COLUMBIA POLICE DEPARTMENT
Policy and Procedure Manual

CHAPLAIN PROGRAM

Approved By: Kenneth Burton Chief of Police
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376 CHAPLAIN PROGRAM

376.1 PURPOSE AND SCOPE

The Columbia Police Department Chaplain Program is established for the purpose of providing spiritual and emotional support to all members of the department, their families, and members of the public.

376.2 POLICY

It is the policy of this department that the Chaplain Program shall be a non-denominational, ecumenical ministry provided by volunteer clergy without financial compensation.

376.3 GOALS

Members of the Chaplain Program shall fulfill the program's purpose in the following manner:

a. By serving as a resource for department personnel when dealing with the public in such incidents as accidental deaths, suicide, suicidal subjects, serious accidents, drug and alcohol abuse, and other situations that may arise.

b. By providing an additional link between the community, other chaplain programs, and the department.

c. By providing counseling, spiritual guidance, and insight for department personnel and their families.

d. By being alert to the spiritual and emotional needs of department personnel and their families.

e. By familiarizing themselves with the role of law enforcement in the community.

376.4 REQUIREMENTS

Candidates for the Chaplain Program shall meet the following requirements:

a. Must be ecclesiastically certified and/or endorsed, ordained, licensed, or commissioned by a recognized religious body.

b. Must be in good standing and endorsed in writing from their ecclesiastical authority to serve as a police department chaplain.

c. Must have at least five years of successful ministry experience within a recognized church, synagogue, mosque, or other religious denomination.

d. Must have the ability to provide spiritual guidance and counseling to department employees, their families, and the public.

e. Must demonstrate a broad base of experience and professional maturity, emotional stability, and personal flexibility.

f. Must have high spiritual and moral standards.

g. Must be tactful and considerate in dealing with all people, regardless of race, sex, age, creed, or religion.
h. Must be willing to become or be a current member of the International Conference of Police Chaplains (ICPC) or other department approved professional chaplain’s association.

i. Must not be a current City of Columbia Police Department employee.

j. Must be willing and reasonably available to respond to situations where a chaplain’s presence is needed when requested by a department employee.

k. Must not have been convicted of a felony or any crime involving moral turpitude.

l. Must successfully complete a written application, background information packet, oral board interview process and pass an appropriate level background investigation.

m. Possess a valid Missouri Driver’s License.

376.5 SELECTION PROCESS

Chaplain candidates are encouraged to participate in the ride-along program before and during the selection process. Chaplain candidates shall successfully complete the following process prior to deployment as a chaplain:

a. Appropriate written application.

b. Recommendation from their affiliated religious organization such as church elders, deacons, board, council etc.

c. Interview with an interview board and follow up interview with the Chief of Police or Chaplain Coordinator.

d. Successfully complete an appropriate level background investigation.

e. Complete an appropriate probationary period as designed by the Chief of Police.

376.6 DUTIES AND RESPONSIBILITIES

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

a. The primary duty of the Chaplain Program will be to provide nondenominational, spiritual support and counseling to employees and members of their immediate families regardless of their religious preference, affiliation, or beliefs.

b. Chaplains who identify a possible need for extended or professional evaluation, assistance, or treatment may refer an employee to the Employee Assistance Program or other appropriate source of assistance.

c. Assisting in making notification to families of department members who have been seriously injured or killed. After notification, the Chaplain may respond, if requested, to the hospital or home of the department member.

d. Visiting sick or injured law enforcement personnel in the hospital or at home.

e. Attending and participating, when requested, in funerals of active or retired members of the department.

f. When called upon by a department employee, respond 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 department’s mission.

g. Attending department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
h. Being responsible for the organization and development of spiritual organizations in the department.

i. Responding to all major disasters such as earthquakes, tornadoes, bombings or other critical incidents.

j. Providing Liaison with various religious leaders of the community.

k. Assisting public safety personnel and the community in any other function of the clergy profession, as requested.

l. Participating in in-service training classes.

m. Promptly facilitating requests for representatives or ministers of various denominations.

Chaplains may not proselytize or attempt to recruit members of the department or the public into a religious affiliation while on-duty unless the receiving person has solicited spiritual guidance or teaching. 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 follow-up contacts that were provided while functioning as a chaplain for the Columbia Police Department.

376.7 VOLUNTARY IN ALL ASPECTS

a. Employee’s use of the Chaplain Program will be strictly voluntary. No employee will be directed or coerced in any manner to use any services provided by the program.

b. Service as a chaplain will be strictly voluntary. Chaplains will not be paid and will not be considered employees. As volunteers, chaplains may withdraw from the program at any time by writing a letter to the Chief of Police or his designee.

376.8 CHAPLAIN-EMPLOYEE CONFIDENTIALITY

The Chaplain Program is a confidential program. No records will be maintained which in any manner identifies any individuals who used confidential chaplain services. Department chaplains will not discuss or divulge information obtained while acting in a confidential capacity to any person, including department supervisors and administrators. All such communication with the chaplain, other than statements indicating potential bodily harm to the employee or any person, will be deemed to be "privileged communication”. Chaplains will not be called to testify at disciplinary hearings unless requested by the employee.

No person who provides chaplain services to members of the department may work or volunteer for the Columbia 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 chaplain-employee privilege and shall inform department members when it appears reasonably likely that the member is discussing matters that are not subject to the chaplain-employee privilege. In such cases, the chaplain should consider referring the member to a non-department counseling resource.
376.9 COMMAND STRUCTURE

a. Under the general direction of the Chief of Police or his/her designee. Chaplains shall report to the Chaplain Coordinator.

b. The Chief of Police or his designee shall make all appointments to the Chaplain Program and will designate a Chaplain Coordinator.

c. The Chaplain Coordinator shall serve as the liaison between the Chaplain Unit and the Chief of Police. Duties of the Chaplain Coordinator shall include:

1. Coordinate the selection process for chaplains.
2. Arrange for regular chaplain meetings and act as chairman of all chaplain meetings.
3. Prepare monthly schedules; maintain records on all activities of the Chaplain Unit.
4. Coordinate activities that may concern the members of the Chaplain Unit.
5. Serve as the central point of contact for all chaplain related issues, policies and activities.
6. Arrange for training classes for chaplains.

376.10 OPERATIONAL GUIDELINES

a. Generally, each chaplain will serve with Columbia Police Department personnel a minimum of eight hours per month.

b. At the end of each watch the chaplain will complete a Chaplain Shift Report and submit it to the Chief of Police or his designee.

c. Chaplains shall be permitted to ride with officers during any shift and observe Columbia Police Department Operations, provided the Watch Commander has been notified and approved of the activity.

d. Chaplains shall not be evaluators of employees and shall not be required to report on an employee’s performance or conduct.

e. In responding to incidents, a chaplain shall never function as an officer.

f. In 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.

g. Chaplains shall serve only within the jurisdiction of the Columbia Police Department unless otherwise authorized by the Chief of Police or his designee.

h. Each chaplain shall have access to current personnel rosters, addresses, telephone numbers, duty assignments, and other information that may assist in their duties. Such information will be considered confidential and each chaplain will exercise appropriate security measures to prevent distribution of the information.

i. Chaplains will not provide information to the media about any incident, situation, or Department activity, except they may provide general information about the Chaplain Program upon request.

j. Chaplains will not wear or carry weapons while performing police department related duties. This policy is in effect regardless of whether the chaplain has a permit to carry a concealed weapon.

376.10.1 CALL OUT PROCEDURE

a. The CPD front desk shall maintain a current, complete list of all Patrol chaplains, their address and their telephone numbers under the title "Chaplains."
b. A Chaplain can be contacted directly by any employee or by the CPD front desk to assist the employee with any of the Chaplain’s duties listed in “Duties and Responsibilities” section of this policy.

c. Depending on the reason for contact with the Chaplain, any assistance form a Chaplain shall remain strictly confidential.

d. The Chaplain, if available, shall respond to the location within a reasonable amount of time to assist the employee(s) as needed.

376.10.2 UNIFORMS AND EQUIPMENT

a. Department chaplains are authorized to wear jackets, shirts, or caps identifying them as chaplains. Chaplains must be clearly distinguishable from sworn officers when wearing the apparel.

b. Department chaplains will be issued a police department identification card distinctively indicating their status as a chaplain without law enforcement authority.

c. Chaplains may use department business cards.

d. Other equipment may be issued as needed.

376.11 TRAINING

Chaplains are encouraged to seek training in areas that would assist in the performance of their duties in areas such as stress management, death notifications, post-traumatic stress syndrome, burnout for officers and chaplains, legal liability and confidentiality, ethics, responding to crisis situations, the law enforcement family, substance abuse, suicide, officer injury or death, and sensitivity and diversity. The department may assist with cost dependent on available training funds. Training and Recruitment Unit Personnel will keep training records on each department chaplain.