

Placer County Law Enforcement Chaplaincy(PCLEC)  
**Deputy Senior Chaplain Job Description**

**Position Overview** – The operational aspect of the chaplaincy is dependent on a coordinated effort consisting of clear lines of authority and communication that ensures all three service components of the operation are able to function individually, yet jointly when called for. The Deputy Senior Chaplain (DSC) position is responsible for operational management of the chaplaincy and acts as the Incident Commander during major events. The cohesiveness of the chaplaincy is reliant on the DSC’s ability to delegate authority and responsibility to subordinate volunteer supervisors in a fashion that enables them to supervise independently, yet work collectively in a team effort to accomplish the chaplaincy’s mission, “To provide spiritual, emotional and mental support to the law enforcement community; their families, and the citizens of Placer County.”

**Required Skill Set** - The affirmative level of interaction described above requires a skilled DSC whose demeanor allows open channels of communication that is supportive of both the Senior Chaplain (SC) and subordinates within the framework established by the PCLEC Board of Directors. This means in part, maintaining structure and overseeing lines of authority necessary to minimize redundancies associated with miscommunication, duplicated effort and operational misadventures. The DSC must possess interpersonal skills that includes a listening ear, patience, compassion, flexibility and directional abilities. Foremost, the DSC must have a solid foundation in universally accepted Christian values.

**Reporting Responsibility** - The DSC answers directly to the SC who administers all of the chaplaincy on a daily basis. The DSC is an exempt employee paid by the Chaplaincy and stands in for the SC when he or she is absent. The DSC is responsible for oversight of the Specialized Services Section; 24/7 Field Services Section and the Training Services Section as shown on the Chaplaincy Organization Chart. Each of these three service sections has a volunteer supervisor (See job descriptions) who report to the DSC, as well as all other chaplains who report through their designated supervisor. Each of the service sections has unique responsibilities as discussed throughout this job description.

**Personnel Administration and Support** – The DSC has a daily opportunity to work with chaplains and develop a friendly yet professional relationship that instills team work and a Godly presence that is so important to the furtherance of the chaplaincy’s mission. It is part of the DSC’s job to regularly provide individual and group support and encouragement, lead open prayer and occasionally counsel someone. These are important ingredients of the DSC’s responsibility for instilling confidence in personnel who may be experiencing some level of emotional fatigue due to the nature of the calls that they respond to. This could be as simple as having coffee and a slice of pie with a chaplain who’s feeling a little despondent. Or, the situation might require serious intervention and a different course of action.

While working with fellow chaplains, the DSC must always be cognizant that whenever people are involved, interpersonal relations and adverse situations may develop that fall outside of the chaplaincy’s policies and procedures which may create hostility or unfavorable conditions that reflect negatively on the chaplaincy. Some such situations may be handled through counseling, while other may require full administrative intervention requiring investigation and possible disciplinary action. It is the DSC’s responsibility to work closely with the SC in curtailing such activity at the earliest opportunity. All situations of this nature are to be reported and acted upon in a confidential manner only at the SC and DSC administrative level. Ultimate decisions regarding personnel matters rest with the SC and the Board of Directors (See Chaplaincy Policy and Procedure Handbook).

**Volunteer Information System Calendar and On-Call Status** – Most of the PCLEC activities operate on a cycle that is calendared to ensure a proper level of advanced planning and chaplain coverage. The chaplaincy’s most important calendar is maintained on the automated “Volgistic” Volunteer Information System (VIS) which includes chaplains who are assigned or available for Emergency Call Out (ECO), dispatcher duties and supervisor response.

The DSC has a VIS calendaring responsibility in two ways. The first is to ensure that sufficient chaplain personnel are assigned accordingly, and that vacancies are filled via the on-call supervisor and dispatcher; Secondly, the DSC shares the on-call supervisor role with the three volunteer supervisors and can anticipate being in a 24-hour on-call status about 6-7 times each month. This also requires interacting with the 24/7 Field Services supervisor and designated dispatcher

coordinator in the development of a separate calendar component that includes which supervisor and dispatcher will be assigned to a particular day of the up-coming month.

**Event Calendar Oversight** - This calendar includes all special services events that the chaplaincy anticipates will occur throughout the year. It is important to know well in advance on what dates events will happen so that proper planning can be done, and chaplains can volunteer with minimal interference with the daily ECO calendar. Coordination of this calendar is done through the Specialized Services supervisor who is responsible for planning with an assigned coordinating chaplain in determining logistics for the event. The Event Calendar is to be distributed to all chaplains, listed on the automated monthly VIS calendar, PCLEC website and Facebook page. It should be noted that all event dates are not know well in advance and an effort will be necessary to call event operatives to ensure that the chaplaincy receives sufficient notice so that cooperative planning can occur between the chaplaincy and event representatives.

**Specialized Team Management** – Several specialized teams require unique training and field experience to ensure that assigned chaplains are prepared to offer an effective professional level of trauma response. The DSC and the Specialized Services supervisor will either lead or designate an event coordinator to lead needed services. The DSC works with the supervisor to ensure that chaplains who are assigned to Critical Incident Stress Management (CISM) events have completed nationally recognized training courses. Response to school trauma events requires that the DSC and supervisor have developed a response protocol designed specifically for the event. All High School, Every Fifteen Minutes (E15M) events will be calendared by a designated coordinator and managed by the supervisor and DSC.

**Recruiting and Training** – The DSC is responsible for developing lists of potential candidates who may be interested in becoming a chaplain. Potential candidates can come from public contacts, fellow chaplains, church recruitment drives, individual referrals, etc. This requires a certain level of on-going nurturing until the next Community Chaplain Academy begins. In addition, the DSC needs to encourage select current Community Chaplains to consider themselves for elevating to the Law Enforcement Chaplain level. The SC is responsible for developing a nurturing and encouragement plan for both levels of chaplain which can come in many forms such as personal encouragement, one-on-one interviews, follow up letters, telephone calls, invitations to events, etc.

Once a chaplain recruitment drive has been completed, the PCLEC training program becomes the most important aspect of preparing a new chaplain candidate for the chaplaincy support mission to law enforcement. This is initially accomplished through a Community Chaplain Academy followed by a field performance training program designed to provide the chaplain trainee with the requisite skills to function in public. The chaplaincy also presents a Law Enforcement Academy designed for current chaplains who wish to elevate to more direct support of law enforcement personnel and their families, which includes riding patrol with officers while they are on duty.

The presentation of the two academies along with the monthly continuing education aspect of the chaplaincy is the managerial responsibility of the DSC. Continuing education topics for active chaplains must be developed that ensures mandated subjects and relevant instruction is covered monthly. Academy goals, core proficiencies, curriculum, instructor selection, etc. are developed through the Training Services Section. The DSC oversees and works with the Training Services Section supervisor and the training committee members in developing components associated with all training presentations and calendars. Additionally, the DSC is responsible for overseeing actual training presentations, for certificate distribution, individual chaplain training compliance and records management to include automated transcripts.

**Incident Command** – Annually the chaplaincy experiences one or more major events warranting a large-scale response. Events such as this could be associated with area evacuations, large fires, aircraft disaster, or any other event calling for a chaplain response that includes providing service over a prolonged period of hours or days. The DSC will act as the chaplaincy Incident Commander (IC) and will locate the command center and report to the lead incident commander whether it be a law enforcement or fire service incident. The IC will implement a logistical plan that may include assigning chaplains to shifts, purchase food and liquid refreshments and the utilization of equipment kept in the field response trailer. During such events, the DSC will assign a chaplain to act as site coordinator/scribe who will maintain a running log of all response activity. The DSC may assign a chaplain to act as an IC if the incident only requires a limited

response. During any event, the IC will be called upon to assess the situation and improvise as the circumstances dictate.

**Ministerial Services** – Law enforcement or the community may request that the chaplaincy provide a ministerial level of support or service. Certain major incidents such as an officer's injury or death, official and unofficial law enforcement funerals, ceremonial invocations, select weddings and other unique public events may require the DSC's participation or oversight depending on the DSC's perceived need or a specifically requested level of participation. The DSC will manage all chaplaincy responses to law enforcement funerals and bodyguard vigils. The DSC may assign a volunteer supervisor or coordinator to assist with any arrangements that need to be made.