



City of Manassas Police Department General Duty Manual



Effective Date: 07-28-2015	GENERAL ORDER	Number: 01-24
Subject: Volunteer Police Chaplain Program		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 05-25-2018 Dated:		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards:	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 2

PURPOSE:

The Manassas City Police Department's Volunteer Chaplain Program is intended to provide employees, and their families; counseling, mentoring, and spiritual support services during times of difficulty or crisis. The program is also intended to develop and foster a partnership between the department and the faith-based community.

POLICY:

It is the department's policy to have volunteer clergy available to its members and their families when requested in a time of need. Police Chaplains are non-sworn volunteers of any religious denomination serving at the request of the Chief of Police. The program is, and will remain, religiously neutral, unless the person in need requests religious information or insight. Chaplain volunteers shall not use this program for religious recruitment.

DISCUSSION:

The Department recognizes that during the course of a police career there are times when individuals encounter circumstances and issues both of a professional and personal nature that require support networks. Chaplain programs have been effective in providing emotional support and guidance on a wide range of issues. Members are encouraged to seek chaplain services when needed.

PROCEDURE:

I. The Program

- A. The Volunteer Chaplain Program operates at the direction of the Chief of Police and is overseen by the Administrative Services Division (ASD) Commander. The ASD Commander shall maintain a list of the active Volunteer Chaplains and serve as the primary contact for the program.
- B. All prospective Chaplains will undergo a criminal background check and must be approved by the ASD Commander and the Chief of Police.
- C. When providing chaplain services, all Police Chaplains will be required to display an identification card issued by the department.
- D. Police chaplains will assist employees when requested by the ASD Commander, or other command or supervisory level officer, by providing emotional and spiritual support and guidance to the injured, ill, or distressed. This does not preclude an employee from contacting a police chaplain directly for assistance or support. Chaplains typically provide support for the following events:
 - 1. Officer-Involved Shootings
 - 2. Line of Duty Death or Injury
 - 3. Off-Duty Deaths, when requested
 - 4. Fatal Traffic Crashes
 - 5. Other Incidents involving significant violence or death
 - 6. Incidents involving children (e.g., deaths, school violence, etc.)
 - 7. Community disasters
 - 8. Opening and/or closing prayers at police ceremonies.
- E. Employees or family members may contact the police chaplain directly on personal need for services. The Chaplain Unit will not take the place of the Employee Assistance Program (EAP), but will serve to

Effective Date: 07-28-2015	GENERAL ORDER	Number: 01-24
Subject: Volunteer Police Chaplain Program		Page: 2 of 2

augment such programs. Situations that fall outside the scope and ability of a police chaplain shall be referred to the proper resource for further assistance.

- F. Request for police chaplain services as a result of operational needs will be by the authorization of any supervisor. In the event that chaplain services are requested, notification will be made to the ASD Commander.
- G. When the need arises, Chaplains may also be used to assist officers in the field by providing comfort and support for victims and witnesses of crimes and other crisis situations.
- H. Police chaplains will periodically meet with members of the command staff, attend roll calls and ride-a-longs in order to develop partnerships with employees.

II. Chaplain Expectations, Conduct and Duties

- A. Chaplains are expected to show compassion, understanding, and respect to the individual employee, the department as a whole, and the community. The Chaplain, through training and interaction, should also be expected to demonstrate an understanding of the unique and difficult challenges faced by law enforcement personnel.
- B. Chaplains are expected to maintain the confidential nature of communication with department members, if that confidence does not conflict with state or federal law, and does not compromise the safety of the public or department members.
- C. Chaplains shall be expected to maintain high spiritual and moral standards, and conduct themselves in a manner which reflects positively upon the department and their organizations.
- D. Duties and responsibilities of a chaplain will include, but are not limited to:
 - 1. Attend chaplain meetings and/or any other required sessions or training.
 - 2. Be available to provide counseling for department employees and their family members during times of crisis.
 - 3. Attend department functions and participate, if requested, in a ceremonial function.
 - 4. Attend briefings or unit meetings when requested.
 - 5. Regularly participate in ride-a-longs.
- E. Chaplains are encouraged to meet with newly hired employees and provide them an introduction and orientation of the program.

Attachments: N/A

Index as: Chaplain
Volunteer Chaplain

References: N/A