

PHOENIX FIRE DEPARTMENT

Volume 1 – Management Procedures

FIRE DEPARTMENT CHAPLAIN

M.P. 105.02D	Date Revised: 08/26
This policy is for internal use only and does not expand an employee's legal duty or civil liability in any way. This policy should not be construed as creating a duty to act or a higher duty of care with respect to third-party civil claims against employees, the Phoenix Fire Department (PFD) or the City of Phoenix. A violation of this policy, if proven, can only form the basis for non-judicial administrative action by the employer in accordance with the laws and rules governing employee discipline.	
Related Policies: 105.01A Member Services Section	

BACKGROUND

The Phoenix Fire Department Chaplain Program exists to provide emotional, spiritual, faith-based, and practical support to our firefighters, their families, and the citizens we serve. Chaplains respond to critical incidents, provide comfort during tragedy, and promote the overall well-being of our members through presence, compassion, and connection.

STRUCTURE

Lead Chaplain

A designated Lead Chaplain, or Chaplain 1, will serve as the program manager and primary point of contact between the Chaplain Program and the PFD. Sworn personnel shall not be considered for this role.

RESPONSIBILITIES:

- Overseeing the overall function and direction of the program
- Coordinating scheduling and assignment of additional Chaplains
- Managing on-call coverage to provide Chaplain services
- Assisting in the selection, orientation, and mentorship of new Chaplains
- Acting as PFD's official representative for matters involving chaplaincy

BACKUP CHAPLAINS

The Lead Chaplain will work with administration to appoint Backup Chaplains to assist with the duties expected of the Chaplain. Backup Chaplains shall assist with the needs of the program and be part of the succession plan for the future Lead Chaplain when needed.

Each Chaplain will have the same access to respond to incidents, provide member support, and represent the department at events. However, this presence shall be in coordination with the lead Chaplain to ensure consistency of the program.

APPOINTMENT

The Fire Department Chaplain shall be appointed by the Fire Chief after consultation with the Firefighters' Union President. The Chaplain will be considered part of the PFD Executive Team, but will report to Chief of Member Services

Chaplains will serve as official City of Phoenix volunteers.

The Department Will Provide

- Uniform as defined in uniform policy
- City email addresses
- ID card
- Access to appropriate software and IT
- Computer
- Vehicle when resources are available

Operational support, including coordination and oversight, will be housed under the Division of Member Services.