# Volunteer Position Announcement Lakewood Police Department Volunteer Chaplain

**Division: Support Services Division** 

### **PURPOSE:**

The Lakewood Police Department's Chaplains Unit is a group of volunteer clergy whose function is to provide emotional and spiritual support and guidance to Police Department employees and their families, and to enhance the holistic wellness of those employees. It also provides aid and support to the community during designated emergencies. Organizationally, the Chaplain's Unit is part of the Support Services Division under direct supervision of the Volunteer Program Coordinator.

### **ESSENTIAL DUTIES:**

- Chaplains will make their services available at the request of sworn and civilian personnel of the department.
- Attend department functions and ceremonies as requested to make invocations or perform similar functions.
- Assist as requested with notifying families of department personnel in the event of serious injury or death.
- Visit sick or injured employees at home or in the hospital.
- As directed, assist during critical incidents, major emergencies, accidents, natural disasters, etc.
- Attend and participate in funerals of current and retired department employees as directed or requested.
- Be available at all times while on-call.
- Participate in training classes, seminars, etc. as required by policy and, on occasion, as requested.
- Participate in ride-alongs with on duty police agents and interact with sworn and civilian personnel in all divisions of the department.

 Maintain a monthly log of activities to be submitted to the Volunteer Program Coordinator.

# **QUALIFICATIONS:**

In order to maintain professionalism in the Lakewood Police Department Chaplaincy, all chaplains must meet the following qualifications:

- Clergy or retired clergy, ordained/licensed by the members of a church or religious order; or ordained/licensed clergy associated with a religious organization, or three years of acceptable experience as a military or law enforcement chaplain.
- Masters of Divinity degree, with a minimum of three years of experience as a law enforcement or military chaplain, and prior experience in counseling or related field. The department may consider a combination of education, training, and experience which provides the required knowledge, skills, and abilities necessary to meet the essential job functions.
- Additionally, a specialized interest in law enforcement chaplaincy as demonstrated by training, education, and work experience is required.
- Consistently demonstrated tact, consideration, and respect for all.
- Ability to advise the Chief of Police as requested on matters pertaining to the moral, spiritual, and religious welfare of the department's personnel and families.
- Be available to serve on a rotating 24 hour on call basis.
- Attend Chaplains Unit meetings as required.
- Successfully pass a comprehensive background check.
- Successfully complete a six month probationary period.

## **SPECIAL REQUIREMENTS:**

Volunteers of the Lakewood Police Department are bound by the provisions of the Lakewood Police Department Manual and the provisions of any policy, procedure, rule or regulation of the component to which they are assigned. Chaplains must take and pass an oral interview, criminal background check and provide information for a background investigation. Applicants must also pass a psychological test, polygraph test and drug screening test.