

# Chaplains

Index Code: 704

Effective Date: 07/15/05 (revised 10/28/16)

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## I. Purpose

The purpose of this directive is to establish the position of Chaplain within the Queen Anne's County Office of the Sheriff, and describe the role and duties ascribed to that position.

## II. Policy

It is the policy of the Queen Anne's County Office of the Sheriff to seek members of the clergy of various faiths and disciplines as volunteer chaplains, to provide pastoral care to members of the Office of the Sheriff and to persons involved in disasters or in need of assistance according to the provisions set forth in this directive.

## III. Appointment and Administration

The Sheriff will appoint members of the clergy willing to volunteer their services as chaplains. Administrative coordination of the Chaplains is the responsibility of Administrative Services, and the Commander of Administrative Services is designated as the Chaplain Coordinator. Personnel will extend all courtesies to the chaplains, viewing the position as a fellow employee and the chaplain's role as a valuable asset to the Office of the Sheriff.

## IV. Role of the Chaplain

Chaplains will provide pastoral care for members of the Office of the Sheriff requesting emotional and spiritual guidance, and will be available to assist members both on and off duty. Members are encouraged to call upon the chaplains for their services as necessary. Chaplains may be called directly for personal needs without having to go through the normal chain of command. Supervisors should call out Chaplains in situations and occasions where their presence may enhance the operations of the deputies involved or be of service to the community on behalf of the Queen Anne's County Office of the Sheriff.

When fulfilling their duties, Chaplains are generally authorized open access to the Office of the Sheriff. However, commanders may restrict this access at certain internal affairs, intelligence or other sensitive operations where such presence may endanger the operation or personnel.

**V. Chaplain Attire and Identification**  
When acting in formal capacity chaplains will wear suitable professional attire, and have in their possession the issued Sheriff's Office Identification Card. Chaplains must use discretion in their attire so as to avoid unfavorable comment directed toward their position or the Office of the Sheriff.

## VI. Duties and Responsibilities

Chaplains are authorized to perform the following duties:

A. Offer spiritual counsel to affected persons when a deputy has been killed or seriously injured

B. Assist in making notifications to families of deputies killed or seriously injured.

C. Assist deputies in making death notifications in particularly difficult situations.

D. Attend and participate in funerals of active and retired members of the Sheriff's Office.

E. Only when specifically requested to do so may Chaplains provide spiritual counseling or guidance consistent with a certain religious orientation.

F. Counsel employees with personal problems when requested.

G. Visit sick and injured employees at home or in the hospital.

H. Conduct memorial services and religious activities as needed

I. Participate in official ceremonies sanctioned by the Office of the Sheriff.

J. Attend staff meetings as directed by the Sheriff or his/her designee.

K. When requested, provide liaison to other religious leaders in the community.

L. Provide pastoral care to affected persons during crisis situations.

M. Assist personnel in contacting appropriate community agencies for special needs.

N. Maintain a visible presence to all personnel.

O. Upon request, assist personnel with minor tasks to provide temporary relief

P. Provide any other services requested by the Office of the Sheriff within their scope of knowledge and authorized by their affiliated religion.

### VII. Regulations

Chaplains will abide by the following regulations when working with or representing the Office of the Sheriff. Violation of any regulation may result in removal from the Chaplain Program.

A. When responding to the scene of any incident, chaplains will drive carefully and abide by all Maryland motor vehicle laws.

B. Upon arrival at the scene of any incident, chaplains will report to the deputy in charge as soon as practical. They may be temporarily assigned a department radio for the duration of the incident.

C. Since chaplains are not law enforcement officers, they will not assume such a role and will in no way interfere with deputies performing their duties.

D. Chaplains will conform to established radio procedures and be familiar with the "ten codes." Their assigned call number must be used at all times and radio transmissions kept to a minimum when at an incident with a temporarily assigned radio.

E. Chaplains will not publicly criticize the action of any law enforcement officer, member of the Office of the Sheriff, fellow chaplain, or any policy, directive, or standard operating procedure adhered to by the Queen Anne's County Office of the Sheriff. Any chaplain having a grievance will bring it to the attention of the commander in charge of Administrative Services.

F. Chaplains will not release any information to the news media, insurance agencies, attorneys, or anyone else regarding any case in which he/she is involved. All information obtained must be held in confidence and used only for the benefit of the person(s) or deputies involved.

G. Chaplains will provide confidential assistance to all personnel as long as such confidentiality does not violate any federal, state or local laws. Any information revealed by an employee contacting a chaplain will remain confidential and will only be released to appropriate individuals with the employee's consent or otherwise in accordance with established procedures and the law.

H. Chaplains will not be called upon to testify at any administrative proceeding. Records of interviews will be treated by the Office of the Sheriff as privileged, and no privileged information given to a chaplain will be made available for use in administrative or disciplinary proceedings.

I. Chaplains, when on duty, will at all times be courteous and conduct themselves in a manner becoming a chaplain and a public servant.

J. When assisting in various calls for service, chaplains will be responsible for contacting the involved person's pastor, preacher, priest, rabbi, or closest family member if known. The chaplain will make proper referrals in unique cases that need specialized attention. The chaplain may set up further appointments with the involved person, for follow-up pastoral counseling if necessary, and/or it the involved person specifically requests such service.

K. A County medical and indemnity benefit insurance policy protects volunteers including Chaplains for covered accidents.

VIII. CALEA Reference: None

IX. Proponent Unit: Administrative Services

X. Cancellation: Directive Dated 7/15/05

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Sheriff Gary Hofmann