



VALLEY REGIONAL FIRE AUTHORITY POLICY AND PROCEDURE MANUAL

SUBJECT: **ADMINISTRATION**

TITLE: **CHAPLAIN PROGRAM**

APPROVED BY:

CFAI REF

POLICY NUMBER: **2403**

[CFAI]

SUPERCEDES DATE: **4/7/2003**

Eric E. Robertson, Administrator

EFFECTIVE DATE: **5/15/2014**

1.0 PURPOSE

To define the scope of the VRFA Chaplain program as it relates to the services provided to the VRFA employees, families and the community.

2.0 PERSONNEL AFFECTED

All VRFA personnel.

3.0 REFERENCES

3.1 City of Auburn Police Department (APD) Chaplaincy Program

3.2 King County Fire Zone 3 Chaplains Program

4.0 POLICY

It is the policy of the VRFA to participate in a Chaplain program designed to provide crisis management and/or spiritual guidance to our employees and citizens.

5.0 DEFINITIONS

Chaplain: An ordained minister (or equivalent) selected to serve the VRFA as recommended by the joint VRFA/APD Chaplain Program Executive Committee.

6.0 PROCEDURE

6.1 The VRFA will appoint a Chaplain Coordinator who will serve as the VRFA representative to the Chaplain Program and as the direct liaison to our Chaplains.

6.2 The VRFA Chaplain Coordinator will ensure that all Chaplains are qualified for the position and that they are cleared as volunteers for service in the program via the process identified by the joint VRFA/AFD Chaplain Program and best practices within the industry. The VRFA Chaplain Coordinator will attend quarterly Chaplains meetings and report back with pertinent information to the Battalion Chief assigned to oversee the

program. Additionally, the Chaplain Coordinator will provide a brief quarterly report of chaplain call outs to the Administrator or designee.

- 6.3 Chaplains will be issued VRFA photo identification and security credentials. Additionally they will be issued equipment and uniform attire that is consistent with their position as a FIRE or POLICE Chaplain. Designated FIRE Chaplains will be provided with a Class "A" Uniform including a "Chaplain" badge for use in their official capacity on behalf of the VRFA. Other uniform attire and equipment will be issued at the discretion of the VRFA.

6.4 Chaplain Scheduling

The VRFA Chaplains will manage an on-call schedule that strives to provide Chaplain services on a 24/7 basis.

6.5 Requesting Chaplain Support

To have a Chaplain called out, contact Valley Communication Center (VCC) and request a Chaplain. The Chaplains carry alphanumeric pagers and are paged as a group. The Duty Chaplain will notify VCC of their availability. If the Duty Chaplain is unable to respond in a timely matter he or she will notify VCC and they will page the Chaplain group again.

After receiving the second page, the Back-up Chaplain will notify VCC of his or her ability to respond to the request. Should the Back-up Chaplain be unavailable, VCC will page one last time. If any other Chaplain is available to respond, they will notify VCC of their status and ability to respond to the scene.

6.6 Chaplain's Short Report

Providing a short report can be very helpful for a Chaplain. Due to the wide variety of circumstances that warrant the dispatch of a Chaplain, it is important that they have all the available information prior to engaging those in need of their services.

When the Chaplain arrives on location and if operationally possible, the VRFA Incident Commander should meet with the Chaplain outside the immediate incident area to brief the Chaplain on the details of the incident. The briefing may include the nature of the incident, the names of family members or others associated with the incident.

Formally introducing the Chaplain to those who need their support will provide credibility for the Chaplain, and assist in making a smooth transition for everyone involved.

- 6.7 Confidential crisis management and/or spiritual guidance services for employees can be arranged by calling a Chaplain directly.

7.0 ATTACHMENTS

- 7.1 2403A VRFA Issued Equipment and Privileges for Chaplains