

**COUNTY OF MONROE  
OFFICE OF THE SHERIFF  
ROCHESTER, NEW YORK**

<b>GENERAL ORDER MULTI-BUREAU</b>	<b>DATE OF ISSUE FEBRUARY 6, 2024</b>	<b>EFFECTIVE DATE FEBRUARY 6, 2024</b>	<b>NO. 099-24</b>
<b>SUBJECT: GENERAL ORDER  Chaplaincy Service Program</b>		<b>DISTRIBUTION  All personnel</b>	<b>AMENDS</b>
<b>REFERENCE: NYSLEAP 4.1 &amp; 18.1</b>			<b>RESCINDS 099-18</b>

**Purpose:** To establish guidelines for the Monroe County Sheriff's Office (MCSO) Chaplaincy Service Program (CSP), and to provide MCSO employees, their immediate family, or significant other who resides in the employee's household with support, encouragement, spiritual counseling, or guidance according to their needs and/or requests.

**Policy:** It shall be the policy of the MCSO to establish a Chaplain Corps with the means to administer the activities and responsibilities of the CSP. The Chaplain Corps should primarily consist of MCSO employees who are trained and/or experienced in ministry, however, ministers or clergy from outside the MCSO may be recruited and serve in the Chaplain Corps, subject to approval from the Sheriff or his designee. Only approved personnel from the CSP will conduct chaplain related service activities unless the Sheriff or his designee authorize otherwise. The CSP will be non-denominational regardless of the Chaplains religious affiliation.

**Definitions:** **Lead Chaplain** – For the purpose of this order, the Lead Chaplain will be approved by the Sheriff to be the Program Coordinator and facilitate responsibilities within the Chaplain Corps.

**Chaplain** – For purposes of this order, a Chaplain is a member of the Chaplain Corps who meets the qualifications as set forth in this order and can serve in all capacities. He/she has ministry experience and preferably has an education degree/certificate in ministry or theology.

**Chaplain Assistant** – For purposes of this order, a Chaplain Assistant is a part of the Chaplain Corps who meets the qualifications as set forth in this order. He/she has some ministry experience. Ministry education is not required. A Chaplain Assistant will aid the CSP as described in this order.

**Chaplain Corps** – For purposes of this order, the Chaplain Corps is a group of individuals who have applied for and been selected to serve, as a Chaplain or Chaplain Assistant. The Chaplain Corps shall consist of at least one (1) Chaplain and up to four (4) Chaplain Assistants but may consist of as many as four (4) Chaplains and two (2) Chaplain Assistants. The Chaplain Corps will administer the objectives and purpose of the CSP as set forth in this order.

**I. Objectives and Purpose:**

To provide a Chaplain for:

- A. Funerals and memorial services at the request of employees, their families, significant other, and/or at the direction of a Chaplain.
- B. Hospital visitations and other visits to infirmed or ill persons at the request of employees, their families, significant other, and/or at the direction of a Chaplain.

- C. Spiritual consultation concerning personal crisis or other issues, other than standards of conduct or criminal matters, at the request of employees, their families, significant other, and/or at the direction of a Chaplain.
- D. Participation and giving of prayers in academy graduations, annual award ceremonies, promotional ceremonies, and other events where a Chaplain's services are requested.
- E. Incidents involving Line of Duty Death (LODD) or line of duty injury/illness and/or funerals, as per **MBGO-081 Funeral Detail Protocols** and **MBGO-092 Line of Duty Death Protocols**.
- F. A basis of support and encouragement to employees and family members.
- G. Any other Chaplain related duties that may arise and as directed by the Sheriff or his designee.
- H. Assignment for Chaplains may be distributed via Staff Services to the Program Coordinator.

**Note:** A Chaplain shall be able to serve in all of the above objectives A-F. A Chaplain Assistant may serve in the capacities noted in sections B, C, D, and F but not A or E.

**Exception:** Upon request of an employee, family member, or the Chaplain Assistant, the Chaplain Assistant may serve under A or E with approval of the Sheriff or his designee.

## II. Guidelines:

- A. Sworn employees of the Sheriff's Office, who have met the requirements, shall be selected and designated as Chaplains or Chaplain Assistants. Civilian employees may be considered. Retired Sheriff's Office employees may also be selected upon approval of the Sheriff.
- B. Chaplains and Chaplain Assistants serve on a voluntary basis. They shall work closely with their supervisors in making arrangements to perform duties of an agency Chaplain or Chaplain Assistant. While performing these duties, they are considered in regular pay status and will be credited for hours worked when Chaplain or Chaplain Assistant duties occur during their normal work shift. When a Chaplain or Chaplain Assistant performs voluntary duties outside of their normal work schedule they do so without pay. An exception to this rule is if an incident occurs involving the Line of Duty Death or serious on-duty injury of a member and the Chaplain is expected in attendance. In such cases, they will be paid for their time.
- C. The designation as a Chaplain or Chaplain Assistant is in addition to regular duties and assignments. However, supervisors shall accommodate this additional service whenever possible.
- D. The CSP, in relation to employees and their families, is voluntary and confidential. Confidentiality shall not extend to employees in matters involving the MCSO standards of conduct or matters of a criminal nature which come to the attention of a Chaplain. In which case, the matter must be reported by the Chaplain.
- \* E. Command staff and first line supervisors are strongly encouraged to make Chaplains aware of an employee's need when appropriate, such as a death in the family, critical incident, serious illness, military deployment, or other events.
- F. The CSP is non-denominational. The CSP is available to all employees and their families regardless of their denomination or spiritual beliefs, if any.
- G. No member of the Chaplain Corps shall be required to perform any function that is contrary to their own religious convictions or beliefs.
- H. Chaplains and Chaplain Assistants, of their own initiative, may perform tasks related to

encouraging and supporting sworn members and civilian employees of the Sheriff's Office (i.e., sending sympathy or get well cards, phoning employees to extend words of encouragement or sympathy, etc.).

- I. The Sheriff reserves the right to use a minister of his choice to perform Chaplain related duties.
- \* J. The CSP does not replace the Health and Wellness Program but rather compliments them. It seeks to be an additional resource of service to employees.

### III. Program Coordinator:

The Lead Chaplain is designated as the Program Coordinator and will:

- A. Oversee the CSP.
- B. Schedule periodic Chaplain meetings and training.
- C. Meet annually with the Sheriff or his designee to discuss service rendered and past activities. In addition, goals, objectives, and the effectiveness of the CSP may be discussed.
- D. Be the point of contact for any requests for service via Staff Services and provide assistance with coordination of Chaplain assignments.

### IV. Selection of Chaplains or Chaplain Assistants:

- A. Qualifications:
  - 1. Candidates will be sworn employees with a minimum of three (3) years of experience. Consideration will be given to civilian employees and applicants from outside the agency. Applicants not currently employed by the MCSO must undergo a background check through the Criminal Records Unit prior to performing duties within the CSP. Any cost associated with the background check will be paid for by the civilian applicant.
  - 2. Candidates must possess good moral character and have a positive reputation within the MCSO among peers and supervisors.
  - 3. Candidates for the position of Chaplain must have a current, active role in a church or faith-based organization. He/she should possess a minimum of five (5) years of experience in ministry.
  - 4. Education is required for appointment as a Chaplain with a minimum of two (2) years from a college or university. A degree from a theological institution of learning is preferred. However, other degrees will be considered on a case-by-case basis. Purchasing an online degree will not meet the requirement. Long-distance learning from a college or university is acceptable. Ministry education is not required to be appointed as a Chaplain Assistant.
  - 5. Candidates for the position of Chaplain Assistant should possess a minimum of two (2) years of experience in ministry (i.e., Church based adult Bible class teacher, youth ministry leader, counselor, small group leader, Open Door Mission volunteer, or jail ministry volunteer as is long term life experience in faith-based ministry to others).
  - 6. Candidates should have a clear understanding of the CSP purpose, objectives, and guidelines.

7. Previous training, such as in Critical Incident Stress Management (CISM) or suicide prevention is not required to be selected to the Chaplain Corps. However, to remain in the Chaplain Corps, each member will be expected to attend this type of training at some point, if they have not already done so.
8. Candidates should be willing to receive additional training when available and approved.

B. Application Process:

1. Employees interested in volunteering as a Chaplain or Chaplain Assistant must initially submit a **MB-003 Intra-Departmental Correspondence**, with an endorsement from a supervisor, to the Commander of Staff Services through the chain-of-command. A copy should be forwarded to the Program Coordinator.
2. If it is determined that the employee is a viable candidate, he/she must submit the following:
  - i. A personal resume detailing experience, training, and education.
  - ii. A letter of reference from a pastor or ministry leader.
3. Candidates will be interviewed for the position of Chaplain or Chaplain Assistant by the Program Coordinator. An interview panel may be formed consisting of the Sheriff or his designee, the Program Coordinator, and the candidate's supervisor, if possible.
4. The Sheriff or his designee and the Program Coordinator will select candidates for the Chaplain Corps.
5. The Program Coordinator will notify successful candidates of their appointment to the CSP by either a **MB-003 Intra-Departmental Correspondence** or **MB-149 MCSO Letterhead** to civilian candidates. All appointments will remain in effect unless rescinded by the Sheriff or his designee.

C. Disqualification from consideration for appointment may occur, but not necessarily, if a candidate:

1. Received a MOR in the last five (5) years.
2. Received a **MB-176 Counseling Memorandum** in the last one (1) year.
3. Who is a member and received a substandard score, (below 4) in any category on any of their last three (3) annual evaluations or is a civilian employee who received a "Below Satisfactory" rating on any of their last three (3) annual evaluations.
4. Has an active Internal Affairs matter pending.
5. Is not in good standing.
6. Does not meet the standards and qualifications.
7. Is an applicant from outside of the agency and does not pass a background check.
8. Has a criminal history.

D. Staff Services shall maintain a list, with contact information, of all active Chaplains and

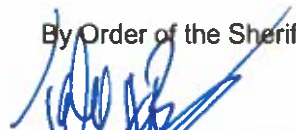
Chaplain Assistants. The Commander is responsible to notify a Sheriff's Office Chaplain per **MBGO-081 Funeral Detail Protocols**.

- E. If a Chaplain or Chaplain Assistant desires to resign from the CSP, they may do so by submitting either a **MB-003 Intra-Departmental Correspondence** for MCSO employees, or a written letter of resignation for civilian personnel to the Program Coordinator and forwarded to the Commander of Staff Services.

**V. Removal from the Chaplain Service Program:**

A Chaplain or Chaplain Assistant may be removed from the CSP following disciplinary action, or for engaging in conduct that is determined to be potentially detrimental to the MCSO or the CSP.

By Order of the Sheriff,



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Todd R. Baxter