

## **Chapter 2 CHAPLAINCY RESPONSES**

### **CHAPLAIN BASICS**

#### **Chaplain “On-Call” Assignment Information**

The Law Enforcement Officer is sworn in and, by law, is an officer 24/7/365. The Chaplaincy is a 24/7/365 service as well. Therefore, the Chaplain should always be ready to respond.

PCLEC requires that every chaplain serve one 24-hour shift per month as part of the annual Chaplain commitment. However, it should be understood that even if you are not officially “on-call” (any of the other days in the month), you may be called upon anytime law enforcement or PCLEC needs a chaplain...this is our ministry, *The Ministry of Presence*.

It should also be understood, by every chaplain and their families, that maintaining a successfully responsive team, will require a sacrifice. This may be in the form of late-night calls (a lack of sleep), skipped meals (long hours on a call), changed plans (God’s appointments take priority over ours), and possibly rescheduled work-related appointments (when the Chaplain takes the call over previously scheduled work commitments).

The On-Call Chaplain should be in uniform and have all materials and equipment within hand in order to respond to the call within minutes of the initial dispatched call. PCLEC chaplains are a type of first responder as we are often called to the scene and go with the deputy to make any notifications. PCLEC has a response time goal of 20 minutes (from Dispatch’s initial call to the incident arrival time) so it is imperative that the On-Call Chaplain be prepared to go immediately upon call out.

For some chaplains, because of positions held within PCLEC, availability for call-outs, and/or physical location within the county, they are considered always “On-Call”. Some conditions (mass disasters) will be considered a “Full Response”; this is when we have a large event, such as a plane crash or any event involving a highly visible public impact. Just as we depend on our Law Enforcement and first responders to be there for us, regardless of the-inconveniences, we need to do the same. The Law Enforcement, all other first responders, the community and the country depend on their chaplains to be there in the hour of need and it is our honor and duty to fulfill that role to our very best.

#### **Emergency Call-Out Process**

In an emergency call-out / crisis response, the agency (local police department, sheriff, etc.) will generally follow the procedures identified here:



## Chaplaincy Responses

---

1. The agency involved will have their dispatch center call our 24-hour answering service. The Chaplaincy Answering Service (530-889-5824) will call the On-Call Supervisor Chaplain.
2. The Emergency Call Out Dispatcher (ECO) will call the dispatching agency, obtain the information available, decide what level of support may be required for the event, and decide which chaplain(s) to dispatch to the scene/event.
  - A. On-Call Chaplains closest to the area or those who will have the best response time will be called first.
  - B. If there is no On-Call Chaplain in the area, the ECO dispatcher will contact any chaplains they deem appropriate to handle the specific call.
3. The ECO dispatcher will give the chaplain(s) the available information. (Note, Information during the emergency call out, is often very limited, incomplete or possibly incorrect. It is the responsibility of the responding chaplain to investigate as they proceed in the event. Verifications, corrections, and/or changes in the event information should be relayed to the ECO dispatcher.
4. At the scene or meeting place, the responding chaplain should:
  - A. Check in with the Incident Commander (IC), the Officer in Charge (OIC), or the first chaplain on scene.
  - B. Confirm the information and plans for this event. If needed, call the ECO dispatcher for any additional help.
  - C. Follow instructions
    - i. Be an asset: comfort as God directs
    - ii. Before clearing the call, leave needed and appropriate information packets and business cards.
    - iii. Inform appropriate parties of your departure.
5. The responding Chaplain(s) will call the ECO dispatcher when leaving the scene.
  - i. Report activities in which you were involved.
  - ii. Obtain event number
  - iii. Confirm time event is to be cleared.
6. Complete an Emergency Call-Out Report (Appendix C)
7. Log hours on the Monthly Activity Report (Appendix D)

As a Chaplain, we are trained to use “emotional armor” to survive the critical incidents we are called out to help with. The nature of these calls can sometimes lead to transference, or can so affect us that our emotional armor is unexpectedly lowered. You may experience a call out or group of call outs that seem to impact

## Chaplaincy Responses

---

you. If you feel your emotions are not what they normally are or if you feel out of sorts, etc., contact the ECO dispatcher, a supervisor, or another Chaplain. Don't just let it go, or think it will get better without help.

### **Ride-Alongs (LE Chaplains)**

Things to know and do on your ride-along with any Police Unit:

1. Give Officer your 1 Charles Number.
2. Ask and know how to operate the equipment inside the Police Unit.
  - A. Radio
  - B. Shotgun Release & Shotgun
  - C. Sirens
  - D. Spot Lights
  - E. Scanner
3. Don't talk when the radio is broadcasting.
4. Know your location.
5. Listen to the scanner to know what's happening around you.
6. Watch for on coming traffic or citizens approaching
7. Know your 10 codes.
8. Be prepared to help the Police Officer in ANY situation.

#### **Agencies Visits / Briefings (LE Chaplains)**

1. Be in uniform including your photo ID
2. Visiting is import part of your ministry but, be courteous of their time.
3. Leave business cards when appropriate
4. Visit from Top rank first then others. If done the other way around it will appear that you are going to superiors with what you have heard.

#### **Agencies Dispatch Visits (CC and LE Chaplains)**

1. Be in uniform with your photo ID
2. Visiting is import part of your ministry but, be courteous of their time.
3. Leave business cards when appropriate
4. Visit from Mangers/Supervisors first then others. If done the other way around it will appear that you are going to superiors with what you hear.

#### **Responding to Officer-in-Charge (OIC) and the Incident Commander (IC)**

1. Be in uniform with your photo ID
2. When approaching be patience let an officer or the IC himself that you are present and the IC will talk you at the proper time. Most times the IC will acknowledge and talk to at present.
3. The IC will convey the issues at hand and how you and the Chaplains can help.
4. 1144, 1144n, 1146 Crime Scene. See sections on Death Notifications, Suicides.
5. 1199 or "Officer Down" –An officer down call is a time of extreme stress. It is considered "All hands on Deck". It is imperative that all available Chaplains respond.

#### **Officer's Funerals**

1. The week after an officer's death is a very intense in grief and will need chaplains to help with *C/SMs*, Ride a longs, planning and many other tasks.
2. At the funeral Chaplains will be in their Class A or a dark suit (preferably blue or black).
3. Chaplain's will be assigned to the following:
  - A. Family

- B. Agency
- C. Church
- D. Reception
- E. Honor guard unit

### **DUI Checkpoint Instructions**

1. Report to the host law enforcement department for briefing.
2. Report to the Chaplain in charge.
3. Call the ECO dispatcher and ask them for an event number for the DUI checkpoint.
4. **Safety Note:** DUI check points can be dangerous! Follow all safety precautions.
  - A. Help set up food and refreshments, etc. (Be available to help officers during the set-up portion and throughout the night.)
  - B. One function of the chaplains at DUI checkpoints is to transport passengers to their homes when the car they were riding in has been impounded, if needed (and the Chaplain feels the situation is safe).
    - i. The officer or deputy will ask you to take a person home. (Don't be afraid to ask the officer if the person has been patted down. If there is a second chaplain available, feel free to ask a second chaplain to help with the escort; two is always better than one.)
    - ii. Ask this person for name and address. If the person is a juvenile also ask his or her age.
    - iii. Call the appropriate dispatch to identify yourself.
    - iv. Tell them you are transporting a person to (give address). If it is a female say, "I am transporting a female to" and give address. Or, "I am transporting a juvenile to" and give address.
    - v. Give your starting mileage to the dispatcher and the dispatcher will give you your start time.
    - vi. At your destination, Call the dispatch back and identify yourself
    - vii. Give your ending mileage to the dispatcher and they will give you the end time.
    - viii. Return to the DUI checkpoint.