

ADMINISTRATIVE POLICY



11010
(11-09-20)

FIRE CHAPLAIN PROGRAM

11010.1 Purpose:
To describe the Ventura County Fire Department Chaplain Program.

11010.2 Background:
Not Used.

11010.3 Scope:
This policy applies to all personnel and Fire Chaplains.

11010.4 Authority:
Not Applicable.

11010.5 Definitions:

11010.5.1 Sworn Chaplain:
An active-duty sworn member approved as an official VCFD Department Chaplain.

- Sworn Chaplains serve on a voluntary basis as an ancillary responsibility.
- Sworn Chaplains should be part of the Department's Peer Support Team.

11010.5.2 Non-Sworn Chaplain:
A retired sworn member or civilian personnel.

- Non-Sworn Chaplains serve on a voluntary basis.
- Sworn Chaplains who retire can transition to Non-Sworn Chaplain status.

11010.5.3 Lead Chaplain:
The Lead Chaplain administratively manages the Chaplain Program (emergency and non-emergency) and acts as a Liaison with outside agency Chaplains.

11010.6 Referenced Documents:
Not Used.

11010.7 Policy:

The purpose of the Ventura County Fire Department Chaplain Program is to provide assistance with the spiritual needs of active and retired personnel. Support and service is the primary focus, and includes service to the community related to Fire Department response.

11010.7.1 The Assistant Chief of the Administrative Services Bureau shall oversee the Chaplain Program and the Lead Chaplain.

11010.7.2 Chaplain Requirements:

- Chaplain (Licensed Minister) and two or more quality assignments shadowing a qualified VCFD Chaplain or;
- Chaplain (Non-Licensed or Lay Minister) and three or more quality assignments shadowing a qualified VCFD Chaplain.

11010.7.3 Highly Desirable Qualifications:

- International Critical Incident Stress Foundation (ICISF) coursework such as *Suicide Prevention, Intervention and Postvention*
- Any position or discipline training endorsed by the International Association of Firefighters (IAFF) or the International Association of Fire Chiefs (IAFC).

11010.7.4 Training Requirements:

Each Chaplain is required to complete the following within their first year of the program (based upon course availability):

- Federation of Fire Chaplains “Essentials” 40-hour course
- Introduction to Incident Command System (ICS I-100)
- Basic ICS (I-200)
- National Incident Management System NIMS: An Introduction (IS-700)
- National Response Framework (NRF): An Introduction (IS-800)
- CISM (Critical Incident Stress Management)
- IAFF Peer Support (Sworn Chaplains)

11010.7.5 Membership:

Annual Membership for the *Federation of Fire Chaplains* will be provided by the Department.

11010.7.6 Conduct:

Chaplains shall abide by all County Rules and Regulations and Fire Department Administrative Policies. Chaplains' volunteer status is contingent upon proper behavior, good performance, and adequate participation.

11010.7.6.1 Chaplains are expected to be available during their designated rotation period. If a Chaplain has not been consistently available, the Chaplain may be separated from the program.

11010.7.6.2 All communications regarding any request for assistance from department personnel is strictly confidential and will not be released to any person.

11010.7.6.3 Chaplains shall maintain individual and group confidentiality unless it is in violation of any mandated law (child abuse, adult abuse, immediate danger to self or others).

11010.7.6.4 Department personnel may seek Chaplain assistance without supervisor approval or notification.

11010.7.6.5 Department personnel who are aware of any situation which may need assistance may contact a department Chaplain directly.

11010.7.7 Attire:
Chaplains will be provided a complete dress uniform as identified in AP 11101 *Uniform, Type IA Chief Officer Dress*, a Chaplain baseball style cap, and one polo shirt embroidered with department logo and *FIRE CHAPLAIN*.

11010.7.7.1 Active duty sworn Chaplains will wear the dress uniform of their rank which will include (gold or silver) cross collar brass on the dress uniform jacket on each lapel.

11010.7.7.2 When representing the Fire Department, Chaplains should wear the appropriate clothing that identifies them as a VCFD Fire Chaplain including appropriate footwear and official department identification.

11010.7.7.3 Chaplains shall wear the Type IA Chief Officer Dress uniform for formal department functions and for "Death Notification" of a department member.

11010.7.8 Identification Card and Badge:
Chaplains shall be provided with VCFD photo identification card(s) and a uniform badge.

11010.7.8.1 The Chaplain shall carry the ID card or wear it or the badge while engaged in Department business.

11010.7.8.2 ID cards and uniform badge shall be surrendered upon separation from the program.

11010.8 Procedure:

11010.8.1 Application Process:

Each Chaplain applicant must complete the Ventura County Fire Chaplain application and any additional forms required for the Community Volunteer Program.

11010.8.1.1 Applicants must be endorsed by their religious body for the ministry as a Chaplain.

11010.8.2 Background Investigation:

A background investigation shall be completed prior to approving a prospective Chaplain.

11010.8.2.1 A valid California driver's license is required.

11010.8.3 Orientation:

The Lead Chaplain will ensure that an orientation is provided to all new participants in the program which will include the applicable County of Ventura Rules and Regulations and VCFD Administrative Policies.