

SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	SECTION: Personnel	S.O.P: 101.08
	SUBJECT: Chaplain	PAGE: 1 of 1
Approved By:	Effective Date: December 1, 2012	
	Revision Date:	

Purpose:

To provide for the full range of the fire department personnel needs through the establishment of a comprehensive chaplain program with the Shelbyville Fire Rescue. The Chaplain may be called upon to represent the department in community meetings, clubs, and ministerial meetings, ECT, and is a good public relations tool. **Golden Rule #1** Remember you are representing the Chief. Never say or do anything to embarrass the department. Never say or comment about anything you are not 100% certain about. You are conveying the wishes of the Chief.

Procedure:

I. Appointment

- a. Because of the major risk and constant stresses faced by fire service personnel in the line of duty, a chaplain will be appointed to function within the Shelbyville Fire Rescue.
- b. The chaplain will be appointed by a written order of the Fire Chief.

II. Guidelines:

- a. Present yourself with the idea that your appearance and actions will reflect on the entire department.
- b. Wear uniform (if applicable) as much as possible.
- c. Serve on various community boards when asked.
- d. Become a member of the local ministerial association.

III. Chaplain Job Description

The Shelbyville fire Department shall maintain a Chaplain Program. A Chaplain may be either a full, part time paid or volunteer of the department. The department shall maintain a number of chaplains as determined by the chief. The Chaplains position is a volunteer position. He or she must be a mature individual with a sound moral and spiritual background. It is the responsibility of the Chaplain's office to provide guidance and counseling to all members of the department, upon request. The guidance and counseling may be in matters of spiritual, personal, family, job or other nature. The Chaplain is to maintain regular established working hours whereby he/she can be contacted by phone, radio, or in person. The Chaplain is on call 24 hours each day, seven days a week, and is available to assist in emergency matters during these times. The Chaplain is also available in situations whereby the possibility of injury to personnel is high, such as large structure fires, natural disasters, attempted suicides, riots, demonstrations, homeland security issues, ECT. The Chaplain is to act as a resource person in matters where a specialist is required or needed.

The Chaplain's office will come under the direct control and supervision of the Fire Chief. All person(s) serving as a Chaplain will receive a letter on stationery from the Fire Chief designating them as an official Chaplain. Based on the provisions of KRE 505 Religious Privilege, a privileged communication/expectation of privacy shall exist in communications between members of the fire department and the Chaplain. By definition, a communication is "confidential if made privately and not intended for further disclosure except to other persons present in the furtherance of the purpose of the communication.