

Subject:	Chaplain Requests	
Effective:	3/30/2017	Procedure
Updated:		
Reference:		

PURPOSE

To describe the procedure for paging a chaplain when requested by Fire or Law personnel.

PROCEDURE

1. When circumstances dictate the need for a chaplain, dispatch will be requested to page a chaplain. The resource requesting the chaplain should advise the nature of the emergency, the location for the chaplain to respond and any other pertinent information.
2. To page a chaplain, click on the paging function in the toolbar in CAD. Select "Paging Groups" and "Law or Fire" as the Agency Type. Click on "Chaplains".
 - a. Enter the request in the message section, stating the area of the County where the chaplain is required (i.e., Santa Maria, Goleta, Santa Ynez, etc.)
 - b. If no response within 15 minutes, advise the requester and wait for further direction.