



LAW ENFORCEMENT CHAPLAINCY SACRAMENTO (LECS)

2500 Marconi Avenue, Suite 110 | Sacramento, CA 95821 | Office: (916)978-0298 | Rev2023

ACADEMY APPLICATION & DOCUMENT CHECKLIST

TODAY'S DATE:				<input type="checkbox"/> COMMUNITY CHAPLAIN			
Please indicate which academy above. You can type your answers directly on to this form, then save this document, scan and email it to us at: academy@sacchaplains.com along with other documents required (and listed below). If this is not possible, please print clearly and drop off at, or mail your application to, our office. If you have any questions, please use this same email address and we will respond ASAP.							
NAME:				DOB:			
GENDER:		<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		SHIRT SIZE:			
PHYSICAL HOME ADDRESS:							
CITY:				STATE:		ZIP:	
PRIMARY MOBILE PHONE #:							
SECONDARY PHONE #:							
EMAIL ADDRESS:							
SPOUSE NAME (if applicable):							
EMPLOYER (if applicable)							
EMPLOYER'S NAME:				AVERAGE HRS PER WEEK:			
COMPANY NAME:							
MAILING ADDRESS:				WEBSITE:			
CITY:				STATE:		ZIP:	
YOUR POSITION:				YEARS IN YOUR FIELD:			
ADDITIONAL DETAILS (if applicable):							
CHAPLAIN SERVICE (if applicable)							
HAVE YOU EVER SERVED AS A CHAPLAIN BEFORE? <input type="checkbox"/> NO <input type="checkbox"/> YES (If yes, please complete the section below)							
IN WHAT CHAPLAIN CAPACITY DID YOU SERVE?							
DATES YOU SERVED:							
LOCATION WHERE YOU SERVED:							
WHY DID YOU LEAVE?							
FAITH AFFILIATION NAME:							
FAITH ORGANIZATION ADDRESS:							
CLERGY PERSON NAME:							
AVERAGE NUMBER OF HOURS SPENT IN THIS MINISTRY:							
ARE YOU FINANCIALLY SUPPORTED BY ORGANIZATION?							
EDUCATION (Please list the extent of your education below)							
Name of School		Location		Dates Attended		Major/Degree	
High School:							
College/University:							
Bible College/Seminary:							
Ecclesiastical Training:							
Other:							
Additional details (if applicable):							



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IN CASE OF EMERGENCY (Please complete the information below for the person we should contact in case of an emergency)

NAME:	RELATIONSHIP:	
PHYSICAL ADDRESS:		
CITY:	STATE:	ZIP:
PRIMARY PHONE #:		
SECONDARY PHONE #:		
OTHER PHONE #:		

PLEASE THOROUGHLY REVIEW & ACKNOWLEDGE THE POLICIES BELOW

I. TIME COMMITMENT

LECS has found that prior to attending the Academy and serving in the Chaplaincy, each volunteer should have a clear understanding of the time commitment required. If desired, seasoned Chaplains and Senior Staff are available to talk with a volunteer's family, employer, or faith leader and explain the program in depth. (Please note that your "accountability" person will be invited to a scheduled week of the Academy to hear about their role of support).

LECS requires that all who enter the Academy commit to 100% attendance at all scheduled programs (except in an emergency). It is also necessary for the success of the class for all Recruits to participate in activities that support LECS. If a Recruit misses two classroom meetings, he/she will meet with the Academy Coordinator to discuss whether his/her continued participation is in the best interest of the Academy class.

To receive the necessary foundation for the LECS Community and Law Enforcement Chaplain's programs, attendance at the following program components is absolutely essential. The inability to attend the full Academy, both academic and field training components, will impact the Recruit's full comprehension of the CC/LECS program.

II. REQUIRED ATTENDANCE

A. ACADEMIES

Community Chaplain Academy – 205 Hours Total (not including pro-active events)

Orientation On-line: 1 hour (followed by Orientation phone Interview)

Academics: Eleven weeks, 4 hours each week = 44 hours

Scenarios: One 4-hour session = 4 hours

Field Training: Three months @ 12-hours per week = 144 hours

Graduation Ceremony: 3 hours

LECS Mandatory Monthly Training Meetings: Three during 3 months of Field Training @ 3 hours each (always on 3rd Tuesday each month) = 9 hours

In addition: Attend pro-active events such as, but not limited to: DUI Sobriety Checkpoints, Town Hall Meetings, Vigils, Every 15 Minutes program.

B. COMMITMENT STANDARD

The Commitment Standard of LECS requires each person commit to the minimum: 12-hour shift one day a week, each week, every month with a 2-year commitment (12-hour shifts may be broken down into (2) 6-hour shifts each week, if preferred).

C. MANDATORY MONTHLY MEETINGS / TRAININGS

Community Chaplains and Law Enforcement Chaplains are required to attend the scheduled monthly meetings/trainings, which are every 3rd Tuesday evening of each month.



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D. PRO-ACTIVE EVENTS

All Chaplains check the monthly list of pro-active events and sign up where there are openings for such things as: LECS Fundraisers / Graduations / Swear-In's / Promotion & Award Ceremonies / Additional trainings

E. NOTICE OF ABSENCE OR DELAYS

To pre-empt concern and any loss of time prompted by waiting for Recruits with unexpected absences or delays, should a last-minute emergency prevent a Recruit's attendance at a meeting or necessitate a late arrival, the Recruit is asked to call or text the Academy Coordinator.

Recruits are expected to make scheduled meetings a priority. Absence should be in the case of emergency ONLY. Being on time is essential and the courteous thing to do as it impacts the entire class when someone is late. Please keep in mind that everyone's time is valuable.

F. EMERGENCIES DEFINED

Health Emergency: A health emergency is defined as illness of the Recruit, either contagious or of sufficient severity to prevent participation, or the serious illness of a family member where no alternate care is possible. Of course, the death of a family member would be considered an emergency as well.

Work Emergency: Work emergencies are defined as serious, unexpected crisis that cannot be handled by other personnel, demand the attendance of the Recruit, and cannot be postponed. Recruits are expected to do everything possible to handle the work on another day or find someone else to deal with the crisis. While we have a policy that cell phones are to be off at our meetings, it is preferable to have Recruits put their cell phone on vibrate, attend class, and make calls as necessary during classroom breaks.

III. TUITION POLICY

A. GOAL OF THE LAW ENFORCEMENT CHAPLAINCY SACRAMENTO (LECS)

LECS chooses Chaplains that God has called and put on their hearts to serve outside the church walls. This is not a "volunteer" program, but a ministry and mission within our own community. Each Chaplain will need to meet the qualifications and standards. Our overriding goal is to create a cadre of Chaplains with a wide range of talents and gifts to help serve others. The cost of 'delivering' the Chaplains Program is approximately \$17,212.50 per Chaplain, per a 2-year commitment, however, the cost to attend the Academy is only \$100. LECS is always seeking grants, contracts, and donations from faith organizations, businesses, and individuals that will support LECS Chaplain Programs, in order to keep the Academy Tuition as low as possible.

B. ACADEMY EXPENSES

FEE: \$100.00 non-refundable deposit submitted with this Academy Application.

V. NON-PROFIT STATUS

The Law Enforcement Chaplaincy Sacramento (LECS) has 501(c)(3) charitable organization status with the IRS. The tax ID number is 94-2598748.

VI. WITHDRAWAL FROM PROGRAM

LECS is a non-profit organization whose primary funding comes from individuals, grants, churches, businesses and some contracts. If for any reason, a Chaplain Applicant withdraws from the program after the signature and return of this policy agreement, the Chaplain Applicant will schedule an appointment with the LECS Office (916)978-0296.

VII. ACKNOWLEDGEMENT & SIGNATURE

I understand that misrepresentation or deliberate omission of fact in my application may be justification for refusal or termination of participating in the LECS Academy or becoming a LECS Chaplain. Graduation from the LECS Academy is not an endorsement of competency or an endorsement to practice chaplaincy.

APPLICANT'S SIGNATURE:



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FOR OFFICE USE ONLY (The required items below are included in, or attached to, this application)

<input type="checkbox"/> REFERENCE #1 CHECKED	YEARS LEADERSHIP EXPERIENCE:
<input type="checkbox"/> REFERENCE #2 CHECKED	YEARS PASTORAL EXPERIENCE:
<input type="checkbox"/> REFERENCE #3 CHECKED	YEARS CHAPLAIN EXPERIENCE:

CONFIDENTIAL