



<b>Job Title:</b>	<b>Police Chaplain</b>	<b>Department/Loc:</b>	<b>Police Department</b>
<b>FLSA Classification:</b>	<b>Volunteer</b>	<b>Date Drafted:</b>	<b>January 30, 2023</b>
<b>Reports To:</b>	<b>Professional Services Captain</b>	<b>Grade:</b>	<b>N/A</b>

**Position Summary**

Under the general supervision of the Professional Services Captain. This Class is to provide emotional, moral, and spiritual support to officers, staff members, and family members of the Department as a Police Chaplain.

**Position Responsibilities- Essential**

*This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

The tasks listed below are those that represent the majority of the time spent working in this class:

- Serves as the Department’s Chaplain; supports and advances the overall wellbeing of the officers, staff, and family members of the Department.
- Provides counseling, support, and when requested, spiritual guidance associated with the on-the-job stresses of law enforcement work, traumatic events, emergencies, and community tragedies.
- Provides counseling, support, and when requested, spiritual guidance with off-duty stresses, such as marital problems and other family issues, financial hardships, etc. Makes appropriate professional referrals.
- Serves as the Department’s liaison between the Department and the faith-based organizations of the City.
- Provides training to staff on resiliency, stress management, and mental/emotional/spiritual health.
- Perform notification of line-of-duty deaths/injuries and provide pastoral care to officers, staff, and family members.
- Visit sick officers, staff members, and family members in a hospital/medical care facility and provide necessary support.
- Attends and participates in funeral services for law enforcement officers and staff.
- Coordinates funeral services and arrangements with other faith leaders for family members.
- Attends and participates in memorial services.
- Periodically attend law enforcement training to familiarize with law enforcement duties, tactics, and procedures.
- Periodically attends roll call briefings, case reviews, and staff meetings.
- Periodically accompanies and observes Patrol operations through a ‘ride-along’ to familiarize with law enforcement experiences.
- Attends Department promotions, award ceremonies, SCCJA or other graduations, and other special events.
- Represents the Department when requested by the Chief of Police.
- Participates in community events and public relations efforts.
- Helps facilitate a positive relationship between the Department and the community.
- Prepares various documents, reports, memos, correspondence, and other records.
- Refers to policy and procedures, codes, regulations, laws, maps, as necessary.
- Operates various types of office equipment, machinery, and tools in the performance of duties such as a computer, printer, telephones, copiers, fax machines, etc. Uses office and computer supplies.



## Position Responsibilities- Non-Essential/Other

- Performs general administrative work as required, including attending meetings, preparing reports, entering data in computers, sending and receiving correspondence, etc.
- Performs other related duties and other duties as assigned.

## Essential Skills and Experience

- Must be an ordained and/or licensed member of the clergy in good standing and endorsed for the Chaplaincy by a recognized religious denomination.
- Requires a Master of Divinity degree from an accredited theological school; or, a Bachelor's degree in a related field (Theology, Psychology, Religion, mental health/counseling) with two years of experience as a volunteer or paid public safety Chaplain; or, any combination of education, experience, and training that provides the requisite skills and abilities necessary to satisfy the responsibilities and duties of the position.
- Specific training in Law Enforcement Chaplaincy, Clinical Pastoral Education, or equivalent certification is preferred.
- Must be compassionate and empathetic to all people, regardless of race, sex, gender, religion, ethnicity, age, nationality or country-of-origin.
- Must be capable of communicating effectively to people in crisis.
- Must demonstrate and maintain a high personal standard of moral and spiritual standards.
- Must be able to maintain professional confidentiality.

## Mental & Physical Demands- ADA Guidelines

### Physical Demands

- |                 |            |                        |            |
|-----------------|------------|------------------------|------------|
| • Sit           | Frequently | • Reach Above Shoulder | Frequently |
| • Walk          | Frequently | • Climb                | Frequently |
| • Stand         | Frequently | • Crawl                | Frequently |
| • Handling      | Frequently | • Squat or Kneel       | Frequently |
| • Reach Outward | Frequently | • Bend                 | Frequently |

### Lifting Requirements

- |                     |            |                 |              |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds      | Frequently | • >100 pounds   | Occasionally |
| • 21-50 pounds      | Frequently |                 |              |

### Pushing and Pulling Requirements

- |                     |            |                     |              |
|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds  | Frequently   |
| • 13 to 25 pounds   | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds   | Frequently |                     |              |

### Definitions

- *N/A* Not Applicable: Activity is not applicable to this occupation
- *O* Occasionally: Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)



- **F** Frequently: Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- **C** Constantly: Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**ENVIRONMENTAL HAZARDS:**

The job risks exposure to no known environmental hazards.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

*The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.*

---

Print Employee Name	Employee Signature	Date Signed
---------------------	--------------------	-------------

---

Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
-------------------------------	------------------------------	-------------