

## COLORADO SPRINGS POLICE DEPARTMENT

### NEW CHAPLAIN'S ORIENTATION

- I. Overview of Police Department
  - A. Mission and Values
  - B. Organizational Structure
  - C. Confidentiality
  
- II. Overview of Volunteer Program
  - A. Insurance Coverage
  - B. Volunteer Recognition
  
- III. History of Chaplains Corps
  
- IV. Review of S.O.P. (Standard Operation Procedures)
  - A. Record Keeping (Forms)
  - B. Assignments
  - C. Assignments During Probation Period
  
- V. Police Operations Center Tour
  - A. ID Card
  - B. Record Section
  - C. Communications Center
  
- VI. Lunch
  
- VII. On-the-Job Training
  - A. Four Hours in Dispatch
  - B. Six Ride-alongs
  - C. Training with Mentor
    1. Answering Questions
    2. Use of Radio, Pager, and Chaplain Car
  
- VIII. Interview with Steering Committee at the End of Three-Month Probation

**CHAPLAINS  
ON THE JOB TRAINING**

**To Mentors: Use this outline to cover what the probationary chaplain needs to know.**

**I. Observations**

**A. Communications Center - 4 Hours**

Note: If possible schedule on night mentor is riding - mentor may take trainee to center.

**B. Substations**

1. Introduction to facility and personnel, gas, carwash.
2. Chaplain's equipment  
keys, clipboard, flashlight, radio

**C. Academy**

**D. City Garages and Radio Shop**

**II. Vehicle**

**A. Familiarization with Car and Equipment**

aids kit, first aid kit, teddy bear

**B. Pager Procedures and Forms Needed**

**C. Radio Procedures**

**III. Rides**

**A. 6 rides, 4 Hours Each, Minimum 3-Month Time Frame**

**B. Scheduling**

**C. Duties and Responsibilities While Riding with Officer**

#### IV. Participation Special Events

##### A. Ceremonies

Memorial Day, Medal of Valor, Graduations, Awards

##### B. Training

Rookie

##### C. Service

Funerals, Weddings, Memorials

#### V. Training

##### A. Monthly Meetings

##### B. Continuing Education with Academy

##### C. Area Seminars

#### VI. Forms

##### A. Ride Report

##### B. Car and Pager Log

##### C. Sign In Form

##### D. Reimbursement Form