

**Oakland County Sheriff's Office**  
**General Order # 2.11**



<b>SUBJECT:</b> Civilian Volunteers - Chaplains and Community Emergency Response Team– Law Enforcement		<b>NUMBER:</b> 2.11
<b>EFFECTIVE DATE:</b> 3/5/2024	<b>MACP Standard Impact:</b> 2.6.2	
<b>REVIEW DATE:</b> Annually		
<b>REPLACES AND RESCINDS:</b> General Orders 21 and 22	<b>DISTRIBUTION:</b> All Personnel	<b>NUMBER OF PAGES:</b> 4

This order replaces and rescinds all previously issued orders, procedures, rules and regulations, notices and/or practices in conflict with this General Order.

**I. PURPOSE**

This order describes the Oakland County Sheriff's Office Civilian Volunteer Programs; i.e., the Chaplain Corps and the Community Emergency Response Team (CERT) and outlines the organizational structure, functions of and services provided by these programs.

**II. POLICY**

The Oakland County Sheriff's Officer Civilian Volunteer Programs shall be maintained for the purpose of assisting the Oakland County Sheriff's Office in a variety of duties as directed by the Sheriff and in accordance with this order.

**III. PROCEDURES**

A. Chaplain Corps

1. Purpose

- a. The Chaplain Corps provides pastoral care to the community, deputies and their families and other agency members.

2. Appointment and Qualifications

Chaplains shall be appointed and will serve at the discretion of the Sheriff. Selections are made from volunteers and persons recommended by agency members and current Chaplains. To meet the minimum qualifications for appointment, Chaplain candidates must: **(MACP Standard 2.6.2a)**

- a. Be ordained members of the clergy, representing various religious denominations.
- b. Have an ecumenical interest in view of the diverse religious affiliations among the agency members to be served.
- c. Show compassion, understanding and love for others, relating easily to all people.
- d. Show an active interest and enthusiasm for serving as a chaplain.
- e. Be able to develop rapport with agency members.

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3. Duties and Responsibilities (**MACP Standard 2.6.2b**)
  - a. When possible, depending on availability, chaplains will:
    - i. Assist deputies on scene of a critical incident where citizens' family members have been seriously injured or killed.
    - ii. Assist with families of agency members who have been seriously injured or killed.
    - iii. After family notifications, will respond to the hospital when an officer or employee has been seriously injured or killed.
    - iv. Visit sick and injured personnel in the hospital and home.
    - v. When requested, attend and participate in the funerals of active or retired members of the department.
    - vi. Be on call and, if possible, be in the field during any major situation requiring the presence of a large group of agency personnel.
    - vii. Counsel with officers and other personnel having personal problems, at their request.
    - viii. Attend in-service training classes for personnel. (**MACP Standard 2.6.2d**)
    - ix. Be willing to attend training courses to enhance his/her effectiveness.
    - x. Attend agency graduations, promotion activities, award ceremonies, dinners and social events, offering invocations and benedictions as requested.
    - xi. Represent the agency before official bodies and at public functions upon the request of the Sheriff.
    - xii. Respond to major disasters and civil disorders such as bombings, building collapses, explosions, multiple fire alarms, unusual industrial accidents and similar situations, reporting first to the command officer in charge when arriving at the incident scene.
    - xiii. Provide liaison with other religious leaders in the community.
    - xiv. When responding to the scene of death or injury, whether departmental personnel or private citizens, the chaplain will notify the individual's personal clergy representative as soon as possible.
    - xv. Will make referrals in cases where specialized attention is needed, such as those cases that are beyond the chaplain's own ability to assist.
    - xvi. Be available as the "resident religious expert" to find and provide answers to religious questions, including such topics as religious fraud, cults, satanists and religious terminology.
    - xvii. Serve as advisor to the Sheriff and other staff members in matters pertaining to the moral, spiritual and religious welfare of agency personnel.
  - b. Confidentiality
    - i. Because of the nature of the information received in personal counseling and through confidential reports or observations, the Chaplain will maintain strict professional privilege in these matters.
    - ii. Maintaining confidentiality within the Chaplain Corps is of paramount importance to the Sheriff. Accordingly, communications between a Chaplain and person receiving services from the Chaplain staff are deemed privileged and confidential communications and shall not be divulged to the fullest extent permitted by law. {MCL 600.2156 and MCL 767.5a (2) and religious ethical canons}
    - iii. Chaplains may not release any information to the media, insurance agencies or attorneys regarding cases in which they are involved. Requests for information should be referred to the designated media relations officer of the Oakland County Sheriff's Office. All information secured should be held in confidence and used only for the benefit of the person or officer involved.

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- iv. Chaplains may not publicly criticize members or employees of the Oakland County Sheriff's office or Oakland County Sheriffs' Office Policies or actions. Any criticism or grievance may be raised internally.
- c. Professional Conduct
  - i. The Chaplain, in performing his/her duties, shall inevitably deal with members of the community. On these occasions the Chaplain will serve the community without interfering with law enforcement procedure or infringing upon the ministry of others. While dedicated to serving deputies, their families, and other members of the Sheriff's Office, the Chaplain also has a responsibility to serve all of humanity.
  - ii. Ecumenism: The chaplain shall strive for an unbiased understanding of all faiths and be acquainted with their liturgies. The Chaplain shall conduct himself/herself in a manner that will foster ecumenism with churches other than his/her own and will attempt to win the goodwill of all.
  - iii. Gifts and Favors: The chaplain bears the heavy responsibility to foster integrity and honor within the department. The Chaplain shall guard against placing himself/herself in a position in which any person can expect to receive special treatment from the Chaplain or in which the public can reasonably presume that special treatment has been given. The Chaplain should refuse gifts, favors or gratuities, large or small, which the public could interpret as being offered to influence others.
  - iv. Professional Attitude: The Chaplain shall always discharge his/her duties in a professional manner. By diligent study for self-improvement and dedicated service toward Sheriff's Office personnel, he/she shall strive for effective moral leadership and high-spirited morale. The Chaplain shall appreciate the importance and the responsibility of the Sheriff's Office and hold his/her office as essential in assisting all members of the Sheriff's office and rendering valuable services to the Sheriff's Office and community.
- 4. Prescribed Issued Uniform (**MACP Standard 2.6.2c**)
  - a. Winter or summer uniform
  - b. Chaplain insignia
  - c. Option to wear clerical collar, if desired, in lieu of regular shirt as an inner garment
  - d. Badge with designation of Chaplain.
  - e. Uniform patches with designation of "Chaplain"
  - f. Sheriff's Office hat
  - g. Name tag
- B. Community Emergency Response Team (CERT)
  - 1. Selection Criteria (**MACP Standard 2.6.2a**)
    - a. The potential member must be at least 18 years of age or older, have a valid driver's license and have access to a vehicle.
    - b. Each member must pass a background check.
    - c. Individuals should have a current Medical First Aid/CPR card prior to attending CERT training.
    - d. The prospective member must attend no less than 20 hours of CERT training and receive a Completion of Course certification.
    - e. To become a CERT Team member, the individual must register with the CERT Citizen Corps Coordinator (Oakland County Sheriff's Office) and complete a "Hold Harmless/Permission Request" and other required paperwork.

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2. Training and In-Service Requirements
  - a. All potential CERT members must have a current Medical First Aid/CPR certificate of completion or renewal. The CERT course is a minimum of twenty (20) hours of group class work. Individuals interested in completing the FEMA CERT online course are encouraged to do so for additional training, but this course will not be accepted in place of the group class work. CERT Board members and CERT quadrant leaders are required to complete Incident Command System IS 100/700 training; all CERT members are strongly encouraged to complete IS 100/700 training as well.
  - b. Generally, two in-service or training opportunities will be offered and at least one practice exercise will be conducted during the calendar year. Refresher Medical First Aid/CPR courses will be offered annually. **(MACP Standard 2.6.2d)**
  - c. Charges for all classes/courses are dependent upon receiving funded support. If no funding is available, the cost is assumed by the member taking the class/course.
3. Duties and Responsibilities **(MACP Standard 2.6.2b)**
  - a. Members of CERT will be trained and certified to first help themselves, then their families, then the community during times of emergencies or disasters. CERT is an integrated part of Oakland County Emergency Management and is part of Emergency Management during a declared County disaster or emergency. Duties may include:
    - i. Light Search and Rescue
    - ii. Fire extinguishment in the initial phases only
    - iii. Triage of trauma victims
    - iv. Set up and staff rest and recovery areas.
    - v. Crowd control on major incidents.
    - vi. Provide basic first aid for public events.
    - vii. Set up and staff emergency shelters.
    - viii. Set up and staff a spontaneous volunteer intake center.
    - ix. Provide support at an incident site and at the Emergency Operations Center.
4. Clothing, Equipment and Supplies **(MACP Standard 2.6.2c)**
  - a. Upon completion of a CERT course and registration as a CERT team member, the new team member may be issued a backpack including but not limited to the following:
    - i. One (1) all-purpose tool
    - ii. One (1) hard hat
    - iii. One (1) flashlight with batteries
    - iv. One (1) first aid kit with bandages, first aid tape, gauze, scissors
    - v. CERT identification/safety vest



**ISSUED BY:** Sheriff Michael J. Bouchard