of crisis or need.
 - g) Provide inmate services as directed by Corrections Division Policy
 - I. Complete all Office required reports on incident involvement.
- 13.4.2 The associate chaplains shall:
- A. Report directly to the supervising chaplain. If the supervising chaplain is unavailable, the associate chaplains will report to the Sheriff or his/her designee.
 - B. Provide services as listed in 13.4.1 H(1), upon the direction of the supervising chaplain or in his/her stead.
 - C. Complete all necessary reports for the Office and/or supervising chaplain.
- 13.4.3 It is the duty of every Sheriff's chaplain to provide support physically, emotionally, and spiritually to all persons in need, whether it be a law enforcement officer, a victim of crime, or any other person in need.
- 13.4.4 When chaplains are on duty they should:
- A. Be clean and properly attired in well pressed clothing.
 - B. Be courteous, and conduct themselves in a manner becoming a chaplain, a concerned citizen, and a representative of a church and the Weber County Sheriff's Office.
- 13.4.5 The chaplains should be familiar with the police radio communications center, radio policy and procedures, and radio communications language.
- 13.4.6 The chaplains should provide the Office and communications center with all personal information needed for on-call status, such as telephone numbers where they can and want

to be reached.

- 13.4.7 There may be occasions where the chaplains are asked to speak with groups of employees, county personnel, and/or citizen groups.
- 13.4.8 The chaplains may conduct ceremonial services for the Office and community, such as weddings, funerals, etc.
- 13.4.9 It is the duty of all Sheriff's chaplains to attend any related training which is scheduled by the Office and/or the supervising chaplain.
- 13.4.10 Office chaplains may be involved as part of the coordination of Office Traumatic Incident Corps (TIC) services to members and their families when members are involved in traumatic incidents. Refer to Chapter 16.31-33 for details on the Traumatic Incident Corps.