



HIGHLAND PARK FIRE DEPARTMENT
POLICY MANUAL
POLICY # 40



FIRE DEPARTMENT CHAPLAIN	EFFECTIVE	01/APRIL/2015
	REVISED	30/OCTOBER/2020

1.0 Purpose

- 1.1 The purpose of this policy is to establish the criteria for a fire department chaplain, clergy person, (ordained or endorsed by a denomination or congregation) or layperson that provides necessary and effective ongoing spiritual and emotional support to department staff and their families.

2.0 Responsibility

- 2.1 It is the responsibility of all personnel to know and understand all aspects of this Policy.

3.0 Policy

- 3.1 Functions related to the role of Chaplain may include:

- 3.1.1 Department staff and family assistance
- 3.1.2 Ministry of presence
- 3.1.3 Death and injury notification
- 3.1.4 Line of duty death arrangements and funerals
- 3.1.5 Critical incident stress management
- 3.1.6 Hospital visits
- 3.1.7 Ceremonial duties
- 3.1.8 Employee assistance programs and referral services
- 3.1.9 Informal counseling
- 3.1.10 Crisis intervention (stabilize-assess-refer)
- 3.1.11 Instructor
- 3.1.12 Interfaith liaison

- 3.2 Fire Chaplain Training

- 3.2.1 The following are the recommended basic training courses for a fire department chaplain serving this department.
 - 3.2.1.1 Federation of Fire Chaplains – Basic Level Introductory Class
 - 3.2.1.2 Psychological First Aid
 - 3.2.1.3 NIMS 100, 200, 700, 800b
 - 3.2.1.4 Critical Incident Stress Management (CISM) –Group, Peer to Peer (Individual), Grief Following Trauma
 - 3.2.1.5 CPR and First Aid
- 3.2.2 Appropriate equivalents would be accepted and a department training file will be maintained for the Chaplain.

- 3.3 The Fire Department Chaplain must be sponsored by a religious organization
- 3.4 Professional Affiliations
 - 3.4.1 It is recommended that the Fire Department Chaplain maintain membership in the Federation of Fire Chaplains (national organization) and the Illinois Corps of Fire Chaplains (state organization).
- 3.5 Utilization of Fire Department Chaplain
 - 3.5.1 When a need is identified by Fire Chief, Deputy Chief or Battalion chiefs, the Department Chaplain may be contacted and utilized as needed.
 - 3.5.2 Department staff or their families may contact the Department Chaplain directly if they feel that assistance from the chaplain is needed.
- 3.6 The Fire Department Chaplain will maintain confidentiality for all conversations that were intended to be private excluding those that he or she is legally obligated to report.

4.0 Appointment of Fire Department Chaplain

- 4.1 Appointment to the position of Fire Department Chaplain will be the Fire Chief of the Department.
- 4.2 Chris Prager will serve as the Fire Department Chaplain for the Highland Park Fire Department.

5.0 Reference

- 5.1 Highland Park Fire Department

Approved:  Fire Chief