

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 3.11</b>
		Issue Date: March 21, 2005
		Revision Date: October 13, 2014; November 13, 2020
<b>CHAPTER:</b> Organization, Management and Administration		Related Policy: G.O. 3.12-Peer Support Team
<b>SUBJECT:</b> Chaplain Program		Related Laws: ORS 181.860

**POLICY:** The Lane County Sheriff's Office considers it equally important to address the physical, mental, and spiritual health of all staff. To a certain extent, one's health is a matter of private concern. However, the Sheriff's Office has identified as one of its Values, "Dedication to each other's well being." For that reason, in addition to physical health care and employee assistance programming (EAP), this agency has formed and will maintain a Chaplain Program for the spiritual benefit of its staff and their family members. The decision to use the program is entirely the choice of any employee or his/her family member. The Chaplain Program will have responsibility to address routine ministerial duties as well as provide spiritual support to employees during and after times of professional and/or personal crisis. This assistance may be in the form of listening, guidance, counseling, or referrals.

**DEFINITION:** The Chaplain Program is a team of qualified volunteer chaplains, or equivalent leaders from non-Christian religious orders, coordinated by the Sheriff's Office Senior Chaplain (operating as the Program Coordinator), dedicated to meeting the spiritual needs of Sheriff's Office staff and their families.

**RULE:** None

**PROCEDURE:**

I. Program Purposes

- A. Recruit qualified chaplains and religious leaders to provide guidance or referral to professional/alternative resources when appropriate.
- B. Promote trust, provide for anonymity, and preserve confidentiality for persons using members of the Chaplain Program within the guidelines of the program.
- C. Provide spiritual support during and after times of personal or professional crisis to employees who elect to avail themselves of the Program's services.
- D. Support employees who have experienced family tragedies such as the death, serious illness, or injury of a family member.

- E. Check on the status of employees who are experiencing serious illnesses or injuries and provide support where desired or needed.
- F. Provide routine ministerial/clerical services for staff as requested (e.g. perform weddings, funeral/memorial services, invocations, and other ceremonial functions).

II. Chaplain Program Management

Administrative oversight will come from the Administrative Division and be the direct responsibility of the Chaplain Coordinator who will have the title of Senior Chaplain. The Chief Deputy will ensure the Coordinator manages the program according to established policies and procedures, associated standards, addressing program goals and objectives.

III. Duties of the Chaplain Coordinator in reference to Program activities include but are not limited to:

- A. Developing trust with employees, preserving anonymity, and ensuring confidentiality for employees who seek assistance from the Chaplain Program within the guidelines of ORS 181.860.
- B. Providing administrative oversight and direction for the Chaplain Program and its volunteers on an ongoing basis.
- C. Coordinating recruitment and screening of program volunteers assisted by the Sheriff's Office Personnel Section.
- D. Coordinating training for program volunteers.
- E. Developing resources to assist individuals when areas of concern are identified.
- F. Coordinating follow-up response of chaplain volunteers when referrals are made to outside resources.
- G. Attending all Peer Support Team meetings as a liaison for the Chaplain Program.
- H. Attending functions wherein a clergy person or chaplain's representation is required or expected on behalf of the Sheriff's Office
- I. Maintain contact with the Sheriff or designee regarding program activities.

IV. Duties and Responsibilities of Chaplain Volunteers.

- A. Developing trust with employees, preserving anonymity and ensuring confidentiality for employees who seek assistance from the Chaplain Program within the guidelines of ORS 181.860.
  - B. Attend training as required.
  - C. Agree to be contacted and, if practical, respond at any hour. Assist employees by referring him/her to outside resources as appropriate.
  - D. Be available to the referred individual for additional follow-up support.
  - E. Assist in making notification to families of Sheriff's Office members who have been seriously injured or killed.
  - F. Assist deputies in notification of next of kin for non-Sheriff's Office members.
  - G. Assist in personnel notification of major deputy-involved incidents.
  - H. Attend and, when requested, officiate at funerals/memorial services of active or retired members of the Sheriff's Office.
  - I. Participate in in-service training classes for personnel. Be willing to attend training to enhance individual effectiveness.
  - J. Represent the Sheriff's Office before official bodies and at public functions upon the request of the Sheriff.
  - K. Provide religious liaison with other religious leaders in the community.
- V. Appointment of Chaplain Program volunteers.
- A. Ordained/licensed clergy or other qualified religious leaders who have been selected for membership based on criteria established by the Sheriff or designee will staff the Chaplain Program.
  - B. In addition, administrative staff such as an administrative assistant may be assigned to assist the Chaplain Program Coordinator in administering the program. The administrative staff person shall carry out duties relative to the Program as assigned by the Sheriff or designee with the same constraints of confidentiality and anonymity placed on other members.
  - C. The Sheriff or designee may terminate chaplain volunteers from the program for any reason.
- VI. Chaplain Program Training

- A. It is the responsibility of the Chaplain Program Coordinator to ensure that all Program volunteers responding to critical incidents, and teamed with Peer Support members, receive competent training, meeting standards set forth by the International Critical Incident Stress Foundation in:
  - 1. Basic critical incident stress management
  - 2. Advanced critical incident stress management
  - 3. Peer support
  - 4. Suicide prevention and intervention
- B. A Program member, not fully trained as outlined above, shall always be paired with a fully trained chaplain for any response activities associated with the Peer Support Team.
- C. Chaplain volunteers are encouraged to attend training courses certified by the International Conference of Police Chaplains (ICPC), and to achieve ICPC certification.

VII. Confidentiality

- A. The acceptance and overall success of the Lane County Sheriff's Office Chaplain Program will be determined, at least in part, by observance of confidentiality. It is imperative that each member maintains strict confidentiality of all information learned from an individual within the guidelines of ORS 181.860 or other state statutes applicable to the clergy.
- B. While administration and appointment authority for the Chaplain's Program rests with the Sheriff, the operational authority and counsel for the Program shall rest with an outside, independent Board of Clergy formed for the express purpose of the aforementioned. This will ensure confidentiality is not compromised by the need to communicate and process operational or ethical issues with an oversight authority.
- C. It is the Sheriff's directive to the Lane County Sheriff's Office Chaplain Program to maintain confidentiality as prescribed below:
  - 1. Communications between a Program member and Sheriff's Office personnel shall remain confidential *except* for those communications identified in ORS 181.860 which include:
    - a. A threat of suicide or homicide by a participant in a peer support counseling session.

- b. Any information relating to the abuse of children or the elderly or other information that is required to be reported by law.
- c. Any admission of criminal conduct.
- d. It is critical that all Program chaplains become well versed in all laws governing confidentiality.
- e. Chaplain volunteers will inform any person they are counseling, prior to discussion, limitations and exceptions to confidentiality regarding the information revealed. In cases where a question arises regarding confidentiality, time permitting, the chaplain should contact a member of the Board of Clergy to discuss actions to be taken. Time not permitting, the chaplain should immediately contact the Sheriff or his designee and pose the dilemma in a “blind” manner to facilitate the provision of direction.

#### VIII. Internal Investigations

- A. It may occur that a chaplain is called to assist an individual who is or becomes the subject of an internal investigation. The guidelines of ORS 181.860 must be followed in this circumstance.
- B. The role of chaplains in internal investigative circumstances should be one of support, assisting individuals through the difficulties they may face during the disciplinary process. If chaplains have questions or concerns regarding these situations, they should consult with the Sheriff or designee.

#### IX. Critical Incidents

- A. A critical incident is any situation that may overwhelm normal coping mechanisms, possibly causing unusually strong emotional reactions. These reactions have the potential of interfering with an individual’s personal life, family relations, and/or ability to function at a particular scene or other situations. It may also have the effect of shaking an individual’s spiritual foundation, or cause someone to seek spiritual answers for the first time. A critical incident may affect an entire responding group, a few people, or only a single individual.
- B. The following are examples of critical incidents requiring a Chaplain Program
  - 1. Death of a co-worker
  - 2. Mass casualty events
  - 3. Death or major injury to a child
  - 4. Death after prolonged rescue attempts
  - 5. Any highly dangerous event

6. An event of high media interest
7. Sheriff's personnel causing death or injury to another
8. Any other event that may overwhelm normal coping mechanisms

C. Possible Chaplain Program responses to a critical incident.

1. Critical Incident Stress Debriefing Attendance

Critical Incident Stress Debriefing is a form of confidential group crisis intervention and usually includes only those personnel involved in the critical incident, peer support personnel, and a designated mental health professional. A qualified member of the Chaplain Program may attend a debriefing to provide a spiritual resource in the process.

2. Defusing

A defusing is a confidential group meeting held immediately after the critical incident. Members of the Chaplain Program can conduct it individually or jointly with Peer Support members.

3. One-on-One

A one-on-one is a confidential meeting between a Chaplain Program volunteer and a Sheriff's Office member who asks for, or is referred to, the chaplain for intervention.

4. Demobilization

Demobilization is a method used during or following a large-scale incident as personnel are released from the scene. This form of intervention ensures all personnel are contacted. General announcements are made at this time and educational information regarding the availability of the Chaplain Program for those who are in need of spiritual support and guidance. This is not intended to be in lieu of Peer Support contact with demobilizing employees.

X. Call Out Procedure

- A. Any time an employee of the Sheriff's Office believes they have sufficient information to suggest Chaplain Program services are warranted, they should initiate a contact with the on-call Program chaplain. Either through dispatch or the Peer Support Team.

1. The on-call chaplain shall cause the Chaplain Coordinator to be contacted, providing as much information as is available and necessary to make a determination on activation.
2. After determining that chaplain intervention is warranted, the on-call chaplain shall make contact with the concerned employee (or family member as the situation dictates.)
3. If there are questions or concerns about the circumstances surrounding the request for chaplain contact, the on-call chaplain should contact the Sheriff or designee to resolve those concerns.
4. Individual chaplains may initiate contact with an employee who is showing signs of crisis or intra-personal conflict. Such contact shall be kept confidential.
5. Volunteer chaplains will be integrated into the Peer Support call out schedule. Anytime the Peer Support Team is called out to respond to a critical incident, a volunteer chaplain will be called out as well.
6. Any outside agency requesting the services of the Lane County Sheriff's Office Chaplain Program shall be put in touch with the Chief Deputy.