



GREENVILLE COUNTY
SHERIFF'S OFFICE

GENERAL ORDERS

CHAPLAINCY PROGRAM

PURPOSE:

The Sheriff's Office Chaplaincy Program provides guidance, counseling, and support to employees and their families, and when necessary to the community.

**PROGRAM
ORGANIZATION:**

The Chaplaincy Program is an organized voluntary group of ordained religious ministers in Greenville County. The program is self-maintained at the direction of the Sheriff and his policies and procedures. The Sheriff prescribes all duties and responsibilities of the Chaplaincy Program, and can amend or rescind them at his discretion.

For administrative coordination, a Chaplain in a full time Deputy status is designated as the Lead Chaplain.

Chaplains can utilize voluntary professional counselors as referrals for special situations. Outside counselors are to have the approval of one other Sheriff's Office Chaplain.

Chaplain uniforms consist of polo style shirt with the embroidered Sheriff star on the left chest and with "Chaplain" sewn on the right chest.

1. A Chaplain's badge and insignia indicates he/she is a Chaplain.
2. Chaplains wear supervisor uniforms to show respect for their position, but chaplains do not hold rank in the chain of command.

**CHAPLAIN
QUALIFICATONS:**

Sheriff's Office Chaplains are to meet the following minimum qualifications:

1. Ordained or licensed minister in good standing and endorsed for the Chaplaincy by a recognized endorsing agency or denomination. Letters of endorsement are maintained in personnel files.
2. Display compassion, understanding and love for their fellow man and relate easily to people. Capable of maintaining personal control in extremely stressful situations. Capable of maintaining high spiritual and moral standards and a good reputation in the community.
3. Manifest a broad base of experience and professional maturity, emotional stability and personal flexibility. Possess at least five years in the ministry and/or experience.

Education and experience should include a wide range of counseling and crisis intervention.

4. Be tactful and considerate in the approach of all people regardless of race, creed, or religion.
5. Demonstrate the ability to be a positive force in the maintenance of morale throughout the Sheriff's Office.
6. Indicate a willingness to be involved in training to enhance their efficiency in meeting and dealing with people in crisis. Familiarity with community medical, psychiatric, social services and other resources in the local area.
7. Be willing and available to respond to any and all situations where their presence as a Chaplain is indicated.
8. Possess a valid and current driver's license and, as appropriate, a current certificate on file.
9. No criminal convictions, nor offenses involving moral turpitude, minor traffic violations excluded.

CHAPLAINCY TRAINING:

Chaplains qualify for training opportunities and professional development through the International Conference of Police Chaplains.

Technical qualifications may be waived when an individual possesses certain skills, knowledge, and abilities, or has other expertise valuable to the Sheriff's Office through the Chaplaincy Program.

DUTIES AND RESPONSIBILITIES:

A chaplain's duty is to assist all Sheriff's Office personnel, to the extent reasonably possible, with any matters regarding guidance, counseling and support.

A Chaplain is an assistant to the Sheriff's Office and is authorized to visit the Law Enforcement Center and other offices of this agency. Chaplains have access to all buildings and scenes where he or she may be needed. Chaplains carry on their person identification issued by the Sheriff's Office, which is to be clearly displayed at all times in restricted areas or non-public office areas.

When functioning in an official capacity, Chaplains are to properly identify themselves, be courteous, and conduct themselves in a manner becoming their role and ministry. For this purpose, Chaplains may converse in confidence with any member of the Sheriff's Office whenever the need for such services arises.

Communications Specialists are to be familiar with services provided by Chaplains.

As part of their official duties with the Sheriff's Office, Chaplains are expected to perform the following tasks and other such duties as requested of them by the Sheriff:

1. Assist in making notifications to families of employees receiving serious injury or upon death. If an employee is seriously injured or killed on duty, a Chaplain responds to the hospital emergency room on request, identifies himself to hospital staff and the hospital chaplain, and works with both, according to common ethical courtesies.
2. Visit sick and injured Sheriff's Office personnel at home or in the hospital.
3. Attend and as requested, participate in funerals of active, as well as retired members of the agency.
4. Be on call and/or present at any major demonstration or any public function requiring the presence of a large number of deputies.
5. Counsel personnel with personal problems.
6. Conduct memorial services.
7. Coordinate formal lectures on moral and ethical issues.
8. Participate in in-service training classes as appropriate.
9. Periodically attend roll calls, and accompany uniformed deputies on patrol.
10. Attend Sheriff's Office graduations, promotions, award ceremonies, dinners, social events, and offer invocations and benedictions.
11. Represent the office before official bodies at the Sheriff's direction, and contribute to public relations efforts.
12. Act as a liaison for the organization and development of spiritual organizations in the Sheriff's Office.
13. Write articles on his areas of responsibility or influence, as necessary.
14. Respond to all major disasters in the county, such as bombings, a collapse of a building, explosions, airplane disaster.
15. Notify, as soon as possible, the involved persons' ministers in case of death or serious injury.
16. Make proper referrals in unique cases requiring specialized attention.
17. Respond to and assist as needed with victims of serious trauma or their families, as requested by an investigating deputy, but not in conflict with other chaplains, such as at a medical facility, or victim/witness programs, or crisis response teams.

18. Unless acting in a role of a certified law enforcement officer, may not engage in an arrest, search of individuals or property or any activity that would limited to be conducted by a law enforcement officer.

LEAD CHAPLAIN:

Lead Chaplain is determined by the Sheriff.

Lead Chaplain Duties and responsibilities consist of the following:

1. Ensures a current list of all Chaplains and contact information is provided to all Sheriff's Office Divisions for non-emergency contact.
2. Serves as the focal point for administrative communications with all Chaplains. Shares pertinent information with the other Chaplains in a timely fashion.
3. Resolves scheduling conflicts and any other administrative points of confusion within the Chaplaincy Program, as well as, addressing those issues requested by the Sheriff.

REGULATIONS**AND PROCEDURES:**

It is advised that Chaplains maintain a basic knowledge of the duties of law enforcement officers and keep abreast of new procedures. It is recommended they attend training sessions and programs as available. In addition, the following procedures apply to Chaplains:

1. Chaplains conform to all Sheriff's Office procedures insofar as possible.
2. Remain familiar with and conform to radio procedures established by the agency. Radio transmissions are kept to a minimum and directives from Communications are promptly followed. Chaplains should be available to communications at all times, either by radio or telephone.
3. Chaplains are not to release any information to the news media, insurance agencies, or attorneys regarding cases in which they are involved or about which they have any knowledge. All information secured is to be held in confidence and used only for the benefit of persons or deputies involved.
4. As a specialist in the field of religious guidance, Chaplains are advisors to the Sheriff in all matters pertaining to the moral, spiritual, and religious welfare of agency personnel, and periodically report recognized needs to him.
5. A deputy pursuing counseling from a Chaplain should clearly understand this is a confidential and privileged communication which will not be reported or have any bearing on his or her job status. This element of confidentiality is very important to the overall effectiveness of the chaplain and his rapport with personnel.

**CHAPLAIN
SELECTION
PROCESS:**

Chaplains are selected by the Sheriff with feedback from the current chaplains.



Hobart Lewis, Sheriff