KERN COUNTY SHERIFF'S OFFICE
SHERIFF'S VOLUNTEER CHAPLAIN PROGRAM
POLICIES AND PROCEDURES

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KERN COUNTY SHERIFF'S OFFICE
SHERIFF'S VOLUNTEER CHAPLAIN PROGRAM
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TITLE: MISSION STATEMENT NO. A-100

EFFECTIVE DATE: May 1, 1999 **REVISED:** June 19, 2025

APPROVED BY: Augustin Moreno, Commander **REVIEWED:** June 19, 2025

REFERENCE:

POLICY

The mission of the Sheriff's Chaplain Program is to provide a religious resource to the Sheriff and his staff, advising them on matters of morale, moral leadership, providing clergy services in ceremonial and memorial functions, providing liaison with the religious community, providing pastoral care, spiritual support, comfort and counsel to people in crisis. This includes citizens being served by the Kern County Sheriff's Office and deputies and their families experiencing crisis, personal problems, or the stresses of law enforcement.

DIRECTIVE A:

This manual represents guidelines and the policies and procedures contained herein are designed to enhance and promote the Sheriff's Chaplain Program. In all matters not specifically covered, members must follow the law, the Kern County Sheriff's Office policies and procedures, the philosophy and mission of the Kern County Sheriff's Office, and their own best judgment.

DIRECTIVE B:

It is the responsibility of the Countywide Services Section Chaplain Coordinator to ensure that all members of the group read, understand, and adhere to the applicable sections of this manual.

KERN COUNTY SHERIFF'S OFFICE
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POLICIES AND PROCEDURES

TITLE: MANUAL REVISIONS NO. A-200

EFFECTIVE DATE: May 1, 1999 **REVISED:** June 19, 2025

APPROVED BY: Augustin Moreno, Commander **REVIEWED:** June 19, 2025

REFERENCE:

POLICY

The Countywide Services Section Chaplain Coordinator will be charged with revising, updating and maintaining this manual. It will be their responsibility to provide revisions and updates to all manual holders in a timely manner. The master manual will be kept by the Countywide Services Section Lieutenant.

The Countywide Services Section Lieutenant will have final authority in approving any changes to the manual. Any member of this Department or the Sheriff's Chaplain Program may request a modification of this manual by following the procedure listed below.

PROCEDURE

Any member seeing the need for modification will:

* Make recommendations for changes or additions in memo form including the reason for change or additions citing specific circumstances, laws, or other pertinent information, and section and/or language to be added or changed;

* Forward the memo through the chain of command to the Countywide Services Section Lieutenant.

Members of the chain of command who receive requests will:

* Make any comments, suggestions, or recommendations on a separate memo and attach it to the original request;

* Forward the request to the next level in the chain of command.

The Countywide Services Section Lieutenant will:

* Review the request and all comments attached;

* If necessary return for clarification or additional justification;

* Approve or disapprove the proposed revision;

* If disapproved, send a memo notifying the originator of the request that it has been disapproved, with the original request and all comments;

* If approved, make the change or addition to the appropriate section, noting the date of the revision;

* Keep a copy of the section that was changed in its original form for a period of five (5) years;

* Distribute the new/revised section to all manual holders.

KERN COUNTY SHERIFF'S OFFICE
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POLICIES AND PROCEDURES

TITLE: ORGANIZATIONAL STRUCTURE NO. A-300

EFFECTIVE DATE: May 1, 1999 **REVISED:** June 19, 2025

APPROVED BY: Augustin Moreno, Commander **REVIEWED:** June 19, 2025

REFERENCE:

POLICY

The Countywide Services Section Chaplain Coordinator heads the Sheriff's Chaplain Program. In the absence of the Coordinator, the Countywide Services Section Lieutenant may delegate another staff member from the Section to serve as the Sheriff's Chaplain Program Coordinator.

ORGANIZATIONAL STRUCTURE

Chain of Command: Sheriff's Office
Sheriff
Undersheriff
Chief Deputy, Investigations Bureau
Special Enforcement Division Commander
Countywide Services Section Lieutenant
Volunteer Unit Sergeant
Countywide Services Section Chaplain Coordinator

Chain of Command: Sheriff's Chaplain Program
Chief Chaplain
Administrative Chaplain
Chaplain Council
Chaplain Program Members

DIRECTIVE A:

The organizational structure and chain of command for the Sheriff's Chaplain Program is based on the overall management and control of the program. However, it must be kept in mind that day-to-day operations will take place at the divisional level and for the purposes of conducting division business, the divisional-level chain of command must be considered. Therefore, for the smooth operation and management of divisional business, the Sheriff's Chaplain Program will adhere to the divisional chain of command. This does not include matters involving policy decisions, the overall administrative or management function of the program, or approval for deviation from approved Chaplain Program practices. Any matters of this nature will be cleared through the Sheriff's Office chain of command.

KERN COUNTY SHERIFF'S OFFICE
SHERIFF'S VOLUNTEER CHAPLAIN PROGRAM
POLICIES AND PROCEDURES

TITLE: DUTIES OF ALL SHERIFF'S CHAPLAIN PROGRAM MEMBERS NO. B-100

EFFECTIVE DATE: May 1, 1999 **REVISED:** June 19, 2025

APPROVED BY: Augustin Moreno, Commander **REVIEWED:** June 19, 2025

REFERENCE:

POLICY

The Kern County Sheriff's Office recognizes that there is a difference between full-time paid employees and volunteers. Both are vital to the accomplishment of the law enforcement mission. All members of the Sheriff's Office will view themselves with the highest esteem and conduct themselves accordingly. All members can expect to receive the full support of the Sheriff's Office in the proper discharge of their duties.

All members of the Sheriff's Chaplain Program will be accountable for the duties listed in Section B-100 of the Sheriff's Office Policies and Procedures manual. Those duties as they apply to Sheriff's Chaplain Program members are restated here for easy reference.

DIRECTIVE A:

GENERAL DUTIES OF ALL SHERIFF'S CHAPLAIN PROGRAM MEMBERS:

All Kern County Sheriff's Office Chaplain Program members will:

- Uphold the provisions of the Constitution of the United States; the Constitution of the State of California; and applicable ordinances of the County of Kern.

- Obey and carry out all lawful policies, procedures and orders issued by the Sheriff, ranking officers, and supervisors whether written or oral.

    - If given conflicting orders, advise the person giving the last order of the conflict, then follow the last order given.

    - If a lawful order is viewed to be in conflict with a policy, the order should be followed and grieved later.

    - Testify when and where legally required, unless it falls under the clergy/penitent relationship as outlined in section B-300 of these procedures.

- Testify in civil cases arising out of official duties only when legally summoned.
- Report any unlawful activity, unless it falls under the clergy/penitent relationship as outlined in section B-300 of these procedures.
- Advise their immediate supervisor of any significant or unusual conditions existing in the County of Kern or the Sheriff's Office.
- Foster good public relations by treating the public with courtesy, keeping in mind the necessity of maintaining public respect for the Sheriff's Office.
- Be quiet, civil, orderly, and patient in their demeanor.
- Refrain from using coarse, violent, profane or insolent language.
- Be civil and respectful to each other and all members of the Kern County Sheriff's Office.
- Treat supervisors and commanding officers with respect.
- Furnish information or direction to the public regarding the county.
- Provide assistance to the citizens of Kern County and the State of California as applicable in a professional manner.
- Seek information about their duties from their supervising and commanding officers, not from any source outside the Sheriff's Office, unless directed to do so.
- Inform their supervisor of any change in marital status, birth of a child, death of a member of immediate family, or any factor of personal life that may affect job performance as soon as possible.
- Not sleep, idle or loaf while on duty.
- Not use the Sheriff's Office address as a mailing address for private purposes, including vehicle registration and driver's license.
- Have in their possession a valid California driver's license at all times when they are operating a motor vehicle.
- Be punctual in reporting for duty when they have agreed to work a specific assignment.

- Notify the Countywide Services Section Chaplain Coordinator via the chain of command of any change in mailing address, phone number, or actual place of residence.

- Upon leaving the Sheriff's Chaplain Program, return your identification card and any Department property issued to you to the Volunteer Services Section Chaplain Coordinator.

DIRECTIVE B:

SPECIFIC DUTIES OF ALL SHERIFF'S CHAPLAIN PROGRAM MEMBERS:

All members of the Sheriff's Chaplain Program are also accountable for specific duties they are approved to carry out. It is the responsibility of each member to ensure they only participate in the approved listed duties.

Those approved duties are listed below:

- Support and aid deputies in crisis situations.

- Assist in death notifications.

- Assist deputies with suicidal persons.

- Offer counseling for troubled families.

- Assist with comforting mourners at scenes where deaths have occurred.

- Offer deputies advice in matters dealing with morale and moral leadership.

- Provide clergy services for Sheriff's Office ceremonies and memorial functions.

- Opportunity to officiate funerals and weddings when requested to do so by Sheriff's Office members.

- Serve as a liaison between the Sheriff and the religious community.

- Upon request, provide pastoral services to Sheriff's Office employees and their families.

- Assist with families involved in domestic disturbances, neighborhood disputes, racial problems, religious frauds, and other situations where in the estimation of the deputies and chaplains their involvement would be beneficial.

- Assist and comfort victims and relatives involved in disasters such as floods, earthquakes, fires.

KERN COUNTY SHERIFF'S OFFICE
SHERIFF'S VOLUNTEER CHAPLAIN PROGRAM
POLICIES AND PROCEDURES

TITLE: REQUIRED HOURS **NO.** B-200

EFFECTIVE DATE: May 1, 1999 **REVISED:** June 19, 2025

APPROVED BY: Augustin Moreno, Commander **REVIEWED:** June 19, 2025

REFERENCE:

POLICY

Active participation by members in the Sheriff's Chaplain Program is necessary for the program to be effective and to fulfill its mission. Equally important is that all members keep up-to-date on current policies, procedures, and information pertinent to the Chaplain Program operations. To ensure members remain active and make a positive contribution to the program, the following guidelines regarding participation have been established.

DIRECTIVE A: REQUIRED HOURS

Sheriff's Chaplain Program members will be required to complete eight (8) hours of service time to the Sheriff's Office each month. Service time may consist of any duties listed in Section B-100, Directive B of the Sheriff's Chaplain Program PPM. Members will also be required to be available to be scheduled for a 24-hour on-call status.

* Any member failing to complete the monthly eight (8) hour requirement, three (3) times in a calendar year, or failing to complete the requirement for two (2) consecutive months, without specific prior approval of the Volunteer Services Section Chaplain Coordinator, is subject to dismissal from the Sheriff's Chaplain Program.

KERN COUNTY SHERIFF'S OFFICE
SHERIFF'S VOLUNTEER CHAPLAIN PROGRAM
POLICIES AND PROCEDURES

TITLE: GENERAL REGULATIONS NO. B-300

EFFECTIVE DATE: May 1, 1999 **REVISED:** June 19, 2025

APPROVED BY: Augustin Moreno, Commander **REVIEWED:** June 19, 2025

REFERENCE:

POLICY

The Sheriff's Chaplain Program has been established out of a need to provide a religious resource to the Sheriff and his staff regarding matters pertinent to clergy services. Sheriff's Chaplain Program members are non-sworn citizens who volunteer their time to assist the Sheriff's Office with such functions.

Sheriff's Chaplain Program members are not authorized to carry weapons of any kind; they are not permitted to take enforcement action; they will not perform any function that by law is restricted to peace officers; nor will they engage or participate in any activity (other than the obvious and unavoidable association with the Sheriff's Office created by being present with sworn members of the Sheriff's Office in the official capacity of their job) that puts them in jeopardy above and beyond that of a normal citizen conducting day-to-day business.

GENERAL REGULATIONS:

* Sheriff's Chaplain Program members shall respect their calling and appointment and seek to the best of their ability to uphold the highest traditions of the clergy profession.

* The Sheriff's Chaplain Program member shall be under the supervision of the deputy he/she is riding with at all times and shall follow all lawful orders given by the deputy.

* Sheriff's Office personnel will give the utmost consideration to a Sheriff's Chaplain Program member's safety when giving them an assignment.

* The Sheriff's Chaplain Program member will not evangelize while on duty or seek to add to his own church membership.

* The Sheriff's Chaplain Program member shall not disdain the faith group of anyone else, nor the lack of another's faith.

* The Sheriff's Chaplain Program member shall be protected by the State laws of confidentiality. Should a person specifically confide in the chaplain as a penitent, and the chaplain knowingly assents to that, then all communication would be considered privileged.

* If a person divulges information in regard to a specific case that law enforcement is investigating which the chaplain overhears, or there was no specific request for penitent/clergy relationship, then the chaplain would not be held to the confidentiality and would be expected to divulge this information.

* Sheriff's Chaplain Program members shall not release any information on any case to the media, or any member of the public unless requested to do so by the Countywide Services Section Lieutenant. All information learned in the course of their duties as a Sheriff's Chaplain Program member shall be held in confidence.

KERN COUNTY SHERIFF'S OFFICE
SHERIFF'S VOLUNTEER CHAPLAIN PROGRAM
POLICIES AND PROCEDURES

TITLE: SELECTION OF SHERIFF'S CHAPLAIN PROGRAM MEMBERS NO. C-100

EFFECTIVE DATE: May 1, 1999 **REVISED:** June 19, 2025

APPROVED BY: Augustin Moreno, Commander **REVIEWED:** June 19, 2025

REFERENCE:

POLICY

The Kern County Sheriff's Office understands that Sheriff's Chaplain Program members are citizen volunteers and, therefore, need not meet all the requirements for a full-time paid position. Yet, there is a need for a structured selection process to ensure that certain requirements are met. To this end the Sheriff's Office will select, train, and appoint qualified people in accordance with the County's affirmative action policy who will represent the Sheriff's Office in a professional and positive manner.

The Countywide Services Section Lieutenant is the appointing authority for Sheriff's Chaplain Program members with final authority in all matters pertaining to membership resting with the Sheriff of Kern County. Since the Sheriff's Chaplain Program is a community-oriented program, strong consideration for participation in any group will be placed upon geographical location of an applicant's residence.

DIRECTIVE A:

The process to become a Sheriff's Chaplain Program member contains three phases: application, background investigation, and the training academy. Candidates must successfully complete all three phases to become a Sheriff's Chaplain Program member.

DIRECTIVE B:

Membership into the Sheriff's Chaplain Program shall be available to any bonafide clergy who meets the following requirements:

* Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship. Inability or failure to obtain citizenship may result in dismissal.

* Is at least 21 years of age.

* Able to submit evidence of ordination by a recognized religious body and an endorsement for their chaplaincy from the church, denominational board, or ecclesiastical supervisor that is authorized to grant ecclesiastical endorsements within their faith group.

* Possesses at least a Baccalaureate Degree or equivalent and seminary or bible college training with a minimum of three years of ministerial experience.

* Degree requirements may be waived by the Countywide Services Section Lieutenant or his designee for ordained ministers who have met the educational requirements of their denomination.

* Has no recent serious criminal conviction, including all crimes of violence or crimes against children.

* Has been favorably considered by the Chaplain's Council.

* Successfully completes a Sheriff's Office background investigation.

* Successfully completes the Chaplain's training academy.

PROCEDURE

Persons interested in becoming Sheriff's Chaplain Program members will:

* Complete the Sheriff's Chaplain Program application and return it to the Chaplain Council.

* Complete an oral interview conducted by the Chaplain Council and the Countywide Services Section Chaplain Coordinator.

* Upon successful completion of the oral interview, be issued a background package by the Countywide Services Section Chaplain Coordinator to complete.

* Thoroughly complete the background package and return it to the Kern County Sheriff's Office Human Resources Unit.

* Upon successful completion of the background, attend the next available Sheriff's Chaplain Program training academy.

* Upon successful completion of the academy, be sworn in and receive their official identification cards.

DIRECTIVE C:

If a past Sheriff's Chaplain Program member requests to be reinstated, the following procedure will be used:

* The request to be reinstated must be made within six (6) months of the Chaplain Program member leaving the unit.

* The past Chaplain Program member must have left in good standing.

* The past Chaplain Program member must submit in writing a request to the Chaplain Council asking for reinstatement.

* Final approval for reinstatement will be made by the Countywide Services Section Lieutenant or their designee.

If there are no outstanding reasons why the past Chaplain Program member cannot be reinstated, they will be reinstated under the following guidelines:

* The Chaplain Program member will be reissued a Sheriff's Office ID card and will be readministered the Oath of Affirmation and Oath of Office.

* The Chaplain Program member must attend any mandatory training sessions that were given during the time the Chaplain Program member was not a part of the Sheriff's Chaplain Program.

KERN COUNTY SHERIFF'S OFFICE
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POLICIES AND PROCEDURES

TITLE: RANK STRUCTURE & RESPONSIBILITIES NO. D-100

EFFECTIVE DATE: May 1, 1999 **REVISED:** August 7, 2025

APPROVED BY: Augustin Moreno, Commander **REVIEWED:** August 7, 2025

REFERENCE: KCSO Policy & Procedure Manual, Section B-100

POLICY

The Kern County Sheriff's Chaplain Program is spread throughout Kern County and is comprised of several groups. To facilitate more effective communication and consistency in application of policies and procedures, a group structure has been established which is intended to be for administrative purposes only. All Sheriff's Chaplain Program members are required to use this administrative chain of command to ensure information is effectively communicated and to promote harmony within the unit.

The Countywide Services Section Chaplain Coordinator is the Sheriff's Office liaison for all Chaplain Program members. As such, he/she is always available to all Chaplain Program members, regardless of their rank in the organization. Chaplain Program members hold various positions within the organization. Below are listed positions held by Chaplain Program members along with a brief description of their responsibilities.

DIRECTIVE A:

CHIEF CHAPLAIN: A Sheriff's Chaplain Program member, appointed by the Countywide Services Chaplain Coordinator, to be the lead member of the Chaplain Program. The Chief Chaplain will act as liaison between all Chaplain Program members and the Sheriff's Office and assist the Countywide Services Section Chaplain Coordinator in the overall operation of the Chaplain Program.

ADMINISTRATIVE CHAPLAIN: A Sheriff's Chaplain Program member appointed by the Countywide Services Section Chaplain Coordinator to handle the administrative duties of the Chaplain Program. The Administrative Chaplain is responsible for collecting all monthly activity reports and other records detailing any activity of the Chaplain Program members and forwarding the records to the Countywide Services Section Chaplain Coordinator. The Administrative Chaplain will assist the Countywide Services Section Chaplain Coordinator, Chief Chaplain and the Chaplain Council in the administration of the program as needed.

CHAPLAIN'S COUNCIL: Sheriff's Chaplain Program members, recommended by the Chief Chaplain and appointed by the Countywide Services Section Chaplain Coordinator, who represent each area that is served by Sheriff's Chaplain Program members. Each area is entitled to one representative to sit on the Chaplains' Council. Chaplains' Council members shall oversee the recruitment and evaluation of all Chaplain's Program members and candidates to the program. They shall review and recommend training courses needed for the Chaplain Program. They shall be responsible for scheduling Chaplain Program members for duty.

KERN COUNTY SHERIFF'S OFFICE
SHERIFF'S VOLUNTEER CHAPLAIN PROGRAM
POLICIES AND PROCEDURES

TITLE: SHERIFF'S CHAPLAIN PROGRAM TRAINING ACADEMY NO. E-100

EFFECTIVE DATE: May 1, 1999 **REVISED:** August 11, 2025

APPROVED BY: Augustin Moreno, Commander **REVIEWED:** August 11, 2025

REFERENCE:

POLICY

Training is a necessary component of any program in which maximum efficiency and effectiveness is desired. It is the policy of the Kern County Sheriff's Office that all Chaplain Program members shall complete the forty-hour (40) POST certified Chaplain training program within the first year of service in the Kern County Sheriff's Office Chaplain Program. This requirement will be subject to the availability of the training program through POST.

KERN COUNTY SHERIFF'S OFFICE
SHERIFF'S VOLUNTEER CHAPLAIN PROGRAM
POLICIES AND PROCEDURES

TITLE: CHAPLAIN'S COUNCIL MEETINGS NO. F-100

EFFECTIVE DATE: May 1, 1999 **REVISED:** August 11, 2025

APPROVED BY: Augustin Moreno, Commander **REVIEWED:** August 11, 2025

REFERENCE:

POLICY

The timely dissemination of information and a system for open communications among all the Sheriff's Chaplain Program groups countywide is imperative for consistency in operations. It is also important for the various groups to be able to share ideas to enhance the overall program. Regular meetings of the leaders of each Chaplain Program group and Sheriff's Office personnel provide a good forum for this kind of exchange of information.

DIRECTIVE A

The Countywide Services Section Chaplain Coordinator, Chief Chaplain, Administrative Chaplain, and Chaplains Council will meet at least once every quarter to discuss business pertinent to the operations of the Sheriff's Chaplain Program. The meeting will normally be held at Sheriff's Headquarters. At the end of each meeting, the Countywide Services Section Chaplain Coordinator will ensure the next meeting time and location is scheduled.

KERN COUNTY SHERIFF'S OFFICE
SHERIFF'S VOLUNTEER CHAPLAIN PROGRAM
POLICIES AND PROCEDURES

TITLE: UNIFORM: APPEARANCE, REGULATIONS AND SPECIFICATIONS NO. G-100

EFFECTIVE DATE: June 16, 2003 **REVISED:** August 11, 2025

APPROVED BY: Augustin Moreno, Commander **REVIEWED:** August 11, 2025

REFERENCE: Kern County Sheriff's Office Policies and Procedures Manual K-300, K-421

POLICY

All items of uniform shall meet the requirements set forth in this section. Nothing is to be added, deleted, or altered on the uniform or in uniform specifications except by approval of the Countywide Services Section Lieutenant. However, the Countywide Services Section Chaplain Coordinator may authorize temporary deviations he/she deems necessary.

It is the intent of this section to ensure that all members of the Sheriff's Chaplain Program possess uniforms and dress in accordance with the rules and regulations specified herein to present a professional image.

DIRECTIVE A:

Any garment purchased pursuant to specifications in effect at the time of purchase may continue to be used on duty until it is no longer serviceable. The uniform shall be worn only during on-duty hours and during travel incidental to duty unless otherwise authorized by the Countywide Services Section Chaplain Coordinator.

DIRECTIVE B:

Members shall maintain their uniform in a clean, serviceable condition, so that it can be worn with dignity and pride and its appearance will produce a favorable impression. Uniforms shall be replaced when they are so worn or damaged that they present an unacceptable appearance.

Class B Uniform

Trousers

- Forrest green "Class B" uniform pants detailed in KCSO DPPM K-300. Like Horace Small men's 1323 and women's 1583.

Belt, Trouser

- Class A uniform leather basket weave belt as outlined in KCSO DPPM K-300

Shirt

- Black and white uniform shirt detailed in KCSO DPPM K-421. Similar to Royal Crest Tropical by Conqueror. Short sleeve men's style #666Z and women's style #2227. Long sleeve men's style # 555Z and women's style #3337.

Shoulder Patches

- The red Sheriff's Office shoulder patch as detailed in KCSO DPPM K-301.

Chaplain Rocker

- The rocker will have the title "Chaplain" in block print in the same color, material and quality as the red Sheriff's Office shoulder patch described in KCSO DPPM K-301.

- The rocker will be attached to the shirt next to and directly beneath the shoulder patch. The rocker is sewn to the shirt with color-fast black thread, not cross-stitched.

Department Badge – Cloth or Embroidered

- Cloth badge or embroidered badge as outlined in KCSO DPPM K-301.

- The cloth badge is sewn to the shirt replacing the existing badge holder.

Name Plate

- Metal. Same as outlined in KCSO DPPM K-301.

Tie

- Same as outlined in KCSO DPPM K-300.

- Worn with long sleeve shirt.

Tie Bar

- Same as outlined in KCSO DPPM K-300.

Footwear

- Same as outlined in KCSO DPPM K-300 for Class A & B uniform.

Socks

- Same as outlined in KCSO DPPM K-300.

Gloves

- Same as outlined in KCSO DPPM K-300.

Jacket

- Same as outlined in KCSO DPPM K-300 for any Class B Uniform jacket.
- The jacket will have a "CHAPLAIN" patch across the back with 3-inch white block lettering.
- Shoulder Patches

  - The red Sheriff's Office shoulder patch as detailed in KCSO DPPM K-301.

- Chaplain Rocker

  - The rocker will have the title "Chaplain" in block print in the same color, material and quality as the red Sheriff's Office shoulder patch described in KCSO DPPM K-301.
  - The rocker will be attached to the shirt next to and directly beneath the shoulder patch. The rocker is sewn to the shirt with colorfast black thread, not cross-stitched.

KERN COUNTY SHERIFF'S OFFICE
SHERIFF'S VOLUNTEER CHAPLAIN PROGRAM
POLICIES AND PROCEDURES

TITLE: DISCIPLINE NO. G-200

EFFECTIVE DATE: May 1, 1999 **REVISED:** August 11, 2025

APPROVED BY: Augustin Moreno, Commander **REVIEWED:** August 11, 2025

REFERENCE:

POLICY

Sheriff's Chaplain Program members are reminded that while they are involved in Sheriff's Office activities, they are representatives of the Sheriff, and their actions directly reflect upon the Sheriff's Office. It is the policy of the Kern County Sheriff's Office that all its Chaplain Program members perform their duties and fulfill their responsibilities in a competent, efficient, and professional manner in conformity with the policies, rules, regulations, and orders of the Kern County Sheriff's Office and the County of Kern.

DIRECTIVE A:

Discipline constituting suspension from duty or dismissal from the Sheriff's Chaplain Program shall be imposed only at the direction of the Countywide Services Section Lieutenant.

DIRECTIVE B:

Any paid full-time sergeant of the Kern County Sheriff's Office, regardless of assignment, may relieve a Sheriff's Chaplain Program member from duty should the circumstances warrant. The Sergeant taking such action must provide written documentation to the Countywide Services Section Lieutenant within 24 hours of the action. The Sergeant will immediately notify the Countywide Services Section Chaplain Coordinator.

PROCEDURE

When a Sheriff's Chaplain Program member's actions warrant immediate suspension, the Countywide Services Section Lieutenant, or their designee will:

* Suspend the Chaplain Program member.

* Review all documentation.

* Decide if discipline is warranted.

* If suspension from duty or dismissal is warranted, prepare a letter to the affected member indicating the action being taken and the effective date.

* Ensure all necessary documentation is placed in the personnel file.

KERN COUNTY SHERIFF'S OFFICE
SHERIFF'S VOLUNTEER CHAPLAIN PROGRAM
POLICIES AND PROCEDURES

TITLE: REQUEST FOR CHAPLAIN SERVICES
CALL-OUT PROCEDURE

NO. G-300

EFFECTIVE DATE: February 25, 2003 **REVISED:** August 11, 2025

APPROVED BY: Augustin Moreno, Commander **REVIEWED:** August 11, 2025

REFERENCE:

POLICY

Kern County Sheriff's Office Chaplains are available to all members of the Sheriff's Office, their families, government agencies and the community through the Countywide Services Section. Chaplains may also be called out by Sheriff's Office personnel in response to a request for Chaplain services after normal business hours. The following procedure was established for this purpose and to help ensure the Chaplains are used within established guidelines.

PROCEDURE

Kern County Sheriff's Office Chaplains are available any time, day or night. The following procedure will be used if a Chaplain is needed for a future date or during normal business hours:

- Call the Chaplain Coordinator with all pertinent information to make the request. The coordinator will handle the request and confirm the availability of the Chaplain.

If a Chaplain is needed after normal business, the following procedure will be followed:

- Call the Communication Center at (661) 861-3110 or the Communication Center supervisor at (661)861-3137.

- The Communication Center will send a text notification to all Chaplains. Available Chaplains will call in as directed in the text and respond as needed.