

Chaplain Application

Tulsa Police/Fire Chaplaincy Corps

Tulsa Police Department ■ 600 Civic Center ■ Tulsa, Oklahoma 74103-(918) 596-9138

Dear Applicant:

Thank you for your interest in becoming a Tulsa Police Chaplain. Enclosed is an application for you. Please keep this letter, the mission statement, and the volunteer guidelines for your files, and return the completed application to:

Tulsa Police/Fire Chaplaincy Corps

Tulsa Police Department

600 Civic Center

Tulsa, OK 74103

The Tulsa Police Chaplaincy Corps emphasizes service to the community as a whole. Volunteers assist officers in tasks that are ongoing and necessary to the police mission. Confidentiality is imperative and all potential volunteers are subject to a background investigation prior to acceptance.

A general knowledge of office procedures is helpful but not necessary. On the job training will be provided. You must be an ordained or otherwise recognized minister active in a local court or congregation. The positions require some level of reporting and a working knowledge of computers. A volunteer should plan to commit to an "on call" status of one week out of the month and be able to respond to call outs that occur during that time. There would be a six month review to determine the applicant's satisfaction and ability to perform as a Tulsa Police/Fire Chaplain.

After your application has been processed, you will be called to set up an appointment for an interview. Again, thank you for your interest in VIPS.

Sincerely,

Danny Lynchard

Executive Director

Tulsa Police/Fire Chaplaincy Corps

Tulsa Police Department ■ 600 Civic Center ■ Tulsa, Oklahoma 74103; (918) 596

MISSION STATEMENT

It is the mission of the Tulsa Police/Fire Chaplaincy Corps to assist the Tulsa Police Department in any way deemed needed and necessary to enable sworn officers to fulfill their assigned duties in service to the community.

We have three main goals; (1) Provide Pastoral Care to police or firefighters; (2) Provide Pastoral Care to citizens in crisis. (3) To provide a bridge of positive understanding between citizens and police.

We recognize that we would be under the direction of the officer or employees responsible in the respective work area.

As Police/Fire Chaplains, we also recognize that all information we acquire while on duty is to be kept confidential.

Our goal is to perform our duties in such a way that we are able to gain and maintain the approval and trust of those with whom we work.

We as Chaplains, we will respect and practice sensitivity and understanding of the cultural and ethnic diversity of the City of Tulsa and of those with whom we work.

Tulsa Police/Fire Chaplaincy Corps

CONDUCT IN PERFORMING:

All organizations have guidelines they follow to provide for order and management. A volunteer's work for the Tulsa Police Department entails the same responsibilities as required of all Tulsa Police Department Employees.

Volunteers will conduct themselves in a manner that brings respect to themselves and to the Tulsa Police Department. Volunteers will perform their duties in an impartial manner consistent with the Tulsa Police Department's policy 31-136A, Performance of Duty-Nondiscrimination.

Volunteers In Police Service are not sworn police officers, and will not conduct themselves as such.

Volunteers shall treat all information that they receive from reports, officers, or victims as confidential.

Volunteers shall not use their association with the Tulsa Police Department to seek favors for themselves or others.

Volunteers shall not discuss any aspect of a crime or an investigation with any person unless directed to do so by their immediate supervisor. People seeking information or advice on a criminal case shall be referred to the investigating officer or a supervisor.

Volunteers who observe apparent misconduct by employees or volunteers shall report that misconduct to their immediate supervisor. Grave infractions shall be brought to the direct attention of the Executive Director of the Tulsa Police/Fire Chaplaincy Corps.

Volunteers are expected to dress in compliance with other Tulsa Police Department employees and their guidelines or as required by their supervisor.

RIDE ALONG PRIVILEGES:

Volunteers, other than those who are also foreign language interpreters, may participate in the Citizen's Ride Along Program as many times as required to develop an understanding and positive rapport between themselves and officer upon completion of a Citizen Ride Along Hold Harmless Agreement

DISMISSAL:

Volunteers, like all Tulsa Police Department employees, are subject to dismissal for failure to follow the guidelines for behavior set forth by the Chaplain.

Volunteers are subject to removal from the program at the discretion of the Chief of Police, the Chaplain Director, and/or the Sector Chief.

Reasons for removal include, but are not limited to, the following:

Committing a felony or misdemeanor.

Reporting for service in an intoxicated state or possession of intoxicants on the job.

Improperly releasing confidential information.

Failure to report for service assignment without a justifiable cause.

Misconduct (to include profane or abusive language).

Failure to attend training sessions for one year.

Volunteer's identification badge and parking permit (if applicable) shall be given to the volunteer's supervisor and then forwarded to the Chaplain's Sector Chief

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APPLICATION

(Please print or type)

Are you willing to be called out any time of day if needed? Yes No

Can we call you at your place of employment if needed? Yes No

In addition to this application, please submit the enclosed Hold Harmless Agreement and a brief resume of your qualifications (language, skill level, education, etc.) If you have questions please email Danny Lynchard, Director of Chaplaincy, dlynchrd@cityoftulsa.org

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INFORMATION AUTHORIZATION

I understand and agree that any false statement, either verbal or written, may cause the applicant's name to be removed from the eligibility list or be cause for immediate dismissal as a volunteer with the

City of if an appointment is/was made.

For reasons sufficient unto myself, I hereby authorize information, which may be on file in any law enforcement agency to be released to the Tulsa Police Department anytime during my volunteer service. I request the Custodian of Records to permit any such record(s) to be copied, examined, or otherwise reviewed.

I hereby release, indemnify, and hold harmless, the Tulsa Police Department, officers, employees, or related personnel, both individually and collectively, from any and all liability or damages of whatever kind which may at any time result to me, my heirs, executors or assignors, as a result of compliance with this Authorization to Release Information, or any attempt to comply with it.

This Authorization to Release Information serves as a waiver of any contact I may have with any organization or individual, and serves as a waiver of any and all legal communication privileges I could claim.

A copy of this authorization shall be considered as valid as the original.

(Signature) (Date)

(Printed Name)

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LETTER OF UNDERSTANDING AND HOLD HARMLESS AGREEMENT

I understand that I am not an employee of the City of . I am not entitled to payment for services rendered, nor am I entitled to compensation or fringe benefits other than set out below. I further acknowledge that I am a volunteer for purposes of the Fair Labor Standards Act. I wish to volunteer my services to the City of Tulsa Police Department and/or observe members of the Tulsa Police Department perform their duties. I understand that my status as a Volunteer in Police Service (VIPS) may be revoked at any time. In consideration of the above granted authority to observe and other good and valuable consideration, I, my assigned heirs, executors, or agents hereby agree to hold the City of Tulsa and the Tulsa Police Department harmless. I agree to indemnify the City of Tulsa, the Tulsa Police Department, and their agents and employees from any and all claims, damages, losses, and expenses arising out of the above described observations, volunteer work, and related activities, which is for bodily injury, illness or death, or property loss of use.

(Signature) (Date)

(Printed Name)

CONFIDENTIALITY AGREEMENT

I have read the Tulsa Police/Fire Chaplaincy Corps Guidelines and agree that I shall treat all information I receive from reports, officers, or victims as confidential. I understand that I could jeopardize the ultimate investigation of a crime by revealing information. I will not discuss any aspect of a crime or investigation with any person unless directed to do so by my supervisor. I agree that I will not use my association with the Tulsa Police Department to seek favors for others or myself.

(Signature) (Date)

(Print Name)

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VOLUNTEER AGREEMENT

I seek the opportunity to become a volunteer for the city of , , and learn about municipal government functions through active participation in government activities. I understand that I will not be paid for my time or services, I am not officially an employee of the City of , and I may not represent myself as anything other than a volunteer.

I understand that in the course of my work I may obtain or be presented with confidential information, particularly during any work within the Tulsa Police Department. I agree to keep confidential any and all knowledge I may have regarding any cases, prisoners, victims, or any other information of any kind. I understand that violation of this agreement could jeopardize an investigation as well as the safety of me and/or others. I will not discuss any aspect of the department's work with anyone other than department personnel.

I understand that only official representatives of the City of are authorized to make statements to the media, and I agree not to make any statements to the media concerning information I have obtained during or as a result of my volunteer work.

In consideration of this opportunity, I acknowledge, understand, and accept all risks that I may be exposed to during the course of my volunteer work. I agree on behalf of myself, my family, and my heirs, to waive any and all claims, causes of action, and/or damages of any kind or nature, including but not limited to any unforeseen personal injury, including death, animal attack, or other losses or damages, against the City of Tulsa, Oklahoma, its employees, agents, or Officers, which may arise out of or in connection with any aspect of my volunteer work for the City of Tulsa, Oklahoma.

I am seeking the opportunity to become a volunteer for the city of voluntarily, and no promises, agreements, or other inducements have been made. I understand that the City of will rely on this statement by me, and that the terms of this agreement are contractual in nature, and specifically designed to protect the City of its employees, agents, and officers. I understand that I may terminate my agreement at any time, and that the City may do the same.

I have read and understand the above statement. I have obtained any legal advice I may need prior to signing this document, and I sign this document freely and voluntarily.

(Signature) (Date)

(Printed Name)

STATE OF }

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On this day of the month of , 20

Before me personally appeared ,

Known to me to be the person named herein and who executed the foregoing INFORMATION AUTHORIZATION, LETTER OF UNDERSTANDING AND HOLD HARMLESS AGREEMENT, CONFIDENTIALITY AGREEMENT, AND VOLUNTEER AGREEMENT and who acknowledged to me that he/she knowingly and voluntarily executed the same.

Notary public:

My commission number: expires:

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I acknowledge that I have been authorized by the City of to access computer data files for the sole purpose of conducting City business. I understand that certain information available to me is confidential in nature and can only be released to authorized persons or agencies.

I have received and read the Oklahoma Computer Crimes Act and agree not to use this information in an unlawful manner. I understand that violating this privilege will subject me to disciplinary action, termination and/or criminal prosecution.

I understand and acknowledge that any and all access code numbers and passwords issued to me are considered highly sensitive and I agree to keep them secret and to take all measures necessary to secure such information. I specifically agree not to make this information available to any unauthorized person for any reason.

As an authorized user of these data files, I accept the responsibility for reports and output generated for my use in any form or containing any information from these data files.

I acknowledge, understand and accept these responsibilities and the authorization hereby entrusted to me.

(Signature) (Date)

(Name - Print)

(Approval Signature)

(Title)

ATTACHMENT: Computer Crimes Act