

	<h1>Garner Police Department</h1> <h2>Written Directive</h2>	
	Chapter: 800 - Operations	
	Directive: 850.06 – Volunteer Police Chaplain Program	
Authorized by: Chief Brandon Zuidema		Effective Date: January 1, 2017
CALEA Standards: 16.4.1, 16.4.2, 16.4.3		Last Revision: October 1, 2015

850.6.1 - Purpose

The purpose of this directive is to establish procedures and guidelines for the volunteer position of Police Chaplain for the Garner Police Department. Police Chaplains are not intended, nor do they wish to replace an individual's clergy or faith.

850.6.2 - Policy

It shall be the policy of the Garner Police Department to provide a Volunteer Police Chaplain Program that will provide spiritual guidance and counseling on the basis of need and desire to all Garner Police Department employees and their families and to the community we serve in time of crises. This program is intended to provide guidance, counseling, and other ministerial functions on a 24 hour basis.

850.6.3 - Administration (16.4.3)

- A. The Support Services Lieutenant will function as the Volunteer Police Chaplain Program Coordinator.
- B. At the time of appointment, Volunteer Police Chaplains will be issued credentials that clearly distinguish them from sworn officers. These credentials will include a Chaplain's badge and identification card bearing his or her photograph. If a Chaplain separates from the Department he or she will surrender their badge and ID card and any other issued equipment to the Volunteer Police Chaplain Program Coordinator.
- C. Each Chaplain will be required to wear his/her issued badge and identification card while on ride-alongs, visits to law enforcement agencies or on calls for service. Since this is a volunteer position, any other additional equipment required by the Chaplain will be purchased at the Chaplain's expense. Some exceptions may be made with prior Departmental approval.

850.6.4 – Selection Process

- A. Volunteer Police Chaplains will be carefully screened through basic background and criminal checks, and must be ordained, licensed, or similarly recognized as a member in good standing of a recognized religious denomination. Chaplains will be recruited and selected to suit the needs of the Department.
- B. Volunteer Police Chaplains will be appointed by the Chief of Police, upon successful completion of the screening process and a positive recommendation from the Command Staff.
- C. Volunteer Police Chaplains serve at the pleasure of the Chief of Police and can be removed from this role if deemed in the best interest of the Department.

850.6.5 - Qualifications

- A. Volunteer Police Chaplains shall meet the following requirements to be appointed:
 - 1. Must be an ordained member of the clergy in full time service with an endorsement from their governing body.
 - 2. If retired, must have an endorsement from their most recent affiliation or denomination.
 - 3. Must be willing, if available, to respond to any situations where a Chaplain's presence is indicated.
 - 4. Must possess, or have the ability to obtain a valid North Carolina Driver's License.
- B. Volunteer Police Chaplains shall meet the following requirements while serving the Department:
 - 1. Must maintain high spiritual and moral standards.
 - 2. Must manifest and display a broad base of experience and professional ministry, emotional stability, and personal flexibility.
 - 3. Must be tactful, considerate, and mindful, in approaching all people and show compassion and understanding regardless of race, creed, or religion.
 - 4. Must be willing to become involved in training programs that enhance his or her efficiency in meeting and dealing with people in crisis. A Chaplain should be aware and familiar with medical, psychiatric, and other health care resources available in the area.

850.6.6 – Duties and Responsibilities (16.4.1)

- A. Police Chaplains may be called on to assist employees of the Department in any of the following situations:
 - 1. Accompany an officer to assist in any death or serious injury notification.
 - 2. Counsel with employees during times of personal crisis.
 - 3. Provide Chaplain services at Departmental and ceremonial functions. Insofar as practical, the Chaplain services provided at such functions will make every effort to reflect the ethnic, social, political, and religious diversity of our community.
 - 4. Provide Chaplain services during hospital visitations to employees and their families.
 - 5. Advise the Chief of Police in all matters of religious nature involving the Department and perform as a liaison with local ministerial associations.
- B. Police Chaplains must comply with all confidentiality and volunteer agreements with the Department.
- C. Police Chaplains are volunteers and are not sworn officers and do not have the power of arrest. Chaplains are not authorized to carry a firearm.
- D. While at the scene of any critical incident the Police Chaplain will comply with all instructions of officers present as they relate to police procedures, policy, and officer safety.

- E. Police Chaplains shall not publicly criticize the actions of any law enforcement officer, Town official, fellow chaplain, or department policy or action. Any grievance voiced by a chaplain shall be discussed directly with the Volunteer Police Chaplain Program Coordinator.
- F. Police Chaplains are encouraged to attend briefings and to periodically participate in ride-a-longs.
- G. The Chaplain will, when appropriate, contact the personal clergy of anyone involved in a crisis, but only with the individual's permission. When needed, the Chaplain will make appropriate referrals to other agencies for those needing specialized care.
- H. All communications between a Chaplain acting in a professional capacity and an employee will be considered privileged and confidential. Chaplains will not disclose any information learned during any counseling session or conversation to the Department or anyone else without the explicit permission of the involved employee unless there is a significant safety concern.
- I. Chaplains will not release information regarding their cases to any news agency or insurance carrier except at the direction of the Department and in complete compliance with ministerial guidelines. All information will be held in strict confidence and used solely for the spiritual benefit of the individuals involved.
- J. All official correspondence, counseling, visitations, or other chaplain activities will be strictly nondenominational in nature. Because of the diverse religious background of the employees of the Department, Chaplains shall refrain from any appearance of proselytizing.
- K. Police chaplains are expected to provide emotional support and guidance to employees in a time of crisis or need. However, Chaplains shall make every effort to refer employees to official representatives of the employee's faith in matters related to specific doctrine.
- L. Chaplains may assist in other situations as needed at the discretion of Department supervisors.

850.6.7 – Training (16.4.2)

- A. All Police Chaplains will receive an initial orientation at the Police Department provided by the Volunteer Police Chaplain Program Coordinator consisting of a Chaplain's duties and responsibilities and applicable Departmental policies and practices.
- B. Specialized chaplaincy training may be made available to the chaplains through the International Conference of Police Chaplains (ICPC) and/or other equivalent policy chaplaincy programs.
- C. Chaplains are encouraged to use contact time with the department to learn additional information (i.e. policies, procedures, communications practices) regarding community law enforcement enabling them to better serve the department and community.