



# Clayton County Police Department PROCEDURES

Subject <b>POLICE CHAPLAINS</b>		Procedure # <b>G4</b>	
	Effective <b>11-13-2024</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages <b>5</b>

## I. PURPOSE

The purpose of this policy is to establish guidelines for the Police Chaplain Program and to identify the duties, functions and responsibilities of the Police Chaplains.

## II. POLICY

It shall be the policy of the Clayton County Police Department (CCPD) to maintain a Police Chaplain in an on-call capacity, in order to provide emotional, moral and spiritual support to employees, their families and the community in times of need. This will be accomplished without attempting to moralize, evangelize, proselytize or criticize.

## III. COMMAND & ORGANIZATION

- A. Unless otherwise directed by the Chief of Police, the Career Development Division Commander shall ensure appropriate functional operation of the Police Chaplain Program.
- B. The Career Development Division Commander, or authorized designee, shall recruit Volunteer Chaplains and monitor the application, screening process, training and certification for all Police Chaplains.

## IV. SELECTION & APPOINTMENT

### A. Selection

Police Chaplains will consist of licensed or ordained clergy from a cross-section of the religious community. Before becoming a member of the Police Chaplain Program, each clergy will make a written application to the Chief of Police. Once the application is completed, the applicant will complete the following steps and/or will meet the following criteria:

1. Attend orientation classes and other instructional and/or briefing sessions to ensure they are familiar with Department operations, policies and procedures.
2. Participate in the Department's Ride-A-Long Program to observe sworn personnel performing law enforcement duties.
3. Be an ecclesiastically certified person in good standing, with at least five (5) years' experience in ministry.

4. May consist of sworn and non-sworn employees.
5. Must be willing and reasonably available to respond to situations where a Police Chaplain's presence is needed and/or requested by the Department. Police Chaplains shall be available on a scheduled twenty-four (24) hour on-call basis.
6. Must have the ability to provide spiritual support and counseling to employees, their families and the community.
7. Must be tactful and considerate in their approach to all people regardless of race, age, gender, religion, creed, national origin or sexual orientation.
8. Must have high spiritual and moral standards.
9. Must demonstrate a broad base of experience and professional maturity, emotional stability and personal flexibility.
10. Must submit to and pass a criminal background check.

#### B. Appointment

Appointment as a member of the Police Chaplain Program and continued participation in the program is at the absolute discretion of the Chief of Police.

1. Upon appointment, each Police Chaplain is required to read and sign a Memorandum of Understanding (MOU) for participation in the Police Chaplain Program. The MOU will also be signed by the Chief of Police. Refer to *Appendix A* of this procedure for the *MOU – Administrative Appointment to CCPD Police Chaplain Program*.
2. Appointed Police Chaplains will adhere to the *Canons of Ethics for Law Enforcement Chaplains* as provided by the International Conference of Police Chaplains (ICPC). Refer to *Appendix B* of this procedure for the *ICPC Canon of Ethics for Law Enforcement Chaplains*.
3. Within twelve (12) months of appointment, each Police Chaplain is required to attend a training course recognized by the Georgia Association of Law Enforcement Chaplains (GALEC). Information is available at [www.galec.org](http://www.galec.org).
4. Police Chaplains are appointed for an indeterminate period of time by the Chief of Police to support the Department, by providing emotional, moral and spiritual support to employees, their families and the community, in times of need.
5. The Police Chaplain will report to a designated chain of command as described in departmental procedures and illustrated in the CCPD's Organizational Chart. Refer to CCPD SOP: *B1: Organization, Direction & Management* for general command procedures and chain of command protocol, and CCPD SOP: *B1, Appendix B* for the *Current CCPD Organizational Chart*.
6. Police Chaplains must be able to deal with a variety of people with different faith backgrounds, as well as people without faith backgrounds. Although Police Chaplains, may be of one (1) denomination or religion, they shall provide support to all people, even if that means locating resources for individuals who do not share the same belief system.
7. The Police Chaplains are authorized to wear the Police Chaplain uniform that has been approved by the Chief of Police when they are working in the capacity of a Police Chaplain (e.g., call-outs, riding with officers, attending County events or functions, etc.) and shall carry proper identification issued by the Department, and when on duty, the Police Chaplain shall properly identify themselves in a manner becoming the ministry.

The Police Chaplain uniform will clearly distinguish the Police Chaplain from sworn officers and will include a polo style shirt or long-sleeve button-down shirt with Chaplain

embroidered on the front. Police Chaplains are authorized to wear a jacket and ball cap with "Chaplain" embroidered on the front and/or back. Acceptable dress for Police Chaplain functions also includes the authorized clothing of their respective denominations, or suitable business attire.

8. Police Chaplains are representatives of their denominations, but ecumenical in service. Their acceptance as Police Chaplains for the Department is contingent upon their good standing within the religious organization they represent.
9. Police Chaplains are authorized to visit Department facilities at any time, day or night, and will have controlled access to all buildings and incident scenes where the presence or involvement of personnel indicates a requirement or need for their services or presence.
10. Police Chaplains will not, in any way, interfere with any employee in the performance of their duties.

## **V. PROCEDURES**

### **A. General**

The Police Chaplain must be aware of the fact that employees, may at times, find themselves in need of personal and family counseling and support because they are constantly confronted with situations that demoralize and create emotional, mental and spiritual burdens.

1. Police Chaplains will strive to create relationships with employees so that they will feel free to turn to the chaplain for counseling, when in need.
2. The Police Chaplain will be available to the employee and their family.
3. Police Chaplains will be available to listen to the problems and/or concerns within the Department and share the grief, sorrows, and joys, both individually and collectively.
4. Employees may request assistance from a Police Chaplain by calling the Chaplain Hotline phone number (i.e., 404-851-4600). The names and email addresses for the Police Chaplains can be viewed on the Department's Intranet site, or by clicking on the following link (<http://172.16.15.146/Favorites/On-Call-Schedule/Chaplain-On-Call>).

### **B. Duties and Responsibilities**

1. Police Chaplains must be above reproach, and avoid any conduct that might compromise the integrity of the Department and/or County.
2. Police Chaplains will not abuse their position by accosting anyone for discounts or special privileges.
3. Police Chaplains shall perform the following tasks and other such duties as directed by the Chief of Police, or authorized designee:
  - a. Visit sick and injured employees at home or in the hospital;
  - b. Comfort and counsel employees having personal problems, at the employees' request;
  - c. Comfort and support family members of an employee or other individuals involved in a critical incident and/or traumatic event;
  - d. Participate in religious services for deceased employees, when requested by family members;
  - e. Attend and participate (when requested) in the funerals or other religious services of active or retired employees and their immediate family members;
  - f. When requested, attend Department graduations, promotion activities, award ceremonies, social events, to offer invocations and benedictions;

- g. Assist officers with crime victims and relatives of crime victims, as requested, by providing counseling and encouragement;
- h. Attend roll calls and visit different precincts of the Department periodically to inform employees of services and availability of the Police Chaplains;
- i. Aid the Department through field service ministry by providing spiritual support, counseling and comfort in times of need;
- j. Assist with critical incident stress debriefings to all first responders through crisis intervention and participation in defusing and debriefing sessions, as requested;
- k. Function in an on-call capacity; and
- l. Fulfill other functions determined or requested by the Chief of Police, or authorized designee.

#### C. Community Involvement

The Police Chaplains also provide a community-policing path for the Department and the community to work together.

- 1. Police Chaplains can assist in fostering relationships between officers and the public by facilitating partnerships between the Department and various community stakeholders.
- 2. Officers may also utilize Police Chaplains to assist community members with critical incidents in the community such as suicides, violent incidents, and other traumatic events.
- 3. Police Chaplains can act as a liaison with local faith-based organizations to help foster community-police engagement.
- 4. Police Chaplains can make presentations to religious groups, civic groups, schools and other groups and/or individuals.

#### D. Call Out

- 1. Concerned shift and/or unit supervisors will be responsible for making or ensuring the request or notification of a Police Chaplain is made, as necessary, so a Police Chaplain may respond to a location.
- 2. The contact information and schedule for the on-call Police Chaplains are listed on the Department's *Upcoming Events Calendar* which is disseminated weekly to all personnel via County email by the Administrative Division.
- 3. When a Police Chaplain cannot be reached for call out, the concerned supervisor will notify a supervisor assigned to the Career Development Division.

#### E. Equipment

- 1. Police Chaplains will be issued equipment and supplies as directed by the Chief of Police.
- 2. Police Chaplains shall be issued an identification card, Chaplain's badge and Department authorized business cards. The identification card will be in the form approved by the Chief of Police.
- 3. The identification card and badge will be the Police Chaplain's means of identification and evidence of commission as a Police Chaplain. Police Chaplains will keep both in their possession whenever they are functioning as a Police Chaplain.
- 4. The Police Chaplain's commission is for identification purposes only and is not a law enforcement officer's commission. The holder is not granted police powers or authorized to carry a weapon, nor should they should they present any issued Department credentials or

badge in such a manner that would be misleading in representing themselves in a law enforcement capacity.

5. Police Chaplains are not authorized to carry a firearm in the performance of their duties, unless they are certified as a Peace Officer under the rules and regulations of the Georgia Peace Officer Standards and Training Council (GPOSTC) and even then, must be approved by the Chief of Police.
6. In the event any County equipment is lost or stolen, damaged or unusable, the Police Chaplain will notify their supervisor in accordance with CCPD SOP: *B14: Agency Property Control*.

#### F. Training

1. Police Chaplains shall be willing to enter into training courses (e.g., officer safety, critical incident stress management, health and wellness, etc.) to enhance their effectiveness as a Department chaplain.
2. Police Chaplains are encouraged to seek training in areas that would assist in the performance of their duties.
3. The Career Development Division will keep training records on Police Chaplains.

#### G. Volunteer Chaplains

1. Volunteer Chaplains must be completely vetted the same as a regular employee, e.g., background check, polygraph, etc. See also CCPD SOP: *C6: Applicant Selection Process*.
2. Volunteer Chaplains shall be familiar with Department operations, policies and procedures.
3. Volunteer Chaplains will serve along with one (1) or more of the Police Chaplains when called, unless specifically requested by the Chief of Police, or authorized designee, for a call.
4. Volunteer Chaplains may apply and seek actual employment as a Police Chaplain when a position becomes available. The final decision will be at the discretion of the Chief of Police.
5. Volunteer Chaplains must be above reproach and avoid any conduct that might compromise the integrity of the Department and/or County.
6. Volunteer Chaplains will not abuse their position by accosting anyone for discounts or special privileges.
7. Volunteer Chaplains are encouraged to join the Georgia Association of Law Enforcement Chaplains (GALEC). See [www.galec.org](http://www.galec.org) for membership application.
8. Volunteer Chaplains shall have an identification card clearly marked Volunteer Chaplain and upon resignation from the position must return the identification card.
9. Volunteer Chaplains shall not receive the Police Chaplain on-call cellular phone.
10. Any part-time Police Chaplain requesting to become a Volunteer Chaplain shall submit such request through their chain of command.

## VI. CANCELLATION

This procedure amends and supersedes the following standard operating procedure: *G4: Police Chaplain*, dated June 2, 2022.