

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Chaplain Response to an Incident		CHAPTER/SECTION NO.: 13.5, 13.6	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>**See Master File</u> Sheriff	
STANDARD NUMBER: N/A			

13.5 Policy

13.5.1 As stated in 13.2.1, the Sheriff's chaplains are not law enforcement officers, and shall not conduct themselves as such. However, upon a deputy's request, they are allowed to assist in responding to specific kinds of incidents as stated in 13.4.1(H)(1)(a).

13.5.2 If a chaplain responds to an incident or has the occasion to be with a deputy who is on duty and is called to a scene, the chaplain will do only as the deputy(s) direct him/her to do.

A. Chaplains will:

- 1) Not do or say anything which may be considered damaging to anything of possible evidentiary nature.
- 2) Take all precautions so as to not contaminate a crime scene.
- 3) Leave the scene if a deputy asks him/her to do so.
 - a) Leaving the scene may include waiting in the patrol vehicle for transportation.

13.5.3 The chaplain may assist in the critical incident de-briefing of Office employees, upon request by the employee or any other person in the employee's chain of command.

13.5.4 Any accidents, traffic or other, involving a

Sheriff's chaplain who is at the time acting as a representative of the Office, will be reported to the on-duty supervisor for action, supervising chaplain and the Sheriff.

13.6 Procedure

- 13.6.1 When a deputy feels that an incident is secured, the deputy may ask the citizen in need if he/she has a rabbi, priest, minister, or other clergy to help him/her. If there is no one, the officer may ask the citizen in need if he/she would like to have one of the Office chaplains to assist.
- 13.6.2 If the citizen says yes, the deputy will contact the chaplain supervisor or on-call associate chaplain through dispatch or other means, to determine if a chaplain is available, an estimated time of arrival to the deputy's or citizen's location, and relate any pertinent information concerning the incident and citizen(s) involved.
- 13.6.3 The deputy will confirm with dispatch the name of the chaplain responding and the estimated time of arrival of the responding chaplain.
 - A. If the deputy must respond to another call before the chaplain arrives, he/she will relate to the citizen the information he/she confirmed with dispatch.
 - B. If the deputy is still at the scene when the chaplain arrives, he/she will brief the chaplain on the events which preceded the call-out and introduce the chaplain to the citizen(s).
- 13.6.4 The responding chaplain will contact the communication center and check on-duty as soon as he/she is or will be enroute to the incident location.
- 13.6.5 Once a chaplain is ready to clear the location, he/she will contact the communication center, either by telephone or

radio, and inform them of such.

- A. The chaplain may use his/her own discretion concerning any further follow-up visits and/or referrals.

- 13.6.6 All chaplains will use the Office *Volunteer Chaplain Time-Sheet*, to log any time in which they spend in the service of the Office. The time-sheet will be submitted to the supervising chaplain at least monthly.