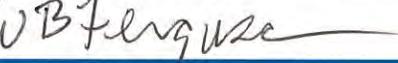
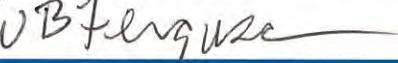


	Standard Operating Guideline: GEN 2	
	Subject:	Chaplain's Committee and Chaplain's Response Program
	Effective Date:	April 1, 2012
	Revision Date:	July 2, 2013
	Revision Date:	March 15, 2017
	Approval:	
	EMS Representative:	
	Fire Representative:	
Career Representative:		
Director:		

PURPOSE: To establish a Chaplain's Committee and guidelines for the operation of the Chaplain Response Program.

I. POLICY

- A. The Franklin County Department of Public Safety hereby establishes the Chaplain's Committee and the Public Safety Chaplain Response Program. The committee and the program have been designed to provide spiritual support for members of the public safety system and the community. The following guidelines have been established for the program:

II. Organization

- A. The Chaplain's Committee is a standing committee of the Franklin Department of Public Safety. Each January, members of the Chaplain's Committee shall select a chairperson for their committee. The Chairman will be responsible to the commission for the management and operation of the Chaplain's Response Program.

III. Committee and Program Membership

- A. Membership in the Chaplain's Committee shall be open to any volunteer or career member of the Franklin County Department of Public Safety. In order to respond to emergency incidents as a member of the Chaplain Response Program, an individual must
 1. Be authorized to respond to emergency scenes as a Chaplain by their volunteer District Chief, District Captain or the Director of Public Safety,

2. Be a member of the Chaplain's Committee and be approved to respond to incidents by the Committee Chairperson,
 3. Complete the required Chaplain's training program,
 4. Have completed the Emergency Vehicle Operator's Course,
 5. Completed the Chaplain's preceptor program.
 6. Submit to and successfully pass a criminal background check as defined by the Virginia Office of EMS and a driver check meeting the criteria established by Franklin County Department of Public Safety administration.
- B. Chaplain's participating in the response program shall be provided with appropriate pagers, identification, and protective equipment by their volunteer company or the Franklin County Department of Public Safety.

IV. Training

- A. The Chairperson of the Chaplain's Committee shall provide the Franklin County Department of Public Safeties Training Division with a recommended training program for Chaplain's who respond to emergency incidents within 60 days of the adoption of this SOG. The program shall consist of
1. A basic Chaplaincy program; and
 2. An annual refresher program of at least 8 hours for all Chaplains. Basic Chaplaincy training shall be obtained through certification of ANY of the following programs:
 - a). Basic, Senior, or Master Level Training Credentials from the International Conference of Police Chaplains (ICPC)
 - b). Certificate of Basic or Advanced Fire Chaplaincy from the Federation of Fire Chaplains (FFC)
 - c). Basic or Advanced Level Certification in Critical Incident Stress Management (CISM) or CISM Resiliency Training
 - d). Basic or Advanced Level Certification in Pastoral Crisis Intervention (PCM)
 - e). Certification in Training in Mass Casualty Incidents/Fatality Response
 - f). Industrial and Commercial Ministries Chaplain Seminar
- B. Chaplain's currently serving must complete any required basic training by no later than December 31, 2012.
- C. Chaplain's shall be released for operations:
1. Upon completion of their basic training,

2. Following the recommendation of their preceptor and
3. With the concurrence of the Chairman of the Chaplain's Committee and their volunteer District Chief, District Captain or Director of Public Safety.

V. Chaplain Duty Roster

- A. The Chairperson of the Chaplain's Committee shall ensure that one Chaplain is available for emergency response at all times. The Chairperson shall provide the Division Chief of Operations with a duty roster for the Chaplain Response Program. The roster can be updated as necessary. In the event multiple requests for Chaplain support, any available Chaplain can contact the Public Safety Operations Captain.
- B. The Chairperson of the Chaplain's Committee in correspondence with certified Chaplain's will maintain a schedule that will be given to the Public Safety Answering Point (PSAP) beginning every quarter (January 1, April 1, August 1, October 1) to ensure at least one Chaplain remains on call.

VI. Radio Designation

- A. Chaplain's participating in the Chaplain Response Program shall receive a radio designation as follows:
 - 1.A. "PS 20-29"
- B. The list of radio designations shall be maintained by the Chairperson of the Chaplain Committee and shall be provided to the ECC.

VII. Emergency Incident Support

- A. Members of the Chaplain Response Program should be notified of the following emergency incidents by the Public Safety Operations Captain via the PSAP:
 1. Cardiac or Respiratory Arrests
 2. Reported Dead-on-Arrival (DOA)
 3. Deaths caused accident or illness
 4. Line of duty deaths or serious injuries to members of the public safety system
 5. Serious automobile accidents, including those involving fatalities or pedestrians struck by automobiles
 6. Other incidents at the discretion of the Incident Commander
- B. Upon the request of a Charge Nurse at any hospital, members of the Chaplain Response Program may respond to support a patient transported by the Franklin County

Department of Public Safety or mutual aid agency, their family, a member of the public safety system, or their family. The hospital shall relay their request through the PSAP.

- C. When requested, or if the Chaplain on duty determines that a Chaplain may be needed, to respond to an incident, the on call Chaplain may respond non-emergency and shall report to the Incident Commander to coordinate their actions.
- D. Responding Chaplain's shall not participate in other emergency or non-emergency activities during an incident. If it is necessary for the Incident Commander to assign a responding Chaplain to other scene duties, a replacement Chaplain, if needed, shall be dispatched to the scene by the PSAP.
- E. Official death or incident notifications shall not be made by members of the Chaplain Response Program unless requested by a supervisor of the Franklin County Sheriff's Office, a Virginia State Police Trooper, or a supervisor from a Franklin County Law Enforcement agency. When official death or incident notification is made by a fire and rescue Chaplain, a member of the investigating law enforcement agency shall be present during the notification if possible.

VIII. Non-Emergency Event Support

- A. Members of the Chaplain's Committee are authorized to support non-emergency activities of the fire and rescue system upon the request of the event organizer or family member. Examples of non-emergency events include:
 - 1. Funerals for members of the fire and rescue system
 - 2. Hospitals visits for members of the fire and rescue system
 - 3. Opening or closing ceremonies for fire and rescue events
 - 4. Counseling for members of the fire and rescue system
 - 5. Station and other fire and rescue facility dedication ceremonies
 - 6. Requests from other jurisdictions for support to their fire and rescue system
 - 7. Other events as requested by volunteer fire and rescue companies or the Department of Fire and Rescue Services

IX. Transportation Using Privately Owned Vehicles (POV)

- A. Chaplains shall not provide transportation using privately owned vehicles (POV) unless the Incident Commander consents to the transport.
- B. Company and County vehicles shall be used whenever possible to transport family members from the scene of an incident, residence, or other location to a hospital or other facility.

X. Operations

- A. Chaplains are to use non-denominational, inclusive prayers or a moment of silence if appropriate for ceremonies when primary purpose of the ceremony is not the advancement of religious beliefs.
 - 1. For example, a Christian Chaplain may begin a non-denominational prayer in a diverse audience with the following:
 - a) “As a Christian Chaplain, I invite you to pray in your faith, as I pray in the name of the Father, the Son, and the Holy Spirit ...”
- B. A Chaplain may preside, preach, or pray in sectarian language with a like-minded individual that has asked for their assistance or a like-minded congregation that has voluntarily assembled.

XI. Incident Reporting

- A. Chaplains shall prepare an incident report for each incident that they support. The incident report shall be retained by their host volunteer fire or Rescue Company or the Department of Public Safety as applicable. The form of the incident report shall be approved by the Franklin County Department of Public Safety and is included as an attachment to this guideline.