

Chaplains

336.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Redding Police Department chaplains to provide, practical, spiritual, or emotional support to members of the Department, their families and members of the public.

336.2 POLICY

The Redding Police Department shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

336.3 ELIGIBILITY

Requirements for participation as a chaplain for the Department may include, but are not limited to:

- (a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, be free from addiction to alcohol or other drugs, and excessive debt.
- (b) Managing their households, families and personal affairs well.
- (c) Having a good reputation in the community.
- (d) Successful completion of an appropriate-level background investigation.
- (e) Skilled in ministry and pastoral care.
- (f) Possession of a valid driver's license.

The Chief of Police may apply exceptions for eligibility based on organizational needs and the qualifications of the individual.

336.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Redding Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as department personnel before appointment.

336.4.1 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

- (a) Completion of the 12 Basic Core classes as outlined by the International Conference of Police Chaplains (icpc4cops.org). See training section below.
- (b) Submit the appropriate written application.
- (c) Be an ordained or licensed minister or a member in good standing of a recognized religious denomination or group and include a recommendation from said denomination or group.

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- (d) Interview with the Chief of Police, Program Manager, and Senior Chaplain
- (e) Successfully complete an appropriate-level background investigation.
- (f) Complete an appropriate probationary period as designated by the Chief of Police.

Chaplains are volunteers and serve at the discretion of the Chief of Police. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

336.5 IDENTIFICATION AND UNIFORMS

As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by officers through the inclusion of "Chaplain" on the uniform and not reflect any religious affiliation.

Chaplains will be issued Redding Police Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Redding Police Department identification cards, with the exception that "Chaplain" will be indicated on the cards. Chaplains shall be required to return any issued uniforms or department property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of this department.

336.6 CHAPLAIN COORDINATOR

The Chaplaincy Program will be governed by the Chief of Police, administered through the Field Operations Division Commander by the Program Manager of the rank of lieutenant. Day to day operations will be coordinated by a senior chaplain. The senior chaplain may be a paid employee. Assistant coordinators/assistant senior chaplains may also be appointed.

The Program Manager shall serve as the liaison between the chaplains and the Chief of Police. The function of the Program Manager is to provide a central coordinating point for effective chaplain management within the Department and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Chief of Police or the authorized designee, chaplains shall report to the Senior Chaplain who reports to the Program Manager.

The Program Manager will appoint a senior chaplain to assist in the coordination of chaplains and their activities.

The responsibilities of the senior chaplain include, but are not limited to:

- (a) Recruiting, selecting and training qualified chaplains.
- (b) Conducting chaplain meetings.

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- (c) Establishing and maintaining a chaplain callout roster.
- (d) Maintaining records for each chaplain.
- (e) Tracking and evaluating the contribution of chaplains.
- (f) Maintaining a record of chaplain schedules and work hours.
- (g) Completing and disseminating, as appropriate, all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Maintaining liaison with other agency chaplain agencies.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator.

336.7 DUTIES AND RESPONSIBILITIES

Chaplains assist the Department, its members, and the community, as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

All chaplains will be assigned to duties by the Senior Chaplain or the authorized designee.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as chaplains with this department. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Redding Police Department.

336.7.1 COMPLIANCE

Chaplains are volunteer members of this department, and except as otherwise specified within this policy, are required to comply with the Volunteer Program Policy and other applicable policies.

336.7.2 OPERATIONAL GUIDELINES

- (a) Chaplains will be scheduled to be on-call.
- (b) Generally, each chaplain will serve with Redding Police Department personnel a minimum of eight hours per month.
- (c) At the end of each month, the chaplain will complete a monthly statistics report and submit it to the Senior Chaplain who records the information to be presented to the Chief of Police, Program Manager, Chaplain Board members, and community or civic groups if requested.
- (d) Chaplains shall be permitted to ride with officers during any shift and observe Redding Police Department operations, provided the Watch Commander has been notified and has approved the activity.

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- (e) Chaplains shall not be evaluators of members of the Department.
- (f) In responding to incidents, a chaplain shall never function as an officer.
- (g) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.
- (h) Chaplains shall serve only within the jurisdiction of the Redding Police Department and Redding Fire Department, unless otherwise authorized by the Chief of Police or the authorized designee.
- (i) The Senior Chaplain shall have access to current department member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential and the Senior Chaplain will exercise appropriate security measures to prevent the distribution of the data. Information will be provided to other chaplains on an as needed basis.

336.7.3 CALL-OUT PROCEDURES FOR CHAPLAINS

- (a) When an officer or supervisor requests a chaplain call-out via SHASCOM, the following directions must be given:
 - 1. Location to respond.
 - 2. Chaplain point of contact at the scene.
- (b) SHASCOM should contact the scheduled on-call Chaplain in the following manner:
 - 1. By calling chaplain on call phone, 524-2275.
 - 2. Telephone contact to the secondary number, 941-9792. If no response to a cell phone.
- (c) Advise on-scene officer of Chaplain's response and ETA.
 - 1. Note times of contact, en route to scene, arrival, and finish the assignment.
 - 2. Give Chaplain a brief description of the type of call, directions to the scene, and person to contact upon arrival.
- (d) Chaplains will respond to the call out in the following manner:
 - 1. Obtain information regarding call location, circumstances, and contact person.
 - 2. Advise SHASCOM by radio when: en route to the scene, arrival, change of location, and call completed.
 - 3. On arrival contact the person, officer or supervisor as indicated by SHASCOM.
 - 4. On arrival, the assigned Chaplain should assess the need for additional Chaplains. They should be called out directly by the on-scene Chaplain.
- (e) The assigned chaplain shall ensure the call out is documented as follows:
 - 1. Complete chaplains contact form and return to Senior Chaplain.
 - 2. Problems with the call out shall be forwarded to the Senior Chaplain.

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- (f) The following are examples of call out situations, but do not include all possible situations:
1. Officer injury/death/accident.
 2. Death notifications.
 3. SIDS death.
 4. Suicides.
 5. Homicides.
 6. Major disasters - natural or accidental.
 7. Major injury vehicle collisions.
 8. Death scenes.
 9. Major structure fires.

336.7.4 ASSISTING DEPARTMENT MEMBERS

The responsibilities of a chaplain related to department members include, but are not limited to:

- (a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
- (b) Visiting sick or injured members in the hospital or at home.
- (c) Attending and participating, when requested, in funerals of active or retired members.
- (d) Serving as a resource for members when dealing with the public in incidents, such as accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse and other such situations that may arise.
- (e) Providing practical, emotional, and spiritual for members and their families.
- (f) Being alert to the needs of members and their families.

336.7.5 ASSISTING THE DEPARTMENT

The responsibilities of a chaplain related to this department include, but are not limited to:

- (a) Assisting members in the diffusion of a conflict or incident, when requested.
- (b) Responding to natural and accidental deaths, suicides and attempted suicides, family disturbances and any other incident that in the judgment of the Watch Commander or supervisor aids in accomplishing the mission of the Department.
- (c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.
- (d) Being on-call and, if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of department members.
- (e) Attending department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
- (f) Participating in in-service training classes.

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- (g) Willingness to train others to enhance the effectiveness of the Department.

336.7.6 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

- (a) Fostering familiarity with the role of law enforcement in the community.
- (b) Providing an additional link between the community, other chaplain coordinators and the Department.
- (c) Providing liaison with various civic, business and religious organizations.
- (d) Promptly facilitating requests for representatives or leaders of various denominations.
- (e) Assisting the community in any other function as needed or requested.
- (f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

336.7.7 CHAPLAIN MEETINGS

All chaplains are required to attend scheduled meetings. Any absences must be satisfactorily explained to the Senior Chaplain.

336.8 PRIVILEGED COMMUNICATIONS

No person who provides chaplain services to members of the Department may work or volunteer for the Redding Police Department in any capacity other than that of chaplain.

Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to a non-department counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any Redding Police Department member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

336.9 TRAINING

The Department will establish a minimum number of training hours and standards for department chaplains. The training, as approved by a certified and credentialed instructor through ICPC, may include, but is not limited to:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for members of law enforcement and chaplains
- Legal liability and confidentiality

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- Ethics
- Responding to crisis situations
- The law enforcement family
- Substance abuse
- Suicide
- Officer injury or death
- Sensitivity and diversity