

Chaplains

Index Code: 704

Effective Date: 07/15/05 (revised 5/1/2018)

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.