

Placer County Law Enforcement Chaplaincy
Executive Director/Senior Chaplain Job Description

Position Overview – The Placer County Law Enforcement Chaplaincy is a 501 (C)(3) non-profit religious based corporation with a Board of Directors. The Senior Chaplain (SC) serves as the Board’s Corporate Executive Officer/Director. The SC is a voting member of the Board and is also an exempt paid employee. The SC is responsible for administration of the entire Chaplaincy operation, and has the dual responsibility of serving between the operational aspects of the chaplaincy and assisting with the governance of the Board. As such, the SC’s administrative duties include personnel oversight, implementation of policies and procedures, funding source development, application for grants, budget control, law enforcement executive level liaison and spiritual leadership of the Chaplaincy. This is a hands-on working position that in addition to administrative skills, requires the SC to be capable of responding in the field during significant incidents involving emotional trauma.

Required Skill Set - The nature and complexity of this position requires highly tuned leadership skills and experience . The SC must be able to take action without being impulsive and show consistency, fairness and integrity in decision making and ensuring compliance of policy and procedures. PCLEC is an organization with a mission of service, therefore the SC must model serving others, maintaining a balance of confidence and humility. The SC must be comfortable working with both Law Enforcement Command Staff and PCLEC’s volunteers. The SC must be competent speaker able to clearly communicate the vision and mission of PCLEC to Law Enforcement, the public and the professional and volunteer staff. Ultimately responsible for selecting volunteer staff, the SC must be discerning in selecting those to whom responsibility is given and able to trust in their ability to handle their responsibilities without micro managing.

Personnel Administration – The chaplaincy operates on a lean level of managerial oversight. The SC has direct support of one full-time Deputy Senior Chaplain (DSC), volunteer advisors and part-time clerical assistance as depicted on the Chaplaincy Organization Chart. Through these people and the entire cadre of volunteers, provide 24/7 response coverage through three core service elements. The SC delegates the management of the chaplaincy operation to the DSC (See job description). This includes a 24/7 field response, special events coordination and personnel training. All personnel matters requiring counseling, investigation or corrective action are required to be reported to the SC. Only the SC and the Board of Directors can administer corrective action, or sever employment and volunteer service. All personnel records, reports and training documentation is the SC responsibility to maintain in a confidential manner.

Policy Administration – The SC is responsible for developing and maintaining an up-to-date Personnel Policies and Procedures Handbook that explains compliance standards for chaplains to follow in accordance with local, state and federal mandates. This manual includes job descriptions and specific procedural information necessary for the efficient and safe operation of the chaplaincy. Edicts and policies emanating from the Board of Directors are also reflected in the manual. The SC may use any designated person, advisory committee or private company to assist with enhancing the contents of the manual. The SC also ensures that the manual’s information is regularly disseminated through personnel training and automated postings.

Revenue Acquisition and Budget Management – The PCLEC’s non-profit status relies on a creative revenue stream to ensure that sufficient funding is acquired from both the public and private sectors. The SC with support of others is responsible for securing funding and applying those dollars toward an operational budget. This is an arduous time-consuming task requiring research and analysis, grant applications and personal visibility and appearances as the face of the chaplaincy.

A large portion of funding comes from private donations derived from a number of sponsored events. Funds that are acquired through these various endeavors and other efforts are earmarked for the financial support of the chaplaincy's annual operational costs. Once funds have been received, the SC is responsible for establishing and adhering to the monetary limits of a line-item budget that includes salaries and benefits, office space rental and utilities, supplies and equipment, training materials, etc. The search for financial support and operating within the confines of a limited budget is an important perennial responsibility of the SC who must make a concerted effort to keep the chaplaincy financially healthy.

Public Information – The SC is the Public Information Officer (PIO). He or she serves as the voice and face of the chaplaincy through written information releases, public interviews and media coverage. The SC may delegate this responsibility at any time as described in the, "Social Networking/Media Policy" outlined in the Personnel Policies and Procedures Handbook.

The SC is also responsible for the chaplaincy's visibility on the internet. This involves all virtual computer addresses that represent the chaplaincy and includes the PCLEC Web page, Facebook page and any other internet application. The PCLEC's internet presence also involves maintenance and updating of each site to ensure that the information remains current and continues to validate the chaplaincy's mission. This may require contracting for technical services and the use of specially trained volunteers for video development and photography. The responsibility for the continued enhancement and expansion of the chaplaincy's presence on the internet rests with the SC.

Law Enforcement Liaison – The PCLEC primary mission is to support law enforcement and their families. This can only be done through a concerted relational effort that promotes genuine trust. To gain this trust the SC must maintain a visible presence in the law enforcement (LE) community especially among Command Staff. This effort must be done to the extent that the different LE agency administrations recognize the SC as their chaplain, and understand that all members of PCLEC is their support team to call when interacting with the public during traumatic incidents.

The SC is responsible for making regular visits to the different law enforcement agencies and talking with the various chiefs, commanders, lieutenants and sergeants and officers. Contact should include patrol ride along sessions so that one-on-one relations can be developed. Sporadic, superficial rushed encounters are insufficient in developing the level of trust that is needed. This is a slow process that requires continued nurturing to be effective, but not to be overdone to the point of distraction. The SC has the privilege of being included in regularly scheduled Placer Law Enforcement Administrators (PLEA) meetings. The SC regular attendance at PLEA meetings provides an opportunity to hear suggestions from department heads and to learn about current LE issues and the concerns facing each agency. It's also helpful to be visible at as many LE sponsored events as possible, especially those that specifically support the chaplaincy.

The most important aspect of the relationship between the chaplaincy and Law enforcement comes during crisis situations when officers are seriously injured or killed. It is during these times that the LE community looks to the chaplaincy for genuine trusted emotional support. The SC liaison skills play a key role on both a personal level and on a chaplaincy response level ensuring that there is a special spiritual presence and bond during their hour of need. The SC is responsible for supporting not only the involved party and their family, but also the command staff who are emotionally affected and in need of encouraging words. The encouragement is followed through with the SC's delegation of chaplaincy support during hospitalization, vigils and funerals.

Research and Development - The SC is ultimately accountable for keeping the chaplaincy current with regard to its legal and operational status. To maintain a chaplaincy that is both contemporary and cognizant of developing trauma intervention practices, requires a certain level of research, analysis and planning. Research

and analysis is administered by the SC, who is also required to ensure that the chaplaincy's religious non-profit status and practices are executed in a manner that is compliant with local, state and federal regulations. Regulatory compliance includes the chaplaincy's interaction with public entities and their funding. All of which require regular review to assure proper accountability.

The SC may delegate certain facets of research to subordinates, especially potential training subjects like developing trauma response techniques and other topics suitable as chaplain training material. Potential subject matter can be reviewed by the chaplaincy Training Services Section and planned for inclusion as part of future academies or continued education training.