

PROBATION STAFF CHAPLAINCY PROGRAM

- AUTHORITY:** Evidence Code (EC) Sections 911, 912, 917, 1023, 1031, 1032, 1033, and 1034
California Penal Code (PC) Section 11165.7 (a)(32)
Administrative Directive
- RESCINDS:** Procedure Manual Item 1-2-007, dated 09/29/17
- FORMS:**
- | | |
|---|---------------------------|
| Ride-Along Terms, Conditions and Release of Liability Agreement | (Volunteer Services Form) |
| Volunteer in Probation Application | (Volunteer Services Form) |
| Probation Staff Chaplain Timesheet | (Volunteer Services Form) |
- PURPOSE:** To provide guidelines for the Staff Chaplaincy Program.

I. GENERAL INFORMATION

- A. The primary purpose of the Staff Chaplaincy Program is to provide emotional and spiritual support to Probation staff and their families. This can include checking on the well-being of employees not working due to illness/injury and providing support where needed.
- B. Staff Chaplains will be required to submit to fingerprinting and a background check pursuant to department policy prior to working as a Staff Chaplain.
- C. Staff Chaplains may be assigned to a juvenile facility or an area field office. They will work side by side with staff in the course of routine probation business. They may accompany sworn personnel in the field to conduct routine business but will not participate in searches, restraints, arrests, or independent transportation of any probationer.
- D. Staff Chaplains can also provide service/support to the community during Probation-related activities or during critical incidents involving Probation.
- E. Utilizing the services of the Staff Chaplaincy Program is voluntary.
- F. The program is an extension of the Peer Support and Assistance Program and recognized as a critical component of a support team.
- G. Staff Chaplains are volunteers and their services are offered without cost or proselytizing.
- H. **Staff Chaplains will provide support to probation staff regardless of a person's legally protected status, whether actual or perceived, including race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation, veteran status, citizenship status, use of family medical leave, military leave**

or any other legally protected classification under state or federal law (collectively referred to as “protected classification”).

- I. Communication between employees and Staff Chaplains is confidential pursuant to clergy-penitent privilege, providing it does not violate any law or department **policy**.
- J. Staff Chaplains will be required to attend meetings or trainings as directed by the Volunteer **Services** Coordinator.
- K. Staff Chaplains will be required to comply with all mandatory child abuse or neglect reporting laws pursuant to PC 11165.7 **(a)**(32).
- L. Staff Chaplains may be required to submit a statement or written report for any incident they witness.

II. PROGRAM COORDINATION AND SUPERVISION (CHAIN OF COMMAND)

The general oversight of the Staff Chaplains will be the Volunteer Services Coordinator in the Employee Development and Support Division. Direct supervision of each Staff Chaplain while “on duty” will be the immediate supervisor **and/or** the Duty Officer, or the staff with whom the Staff Chaplain is working for that particular shift.

III. PROCEDURES FOR THE SELECTION OF PROBATION STAFF CHAPLAINS

Staff Chaplains must meet all of the following requirements:

- A. Successful completion of the process to become a Volunteer in Probation (VIP), including the following:
 - 1. Attendance at a General Information Meeting.
 - 2. Submission of a VIP application, including proof of a valid Driver’s License, Social Security card, two reference letters, proof of auto insurance, and a TB skin test with a negative result or a chest x-ray stating the results are clear dated within the past twelve (12) months.
 - 3. Successful completion of a background investigation.
 - 4. Successful completion of the VIP interview.
- B. Be a credentialed (licensed or ordained) minister within **their** own denomination or otherwise recognized clergy on the staff of **their local place of worship**.
- C. Agree to participate in training designed to familiarize the candidate with the department’s policies, procedures, practices, structure, personnel, and purpose.
- D. Be willing to accept and comply with the applicable **department** policies and procedures.
- E. Show compassion and understanding for all persons with whom they come in contact, **regardless of a person’s legally protected status, whether actual or perceived, including race, religious creed, color, national origin, ancestry,**

physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation, veteran status, citizenship status, use of family medical leave, military leave or any other legally protected classification under state or federal law (collectively referred to as “protected classification”).

- F. Be able to serve a minimum of ten (10) hours per month to the program.
- G. Be willing to provide a valid contact number.
- H. Be willing to respond to requests for spiritual counseling.

IV. STAFF CHAPLAIN DUTIES

The duties of the Staff Chaplain include but are not limited to:

- A. Building a trusting relationship with staff.
- B. Working alongside staff as they conduct routine business in the facilities and field. If the Staff Chaplain will be riding along with a Deputy Probation Officer, the Staff Chaplain will be required to sign the Ride-Along Waiver.
- C. Providing spiritual guidance, support, and encouragement to staff in the course of their duties.
- D. Counseling staff in response to professional or personal issues.
- E. Assisting the department in the performance of appropriate ceremonial functions (e.g. funerals, graduations, celebrations).
- F. Being part of a crisis response team and assisting with department debriefs.
- G. Responding to traumatic or crisis events to assist staff and/or the public.
- H. Assisting department staff with death notifications.
- I. Recognizing the need for professional services and providing appropriate referrals.

V. DRESS AND EQUIPMENT STANDARDS

- A. Dress
 - 1. Identification Cards: Staff Chaplains shall display their VIP Identification Card with a photo ID at all times while on duty.
 - 2. Staff Chaplains may wear business attire or modified business attire while providing services as a Staff Chaplain.
 - 3. The department shall issue one black polo shirt and one black windbreaker jacket both marked to identify them as Probation Staff Chaplains, for use when working in the community.

B. Equipment

1. Staff Chaplains may be provided with a department ID and access cards to enter secured facilities as approved by the facilities' Division Directors and the Volunteer Service Coordinator.
2. Probation staff may provide the Staff Chaplains with any additional department equipment necessary for the work they are assigned to perform.
3. Staff Chaplains will not be armed while on duty.
4. All issued equipment is to remain the property of the department and returned to the supervisor when no longer necessary or upon termination of service.

VI. TRAINING

A. Department Training

1. As VIPs, Staff Chaplains are approved to participate in any training given by the Department which is relevant to the work they do. This training is not restricted to certain staff.
2. Staff Chaplains must obtain the approval of their supervisor and the Volunteer Services Coordinator, and must pre-register for classes in compliance with departmental training protocol.
3. Classes offered by the Probation Department that Staff Chaplains may be required or encouraged to take may include, but are not limited to:
 - a. Analytical Report Writing
 - b. Behavioral Addiction and Impulse Control
 - c. Drug Recognition
 - d. Child and Sexual Update
 - e. Commercial Sexual Exploitation of Children (CSEC) and Adults
 - f. CPR, First Aid, AED, and Blood Borne Pathogens
 - g. Crisis Diffusion
 - h. Field Officer Safety
 - i. Mentally Ill Offenders
 - j. Trauma Informed Care
 - k. Verbal Alternatives to the Use of Force

B. Outside Training

1. Staff Chaplains are encouraged to take classes and/or training outside the Department to support the work they do as Staff Chaplains for the department. Outside training shall be in compliance with department policies, procedures, and protocol.
2. Outside training will be paid for by the Staff Chaplains and not by the department, unless the department requires specific training.

VII. Critical Incidents

- A. Staff Chaplains will be incorporated into the Peer Support Response Team and may be asked to respond to critical incidents involving department staff (e.g. officer involved shooting, suicide, etc.). As noted in a previous section, communication between the Staff Chaplain and staff is considered confidential pursuant to clergy-penitent privilege, with limited exception.
- B. In the event that a Staff Chaplain is present at the time a critical incident occurs, the Staff Chaplain becomes involved in the situation and is a witness, therefore, unable to provide chaplaincy services to probation staff. The Probation personnel assigned to oversee the critical incident may contact another Staff Chaplain for staff support at the request of the involved staff. As a witness to an incident, Staff Chaplains may be interviewed and required to write a report at the discretion of the department.

VIII. Call-Out Procedures

- A. Any Probation staff may request contact or assistance from the Staff Chaplain for any reason, professional or personal at any time. Consultation with a Staff Chaplain is always voluntary. Contact can be made with a Staff Chaplain via telephone, email, in person, or through a third party. Contact information for Staff Chaplains is readily available via ProbNet (EDSD - Staff Chaplain's Corner) and on Staff Chaplain Brochures/Posters located at every Probation building/office.
- B. At times, a supervisor or manager may recognize that a staff may benefit from contact with a Staff Chaplain or that it would be beneficial for a Staff Chaplain to be present or available due to a specific crisis or tragedy. In those circumstances, the supervisor or manager may contact the Staff Chaplain on behalf of the staff. In those circumstances, the staff is not obligated to speak with the Staff Chaplain. It is simply a resource being offered. The following are examples of this type of scenario:
 - 1. The death of a co-worker.
 - 2. A staff member is being laid off or terminated.
 - 3. Notification of a personal or professional traumatic event.

REFERENCES:

Procedures:	1-2-006	Peer Support and Assistance Program
	1-2-102	Volunteers in Probation Program
	1-4-111	Protective Body Armor
	1-4-203	Security Clearance Volunteers, Vendors, Contractors and Orange County Public Works Personnel
Policies:	A-3	Dress, Grooming, and Personal Appearance
	A-3.1	Dress, Grooming, and Personal Appearance Guidelines

C. Stiver

APPROVED BY: