

## **COPC Application Process**

(Revised 08/10/2010)

The COPC application process is for candidates seeking to become chaplains. The process is outlined below.

1. Receive, complete, and return the Preliminary Information Profile. Failure to fill out the document completely may result in disqualification.
2. Please attach a resume outlining work history, education and experience that might qualify you for this position.
3. Have a personal interview with the Executive Chaplain.
4. An initial personal background check will be conducted.
5. Information from the Preliminary Information Profile and initial background check will be brought to the COPC Board of Directors.
6. Have a personal interview with the COPC Board of Directors.
7. Receive, complete, and return the full background check package.
8. Complete a six month period of probation and mentoring.

**Central Oregon Police Chaplaincy**  
**Standard Operating Procedures**  
*“Serving the Hearts & Minds of  
Central Oregon’s First Responders”*

**Expectations of Volunteer Chaplains**

(Revised 08/10/2010)

**Description of Position:**

Volunteer Chaplains serve alongside the Executive Chaplain or his designee in providing support, assistance, encouragement and guidance to the law enforcement and emergency services personnel of Central Oregon.

**Accountability of Position:**

Volunteer Chaplains serve at the discretion and direction of the Executive Chaplain and are accountable to him for their actions. The ultimate governing authority of *Central Oregon Police Chaplaincy* is the Board of Directors.

**General Expectations of Position:**

Chaplains are to volunteer at least 20 hours a month in the performance of their duties. These duties will include but are not limited to the following:

- Be “on call” for at least one 12 hour (6:00 AM – 6:00 PM or 6:00 PM – 6:00 AM) period each week. Respond to any calls and provide service as requested. Any call out could pose the risk of being in a dangerous environment or high risk situation. You could be exposed to the sight of a dismembered body, deceased body and/or bodily fluids. You may be prone to the possibility of being exposed to extreme weather conditions or standing for a prolonged period of time.
- Make office visits to emergency service providers providing support and encouragement.
- Do ride-alongs with law enforcement and emergency service personnel. Any ride along could pose the risk of being in a dangerous environment or high risk situation, the same as an emergency service provider. You could also be exposed to the sight of a dismembered body, deceased body and/or bodily fluids. You may be prone to the possibility of being exposed to extreme weather conditions or standing for a prolonged period of time.
- Offer counsel and encouragement to people experiencing crisis in their lives and be able to effectively communicate with distraught and emotional people.
- Attend the regular meetings and training events of the organization.
- Provide Critical Incident Stress Debriefings and Defusings following a critical incident or traumatic event, for officers, emergency services personnel, and the community.
- Complete one of the following courses of training within the first year of being a Volunteer Chaplain: The International Conference of Police Chaplains (ICPC) Basic Course or the Police & Fire Chaplain Training Academy (PFCTA).

- Fill out the Volunteer Chaplain Report following each incident or call out and submit a copy to the Executive Chaplain and Administrative Assistant within two days of the callout.
- Fill out the monthly Chaplain Time Log Report and submit a copy to the Executive Chaplain and Administrative Assistant the first of each month.

**Preliminary Information Profile**  
**For Potential Chaplains**  
**Central Oregon Police Chaplaincy**  
(Revised 08/10/2010)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work # \_\_\_\_\_

Cell # \_\_\_\_\_ Pager # \_\_\_\_\_

Email address \_\_\_\_\_ Birth Date \_\_\_\_\_

Who recommended you to COPC? \_\_\_\_\_

What Church or Spiritual Discipline do you attend regularly? \_\_\_\_\_

Are you a Member? \_\_\_\_\_ Identify your Ministry Areas? \_\_\_\_\_

\_\_\_\_\_

Does your Denominational or Spiritual leader support you being involved with COPC? \_\_\_\_\_

\_\_\_\_\_

Can you give a brief description of your faith discipline or formation?

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\_\_\_\_\_

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If you are extended the opportunity to become a chaplain with COPC do you have your spouses consent? If not, explain.

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What areas do you feel your giftedness lies and how would those areas be especially beneficial in serving law enforcement and emergency services agencies in Central Oregon?

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Do you presently hold ordination privileges with a denomination or have a license to minister? Which Denomination? \_\_\_\_\_

Have you had a personal interview with our Executive Chaplain? \_\_\_\_\_

**Our Board's Mission and Philosophy of Ministry Statement is:**

The Central Oregon Police Chaplaincy is a 501c3 religious non profit ministry that exists to serve and support all law enforcement and emergency services personnel and their families.

It is our goal to provide Christ centered service and ministry to members of all faiths while fulfilling our purpose.

While in contact with the community it is our mission to care for the troubled and for those who have endured loss, been victimized by events and tragedy that have left them abandoned, helpless and without hope.

Do you subscribe to our mission of ministering to all faiths? \_\_\_\_\_

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Do you agree to and understand the expectations of a COPC Chaplain, if no, please explain (see attached COPC Expectations)? \_\_\_\_\_

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Why do you want to be a COPC Chaplain? \_\_\_\_\_

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**Professional References:**

Can you supply the names of at least three individuals who you have worked for or with for a period of time and will give you a character reference?

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Company or Organization \_\_\_\_\_

Contact Phone # - Home \_\_\_\_\_ Work \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Company or Organization \_\_\_\_\_

Contact Phone # - Home \_\_\_\_\_ Work \_\_\_\_\_

3. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Company or Organization \_\_\_\_\_

Contact Phone # - Home \_\_\_\_\_ Work \_\_\_\_\_

**Personal References:**

Can you supply the names of at least three individuals who have known you for a period of time and will give you a character reference?

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Company or Organization \_\_\_\_\_

Contact Phone # - Home \_\_\_\_\_ Work \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Company or Organization \_\_\_\_\_

Contact Phone # - Home \_\_\_\_\_ Work \_\_\_\_\_

3. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Company or Organization \_\_\_\_\_

Contact Phone # - Home \_\_\_\_\_ Work \_\_\_\_\_

**All of the information supplied by you is completely confidential**