

<b>TITLE</b> O P E R A T I O N S   M A N U A L	<b>STANDARD</b> <b>INSTRUCTION 10</b>		<b>DEPARTMENT</b> F I R E-RESCUE
<b>SUBJECT</b> CHAPLAIN PROGRAM: GENERAL GUIDELINES FOR THE CHAPLAINCY	<b>SECTION</b> 05	<b>PAGE</b> 1 of 1	<b>EFFECTIVE DATE</b> 05/15/2013

**I.     PURPOSE**

Information that is included in the Standard Instruction maybe necessary for the position of Fire Department Chaplain. This policy is a guideline and is not all inclusive.

**II.    SCOPE**

This policy shall apply to all SDFD Personnel.

**III.   AUTHORITY**

The Fire Chief authorizes the information within this policy.

**IV.    POLICY**

- A.     Any communications a person makes to the Chaplain is on a strictly confidential basis and will not be released to department members or any other person.
- B.     Any fire personnel may go the Chaplain without having to notify his or her supervisor or anyone else.
- C.     Any fire department officer or member (including administrative staff) who is made aware of any situation which may need the response of the Chaplain may contact the Chaplain directly.
- D.     The Chaplain may also be contacted through fire department administration if desirable
- E.     The SDFD Chaplain liaison will keep current telephone numbers for the Chaplains and ensure they are in posted in all facilities.
- F.     The SDFD Human Resources director will serve as the Chaplain Liaison.
- G.     Chaplain Liaison
  1.     The Fire Chaplains shall report to the Chaplain Liaison Officer.
  2.     The Chaplain liaison will be responsible for matters pertaining to the operations of the Chaplain's office.
  3.     The administrative duties shall include planning, organizing and directing the activities of the chaplaincy.
  4.     These duties include but are not limited to:
    - a.     Schedule a meeting with all of the Chaplains on a quarterly basis.
    - b.     Indoctrination for new Chaplains to include overview of the Chaplain program, Fire Department terminology, introduction to senior staff and an invitation to attend a Fire Academy manipulative training class
    - c.     Maintain updated list of Chaplains with contact information in all Fire Department facilities.
    - d.     Send bulletins/correspondence via email if available or U.S. mail delivery.
    - e.     Invite Chaplains to large training exercises/special events such as USAR deployment, high rise evacuation drills, Super Bowl, Street Scene.