



**PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER**

General Order Number: 01-11	Effective Date: February 19, 2016
Division: Administration and Organization	
Chapter: The Prince George's County Fire/EMS Department Chaplain Corps	
By Order of the Fire Chief: Marc S. Bashoor <i>[Signature]</i>	Issue Date: February 19, 2016

POLICY

This General Order shall establish a Chaplain Corps and outline the role and duties of the Prince George's County Fire/EMS Department Chaplain Corps.

DEFINITIONS

N/A

PROCEDURES/RESPONSIBILITIES

I. General Information

- A. The Chaplaincy program within the Prince George's County Fire/EMS Department is a non-paid position that provides a full range of needs to Fire/EMS Department members and their families.
- B. The Fire/EMS Department Chaplains are available on an "ON CALL" basis to provide a wide range of support and encouragement to anyone in the Prince George's County Fire/EMS Department. Though their scope of activity is primarily for the members and family members of those who are associated with the Prince George's County Fire/EMS Department, there may be times when the Chaplains will provide assistance to those outside of the Department.
- C. The Chaplains will proceed to emergency incidents and they will be responsible to provide spiritual support and encouragement to firefighters on the scene of stressful and unusual incidents.
- D. The Prince George's County Fire/EMS Department Chaplain Corps will be available to serve all personnel within the Fire/EMS Department. The Prince George's County Volunteer Fire & Rescue Association (PGCVFRA) Chaplain Corps operates under the direction of the Charter, Constitution, and Bylaws of the PGCVFRA. The PGCVFRA Chaplain Corp will work in concert with the Prince George's County Fire/EMS Department Chaplain Corp to support the spiritual needs of Department personnel.

II. Qualification and Selection

- A. Individuals selected to join the Fire/EMS Chaplain Corps must be:



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1. Ordained, recognized, licensed or commissioned as a religious leader within their religious community or denomination, having engaged in or retired from ministry as a vocation.
 2. In possession of a valid driver's license.
 3. Respected in the local community.
 4. Of good moral character.
 5. In good physical and mental health.
 6. Prepared to serve in crisis zones and stressful situations.
 7. Willing to commit the time necessary to develop rapport and relationships with Fire/EMS personnel and minister to them effectively.
 8. Able to respect the beliefs and customs of all Fire/EMS Department personnel in a pluralistic religious context.
 9. Willing to submit to a background investigation.
- B. Aspiring Chaplains shall complete the Chaplain Corps Application Form (Attachment #1) and submit it to the Executive Officer. The Fire Chief will review the applications and will have the final authority to appoint individuals to the Chaplain Corps.

III. Structure and Operation

- A. Members of the Chaplain Corps serve the Fire/EMS Department on a voluntary basis. Members of the Chaplain Corps will select one member to act as Lead Chaplain and will forward this recommendation to the Fire Chief for approval. The Lead Chaplain will report to the Fire Chief and will be tasked with organizing the Chaplain Corps, coordinating assignments and duties, and adding and replacing members of the Chaplain Corps as necessary, under the approval of the Fire Chief. The Fire Chief will determine the size of the Chaplain Corps.
- B. Duties of the Fire/EMS Chaplain Corps:
1. Be available when called upon to provide spiritual guidance to Fire/EMS Department personnel. At least one Chaplain should be available at all times – 24-hours a day, 7 days a week.
 2. Assist at emergency scenes when called upon, including providing assistance to firefighters and the families of firefighters, as well as civilian victims and families of victims.
 3. Liaison with hospitals and assist families of injured firefighters in understanding what is taking place and provide emotional and spiritual support.
 4. Have knowledge of insurance and benefits available to firefighters and families of firefighters who are injured or killed in the line of duty.
 5. Conduct or assist in the organization of funerals. Support and console the firefighter's family and children. Send condolences at the time of death of a Fire/EMS Department member and offer assistance if needed.
 6. Visitation at hospitals, places of work or private homes to provide support and assistance to sick and injured members. The Chaplain acts as a representative of the



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Fire/EMS Department to show support and concern for the welfare of Department personnel and family members.

7. Remain visible at Fire/EMS Department activities and events to further relationships with firefighters and EMS providers.
8. Give invocation, dedicatory prayer or benediction at Fire/EMS Department functions.
9. Promote communication with firefighters by organizing and hosting a quarterly or annual prayer breakfast.
10. Maintain contact with the union representative for retired firefighters and be prepared to assist retirees as well.
11. Work with the Critical Incident Stress Management (CISM) Team in accordance with General Order 08-03 and attend relevant training.

C. Fire/EMS Chaplains will not be required to perform duties that are contrary to their personal convictions and beliefs or to their religion's or denomination's doctrines.

IV. Notifications

A. Chaplains may be requested to proceed to the scene of an emergency by the on-scene Incident Commander, the Fire Chief or his designee. Chaplains are not to respond to emergency scenes with lights or sirens. Upon arrival on scene, Chaplains should report to the Incident Commander or CISM Team representative for specific instructions. Chaplains serve in a support role, not an operational role, and should refrain from engaging in operations that exceed their level of training.

B. The "ON CALL" Fire/EMS Department Chaplain will be automatically notified by group page to all of the following incidents:

1. Death/serious injury/illness to a Department member.
2. Death/serious injury/illness to a Department member's family member.
3. Any incident with serious injuries or fatalities.
4. All second alarm fires or greater.
5. Fire/EMS Department vehicle accident with serious injuries or death.
6. Anytime the CISM Team is called.

C. The Chaplain may also be reached 24-hours a day by contacting the Fire/EMS Watch Office at 301-583-2200.

REFERENCES

N/A

FORMS / ATTACHMENTS

Attachment #1 – Chaplain Corps Application Form

Division 01 – Administration and Organization

Chapter 11 – The Prince George's County Fire/EMS Department Chaplain Corps

Revision Date – February 19, 2016



Prince George's County Fire/Emergency Medical Services (EMS) Department

Application Position: Chaplain Corp

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____

Position Applied for: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to a selection to the position, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____