FROM THE OFFICE OF

# WILLIAM C. HAYES

# PROSECUTING ATTORNEY OF LICKING COUNTY

20 SOUTH SECOND STREET NEWARK, OHIO 43055

FELONY AND CIVIL DIVISIONS (740) 670-5255

TAX FORECLOSURES (740) 670-5021

JUVENILE COURT DIVISION (740) 670-5264 FAX (740) 670-5241

June 27, 2019

Ryan Jayne, Staff Attorney
FREEDOM FROM RELIGION FOUNDATION
P.O. Box 750
Madison, WI 53701

RE: Public Records Request dated June 18, 2019

Dear Attorney Jayne:

I am in receipt of your public records request dated June 18, 2019. Please find enclosed copies of the documents you have requested, specifically:

- 1. A copy of the Licking County Prosecutor's Office Chaplains Service Program;
- 2. All training materials presented from January 1, 2017 to present; and
- 3. A complete list of chaplains, past and present, participating in the Chaplains Service Program.

Should you have any questions, or would like to request additional information, please forward your request to my attention at the above address, as our Records and Archives Division primarily houses historic county government records.

Sincerely yours,

WILLIAM C. HAYES LICKING COUNTY PROSECUTOR

By: Carolyn J. Carnes

Assistant Prosecuting Attorney

**Enclosures** 

### **CHAPLAINS SERVICE PROGRAM**

## A. The purpose of the Chaplain's Program shall be:

- To provide spiritual guidance and counseling to all members of the
   Department, law enforcement agencies, and their families in times of need.
- a. The services of the chaplain are to be available on the basis of need and desire. They are not intended nor do they wish to replace an individual's own clergy.

a. Such service to be provided primarily by requests by or through

- 2. To be an aid to Licking County Law Enforcement and the people of Licking County through a field service ministry. To provide spiritual guidance, counseling, comfort in times of crisis and such physical help as the chaplains are equipped to give on an emergency basis. This includes putting people in contact with the appropriate agencies to help them.
- members of the Licking County Prosecutors Office, or on request of other area law enforcement agencies on behalf of persons living in, in the immediate vicinity of, or passing through Licking County.

### II. CHAPLAIN'S CREED

Believing that God is the answer to man's dilemma, the chaplain stands ready to bear witness to the forgiving love and redeeming power of God to all people confronted with crisis.

Chaplains should always seek to be responsive to God's leadership. They should pray that God will guide their words, thoughts, and actions, as their life is made a channel of God's love.

### MISSION STATEMENT

The Licking County Prosecutors Chaplain Service Program will provide an effective approach to foster relations with the citizens of Licking County by building trust and encouraging enhanced levels of community participation, as Chaplains strives to improve the quality of community life by addressing law enforcement and other significant issues which reflect county-wide concerns.

### III. ORGANIZATION

A. The Chaplain's Division shall be headed by the Prosecutors Chaplain and shall be staffed by as many associate prosecutor chaplains as necessary to accomplish the objectives and purposes set forth above. A law enforcement officer will provide assistance and act as a liaison between the chaplains and law enforcement.

- 1. Prosecutor Chaplain
- a. The Prosecutors chaplain shall be appointed by the County Prosecutor.
- 2. Associate Chaplains
- a. The associate chaplains shall be appointed by the County Prosecutor, with the advice and consent of the divisions head chaplain.

## B. Requirements for membership.

- 1. The prosecutor chaplain and all associate chaplains must:
- a. Be duly ordained or licensed ministers employed in a church or church related organization or retired from a church or church related organization.
- b. Have no felony convictions.
- c. Possess a valid Ohio Driver's License.
- 2. The Associate Prosecutor chaplains must be willing to give at least one consecutive 24-hour period each month in service.
- 3. The chaplain's identification shall consist of a card issued by the County Prosecutor. When participation in the chaplain service is discontinued, the chaplain must surrender their identification card to the County Prosecutor or designee. Once service is discontinued the chaplain is no longer authorized to represent the Licking County Prosecutors Office or the Chaplain's Division.

## IV. DUTIES AND RESPONSIBILITIES

- A. Prosecutor Chaplain.
- 1. The division chaplain shall report to the County Prosecutor and shall be held responsible for matters pertaining to the operations of the Division.
- 2. The prosecutor chaplain shall act as chaplain to the members of the Licking County Prosecutors Office, law enforcement agencies and civilians.

The associate prosecutor chaplains shall stand ready to act in this capacity also if requested.

- 3. The administrative duties of the prosecutor division chaplain shall include planning, organizing and directing the activities of the Chaplain's Division.
- **4.** The prosecutor division chaplain will submit statistical reports on the activities of the Division from time to time as deemed necessary by the County Prosecutor.
- 5. The prosecutor division chaplain shall stand ready to assist the associate chaplains in the field service ministry of the Division at any time as the need may arise.

## B. Associate Chaplains.

- The associate prosecutor chaplains will report to the division chaplain or the County Prosecutor. The types of reports and frequency of reporting are to be determined by the division chaplain.
- 2. Each associate chaplain will be on call for a 24-hour period at least one day each month. During this time they pledge to make themselves available to answer calls for service.
- **3.** The associate chaplain may be called on to assist police officers and or citizens in a variety of situations including but not restricted to:
- a. Death notices. This could be the result of murders, other homicides, suicides, accidents or natural deaths.
- b. Accidents involving serious injury. This could provide comfort to

the injured and their families.

- c. Persons who are confused or emotionally upset.
- d. Attempted or potential suicide victims.
- e. Persons who simply want or need to talk over problems.
- f. Stranded persons in need of financial help for travel.
- g. Persons in need of food, shelter, or medical services, who need direction to an agency that can help.
- h. Assisting officers in quieting an upset person or possibly to aid when a person is being committed to a hospital.
- i. Comfort to victims or members of their families.
- j. Assist police officers and the people they contact in any other function of the ministerial profession as requested.

### V. RULES OF PROCEDURE

- A. The chaplain and associate chaplains are **not** law enforcement officers and shall possess no law enforcement authority other than that of any private person. They are commissioned by the County Prosecutor as division chaplain or associate chaplain and their responsibility is to assist Law Enforcement Agencies in Licking County and other citizens of the county as outlined in this order. They shall in no way interfere with Officers in the performance of their duties.
- B. Associate chaplains will provide 24 hours per day 365 days year coverage, as available.
- 1. Each associate chaplain will be assigned one duty day each month.
- a. The tour of duty will be 24 hours during which time the duty associate chaplain will be on call. Shift change will be at 0800 hrs.
- b. If the associate chaplain cannot serve on their duty day they must coordinate a substitute through, and approved by, the Chaplains Division.

- c. A schedule of duty days will be available in the Chaplains Division

  Office. It is the associate chaplain's responsibility to confirm their
  duty days.
- 2. When providing field service ministry, the chaplain should, as soon as practical, notify the involved person's clergyman. The chaplain should make proper referrals in those cases that need specialized attention. A directory of services will be part of a kit maintained by each associate chaplain.
- **3.** The chaplains, when on duty, shall present themselves in a professional, courteous manner, understanding they are not only a representative of their religious community, but also the Licking County Prosecutor's Office.
- 4. The chaplain shall conform to the police radio procedures and be familiar with the 10-codes and other protocol used by the E-911 Communications
  Center.
- 5. The on-duty associate chaplain shall make themselves available to the E-911 Communications Center dispatcher at all times, either via radio, pager or telephone.
- **6.** Only the division chaplain, associate chaplain, employees assigned to the Chaplain's Division office, or authorized maintenance personnel shall drive the chaplain's car, when a car is available.
- 7. The duty chaplain shall assume the responsibility of contacting their relief and making arrangements for taking the chaplain's car to them at the end of their designated duty day. The duty chaplain shall immediately notify the Division Chaplain when there are difficulties in transferring duties at the end of their shift.

**8.** The duty chaplain shall make a report on all field service cases using the chaplain's report forms. These report forms are for Chaplain Division use only and are to be kept confidential.

9. The chaplains are not to release any information on cases they work, to any news media or insurance agencies. All information secured will be held in confidence and used only for the benefit of the person(s) involved.

Any inquiries will be directed to the Patrol Shift Commander, Division Chaplain

**10.** The duty chaplain shall not hesitate to ask for a police squad car to meet and assist them or to be nearby if they believe it advisable.

11. The chaplains are free to make follow-up calls at their discretion or they may make a follow-up request to the chaplain of the day or the Chaplain Division Office. How much a chaplain becomes involved in a case is their decision to make.

**12.** The chaplains shall not take part in or become a part of normal departmental grievance procedures in the prosecutor's office or police agency.

## **VI. EFFECTIVE DATE**

A. The Department's policy on Prosecutors Chaplains Service Program became effective on April 3, 2017.

### VII. REVIEWS, REVISIONS AND CANCELLATIONS

**A.** The Policies and Procedures will be reviewed each April by the Chaplain's Division and, when necessary, revised or cancelled.

**B.** Any employee volunteer with the Licking County Prosecutors Office with suggestions for revisions and/or improvements to these policies and procedures are encouraged to submit their ideas to the Division Chaplain.

Date of Adoption

Authority of: Willian C. Hayes

Licking County Prosecuting Attorney

Revised 6/20/17 sec.2

# **Basic Death Notification Procedures** Death Notification



Chaplain Services Division

# Death Notification

# "Basic Death Notification Procedures"

It is very important to provide the survivor with compassion." Arrange the death notification to lives far away, either by contacting the Medical be made in person, even if the survivor Examiner's Office or law enforcement a human presence or "presence of agency.

# Provide notification as soon as possible. Time and Certainty

deceased. Notify next of kin and others living in the same household, including roommates and unmarried partners. Obtain positive identification of the

# Before the Notification-move quickly to gather information.

Mistaken death notifications have caused unnecessary trauma.

No one should learn of the death of a loved one from the media.

Determine the deceased person's next of kin and gather detailed information.

# Questions

- circumstances of the death?
- survivor's health risks?
- whether other persons are likely to be present at the notification?

# Information!

# Go In Pairs

Always try to have two people present to make the death notification.

Ideally, a law enforcement officer (in uniform), considered in assisting with the notification. service counselor, family doctor, clergy the medical examiner, chaplain, victim persons and/or close friend should be

# Take separate vehicles if possible Plan the Notification Process

Having two vehicles present provides flexibility. support. Before arrival at the notification site, the team should decide who will speak, what will be said, and how much information will to help contact other family or friends for One notifier may be able to stay longer be disseminated.

## ∞

# In Plain Language

- Notifiers should clearly identify themselves, identify the survivor(s), present credentials and ask to come in.
- Do not make the notification at the doorstep. Request to enter. Ask the survivor to be seated.
- Request that underage children leave the room. Children may be notified separately, if requested.
- The presence of the team has already caused alarm.
- Give the death notification directly and in plain language. Begin by saying, "I have some very bad news to tell you.
- I am sorry, but"....Speak slowly, giving as many details as possible.

# In Plain Language cont.;

You should avoid such vague expressions as "Sally was lost" or "passed away." Instead, say: "Your daughter, Sally, was in a car crash, and she was killed." "Your husband, Tom, was shot today, and he died."

"Your father, Bill, had a heart attack at his work deceased by name-rather than "the body." place, and he did not survive." Call the



Answer the survivor's questions directly. If you don't know the answer to a question, say so.

Inform the survivor(s) that you will provide the information once it becomes available,

appropriate to say, "I am sorry this happened to you." and make certain to do so. There are few consoling words that survivors find helpful-but it is always

# Compassion

Remember: Your presence and compassion are the most important resources you bring to a death notification.

own. Never try to "talk survivors out of their grief" or Remain sensitive to the survivor's emotions and your offer false hope.

beliefs. Such statements as: "It was God's will," "She led a full life," and "I understand what you are going Be careful not to impose your personal religious through" are generally viewed as offensive and insensitive to one's grief.

# No Need to Rush

Take time to provide information, support, and direction. Never simply notify and leave. Do not take the deceased's personal belongings with you at the time of notification.

be delivered in a trash bag. Survivors should be informed how to recover loved ones belongings if they are in the Survivors often need time, even days, before accepting such items. Please note that they should never custody of law enforcement

officials

# Survivors bear the burden of inevitable responsibilities.

may have a hard time remembering what is said provide immediate assistance. Offering to call a friend or family member is one way. Stay until and done. Writing down the names of those the support person arrives. The survivor(s) You can help the survivor(s) by offering to contacted is helpful.

# Helpful Guidance and Direction

opportunity to view a loved one's body. If this is The survivor(s) should also be informed of any body and of any forensic restrictions that may apply. Viewing the deceased's body should be informed of the condition of the deceased's possible, the survivor(s) should be the survivor's choice.

# Death Notification

decision. The survivor(s) may choose to see Providing accurate information in advance the body immediately, and this should be exposed under a protective covering can allowed if possible; even a hand or foot will help the survivor(s) make that help bring closure.

# **Follow Up**

Always leave a contact name and telephone number.

leave the name and telephone number of a Re-contact the survivor the next day. If the death occurred in another county or state, contact person nearest the survivor(s).

# Most

survivors are confused and some might even feel abandoned after the initial notification.

notification team should plan and verify any and provided or may need further direction. The Many will want clarification of information all follow-up assignments.

# **Critical Incident Stress Debriefing**

What is CISD?

technique designed to minimize the impact of a traumatic event Critical Incident Stress Debriefing (CISD) is a therapeutic group and to aid in psychological and emotional recovery.

Dr. Jeffrey T. Mitchell, of the University of Maryland, designed Critical Incident Stress Debriefings to prevent post-traumatic stress among high-risk occupational groups.

expanded for use in natural disasters, school-based incidents, officers, use of the Mitchell Model has been modified and Initially developed for firefighters, paramedics and police and a variety of other stressful events.

# Death Notification in the Work Place

Survivors often must be notified at their work site.

When making a death notification at a work site, ask to notification procedures in person, in a timely manner, person to be notified is available. Ask the manager or supervisor to arrange for a private room in which to speak to the manager or supervisor, and ask if the in pairs, in plain language, and with compassion. make the death notification. Follow the basic

# Notification in the Work Place

Allow the survivor time to react to the news and Offer to notify the supervisor, and to arrange respond with your support. Let the survivor determine what he or she wishes to tell the manager or supervisor regarding the death. transportation to the survivor(s) home, if necessary.

# Death Notification in a Hospital Setting

The principles of death notification described in the work place setting apply in the hospital setting. Here are several additional points:

Find a quiet room in which the notification can be made and be certain the survivor(s) are seated. (Do not make the notification in a crowded hall or waiting room.)

- available shortly after, to answer medical questions or concerns. 1. If possible, make arrangements for a doctor to be present or
- 2. Inform simply and directly.
- 3. Provide assistance and guidance:

# Cont.

- 1. Ask survivor(s) if they wish to spend time with the body of their loved one.
- 2. Explain the procedure if identification of the deceased is necessary.
- Explain about autopsy or organ donation, if appropriate.
- 4. Volunteer to help notify others. Make a list of any calls made.

# Cont.

Refer the media to the investigating officer or victim service advocate. Do not leave

accompanies them at all times. Give survivors the "Community Resource Information." survivors alone. Make certain someone

Make certain that the survivor(s) has your name and telephone number.

Contact the survivor(s) the next day.

# Death Notification Specific to Suicide Notifiers:

to provide answers and support based on the needs of the family. The In the case of a law enforcement officer's suicide, it is important that with both the officer and his/her family. This person is best prepared judgmental manner. The notifier should be someone who is familiar the person making the death notification be able to do so in a nonnotifier(s) should not be afraid to use the word "suicide."

Failure to do so communicates to the survivors that it is something statements. Avoid questions that require a "yes" or "no" answer to be ashamed of. Make eye contact. Use "open ended" (closed statement questions).

# Follow-up:

# Notification Specific to Suicide

Make frequent visits to the survivor and his/her family. Make contact with those closest to the officer and encourage co-workers

to contact the deceased's family. It is extremely important for

the survivors to try to put the "pieces" together to help better understand the behavior and events that occurred in the weeks or months prior to the deceased's suicide.

Expect anger. Do not be afraid to talk about the individual-reflect upon the way they lived, as well as the way they died.

It is important to the deceased's family to know that

with family's questions. Keep in contact with them and include them in your other people miss their loved one too. Help prepare the co-workers to deal social functions. It is important for them

to feel like they are still a part of the "Police Family."

# Physical Shock:

and a sudden decrease in blood pressure. Shock Persons learning of the death of a loved one may experience symptoms such as tremors is a medical emergency-help should be summoned.

# Some factors that affect reactions are:

death vs. heart attack); and Survivor's ability to Intensity of the event (for example, violent comprehend the event. Have as much information available as possible, including the survivor's medical and emotional history.

# Family Support Advocate

The Family Support Advocate's responsibilities include:

- \* Maintaining contact with the surviving family to keep them abreast of criminal proceedings.
- to prosecutors, and answering any questions \* Accompanying the surviving family to any criminal proceedings, introducing them they may have concerning the
  - criminal trial.
- \*Assisting the surviving family with other needs and/or concerns.

One of the most important things to remember about death notifications is each survivor may respond differently.

and non-judgmental. You should also encourage always should remember to be compassionate Team members and Family Support Advocates with needs of the surviving family. others to make visits or to help

# Information Provided by:



NATIONAL SHERIFFS' ASSOCIATION CHAPLAINS Facilitated by:
Licking County Prosecutors Office
Division of Chaplain Services
Newark, Ohio 43055
2018

# **In-Service Training**

# Chaplain Services Division Training Offered, 2018

**Group Critical Incident Stress Management** 

Text Book: Group Crisis Intervention

By: Jeffery T. Mitchell, PhD, CCISM

University of Maryland, ISBN# 978-0-9795692-8-9

Instructor: Deirdre DeLong, <a href="mailto:ddelong@fopohio.org">ddelong@fopohio.org</a>

**UMBC Training Center** 

Mental Health First Aid

Text Book: Mental Health First Aid USA

First Edition (Revised) ISBN # 978-0-692-60748-0

Instructor: Tara L. Schultz, LPCC-S, <u>tschultz@mhrlk.org</u> Mental Health & Recovery, Licking and Knox Counties

\*This training was offered to first Responders. Those chaplains, who were available to attend, participated in the trainings. CB

# Licking County Chaplains Contact List Prosecutors Office Bill Hayes, Prosecuting Attorney

Cliff N. Biggers 745 S 6<sup>th</sup> Street Coshocton, OH 43812 (740) 294-3490 cbiggers@lcounty.com

Paul Reimer
531 Donovan Drive
Newark, OH 43055
(740) 670-1692
chaplainreimer@gmail.com

Leanne Goff \* Resigned 3/27/19
2752 Cloister Lane
Thompson Station, TN 37179
(256) 702-1501/(256)702-1501
leanne@leannegoffministries.org

Resigned 3/27/19 In Good Standing, Relocated

Steven Osborne
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Newark, OH 43055
(740) 404-9856
srpastor@alivevineyard.org

Jeffery VanDine 1835 Blue Jay Rd. Heath, OH 43056 (614) 578-3202 jwvandine@aep.com

George Lathan
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(740) 405-4356
Skydog10261951@gmail.com

Craig Burdick
1531 Windsong Dr.
Heath, OH 43056
(740) 258-7571
pastorcraig@cwcnewark.org

Joshua Hamilton \* Resigned 6/3/19

26 4<sup>th</sup> Street

Frazeysburg, OH 43055

(574) 360-4469

pastorjosh@bbcnewark.com\_In Good Standing/Time

Jeffery Perry 16 Carstairs Rd. Heath, OH 43056 (740) 975-0102 revperry5@hotmail.com

chaplainreimer@gmail.com

srpastor@alivevineyard.org

jwvandine@aep.com

Skydog10261951@gmail.com

pastorcraig@cwcnewark.org

revperry5@hotmail.com

# Carnes, Carolyn

From:

Biggers, Cliff

Sent:

Monday, June 24, 2019 12:17 PM

To:

Carnes, Carolyn

Subject:

FW: records request letter

**Attachments:** 

Freedom From Religion letter 6.24.19.pdf; Chaplains Contact Information.docx;

CHAPLAINS PROGRAM POLICIES PROCEEDURES.docx; Death Notification PowerPoint

Handouts 3 (2).pptx

## Carolyn,

I have attached the records I believe the Freedom From Religion Foundation has requested. Please review for any redactions that may apply regarding the request.

Cliff

From: Bickle, Debra

**Sent:** Monday, June 24, 2019 10:08 AM **To:** Carnes, Carolyn; Biggers, Cliff **Subject:** FW: records request letter

From: Johnson, Corinne

Sent: Monday, June 24, 2019 10:01 AM

To: Hayes, Bill <BHayes@LCOUNTY.com>; Bickle, Debra <dbickle@lcounty.com>; Cline, Katherine <kcline@lcounty.com>

Subject: records request letter

# Bill/Debbie/Katie,

We received the attached records request letter in our mail this morning. As this should have been sent to your office, I will email the sender and let them know that they should be contacting your office about the request.

Let me know if there is a specific point-person I should email regarding instances like this in the future; as both Debbie and Katie have submitted records management forms to me in the past, I thought it might be best to copy both of you.

## Thanks,

## Corinne Johnson

Records Center and Archives Manager

Licking County Government

Physical location: 61 East Main St. Mailing address: 20 South Second St.

Newark, OH 43055

740-670-5122

# Carnes, Carolyn

From:

Johnson, Corinne

Sent:

Monday, June 24, 2019 10:17 AM

To:

ryan@ffrf.org

Cc:

Carnes, Carolyn; Biggers, Cliff; Bickle, Debra

Subject:

Record's Request for the Licking County Prosecutor's Office

# Mr. Jayne,

This morning I received your letter of request for records from the Licking County Prosecutor's Office. I have forwarded the letter on to the appropriate parties within the Prosecutor's Office, as the Records and Archives Department primarily houses historic county government records.

Please let me know if I can be of any further assistance.

# Corinne Johnson

Records Center and Archives Manager Licking County Government Physical location: 61 East Main St. Mailing address: 20 South Second St.

Newark, OH 43055

740-670-5122

# FREEDOM FROM RELIGION foundation

P.O. BOX 750 · MADISON, WI 53701 · (608) 256-8900 · WWW.FFRF.ORG

June 18, 2019

Records & Archives 61 East Main Street, Newark, Ohio 43055

Re: Open Records Request

To Whom It May Concern:

We understand that the Licking County Prosecutor's Office created a Chaplains Division in 2017. Pursuant to Ohio Revised Code § 149.43, we hereby request the following records related to the Chaplains Division, from January 1, 2017, to the present:

1. All policies, guidelines, and procedures governing the chaplains or government employees involved in the Chaplains Division.

2. Any training materials issued to chaplains or government employees for the purpose of participating in the Chaplains Division

3. A list of chaplains, current and former, participating in the Chaplains Division.

If you choose to deny this request, please respond with a written explanation of the denial including any references to statutory exemptions or other case law upon which you rely. All records available in electronic format (preferred) may be emailed to ryan@ffrf.org. If you are not the correct records custodian to contact for this matter, please let me know the proper custodian to contact. If I can provide any clarification that will help expedite your attention to my request, please contact me at 608-256-8900. Thank you for your time and attention to this matter.

Sincerely,

Ryan Jayne Staff Attorney

RDJ:aas

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Monday, June 24, 2019 10:08 AM

To:

Carnes, Carolyn; Biggers, Cliff

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Records Center and Archives Manager

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Physical location: 61 East Main St. Mailing address: 20 South Second St.

Newark, OH 43055

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Sincerely.

Ryan Jayne Staff Attorney

RDJ:aas

# In-Service Training

# Chaplain Services Division Training Offered, 2018

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Text Book: Group Crisis Intervention
By: Jeffery T. Mitchell, PhD, CCISM
University of Maryland, ISBN# 978-0-9795692-8-9
Instructor: Deirdre DeLong, <a href="mailto:ddelong@fopohio.org">ddelong@fopohio.org</a>
UMBC Training Center

Mental Health First Aid

Text Book: Mental Health First Aid USA

First Edition (Revised) ISBN # 978-0-692-60748-0

Instructor: Tara L. Schultz, LPCC-S, <u>tschultz@mhrlk.org</u> Mental Health & Recovery, Licking and Knox Counties

\*This training was offered to first Responders. Those chaplains, who were available to attend, participated in the trainings. CB