**Chaplain Requests**

**Effective:** 3/30/2017

**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.