



SCEDAR PARK POLICE DEPARTMENT
GENERAL ORDER

Chaplaincy Program

NUMBER: 11.01.01

EFFECTIVE: 03-06-2017

APPROVED: *Mue Dan*
Chief of Police

I. POLICY

It is the policy of this department to have guidelines for the chaplaincy program that work seamlessly with the goals of the Cedar Park Police and Fire Departments ("Department"). Chaplains shall remain in good standing according to the rules of the program.

II. PURPOSE

The purpose of the chaplaincy program is:

- To provide a link in communication and develop a lasting partnership among the Cedar Park Police and Fire Departments and the community.
- To develop a relationship with members of the Cedar Park Police and Fire Departments including officers, fire fighters, civilians, and family members.
- To provide spiritual guidance and assistance in time of need.
- To provide a unique resource to the Cedar Park Police and Fire Departments that does not replace officers', fire fighters' or civilians' own pastor, priest, rabbi or other spiritual counselor, but serves as an additional resource.

The purpose of the program is not to be a forum for proselytizing (recruitment to a denomination).

III. UNIFORM

Chaplains shall be issued the following equipment:

1. Department identification and credentials.
2. Chaplain water resistant jacket.
3. Tactical "go" bag which includes:
 - a. Reflective chaplain traffic vest
 - b. LED flashlight
 - c. Notebook
 - d. Pen
4. Chaplain badge.

In addition, the chaplains will be issued the following uniforms:

1. Class A – White long sleeve uniform shirt with appropriate identifiers/insignias, dark navy slacks and tie.
 - a. This is the preferred attire on formal occasions such as when giving an official invocation, at a community event when representing CPPD or CPFD, when officiating at police funerals (unless your religious order dictates other vestments for funerals), and at other times as requested.
2. Class B – Uniform will consist of a short sleeve polo style shirt and cap which clearly identifies their position within the department, dark navy tactical pants, webbed belt.
 - a. This attire can be used for call-outs to hospitals or while on a ride-out.

Your ID must be worn at all times when in the CPPD facility and on scene of an incident.

IV. DUTIES AND RESPONSIBILITIES

Chaplains help people who are facing some type of tragedy or difficulty in their life. They assist them to draw upon a core of support (family, friends, clergy, and social services) in order to carry them through the days and months following the immediate crisis. Clergy often refers to this type of activity as ‘pastoral care’ or ‘compassionate ministry.’

A chaplain in the Cedar Park Police and Fire Departments does not report to the chiefs, assistant chiefs, the commanders, lieutenants, battalion chiefs or sergeants. A chaplain is able to befriend and relate to all members of the department, including officer and civilian personnel and their families. Chaplains participate in training academies, department and city events, ride alongs, call-outs to scenes such as death notifications, unattended deaths, suicides, major accidents, etc. Chaplains are available to serve on hiring and review boards, team building, conflict resolution processes, and other committees.

All chaplains are called upon to be flexible, have a good sense of humor, and to extend compassion and understanding to those under the influence of their ministry. Chaplains are available to assist with physical, emotional and spiritual needs.

Chaplains serve as counselors, practice ethical behavior, and are good listeners who do not repeat what is told them in confidence in compliance with section IX in this policy. Chaplains are available to participate in critical incident debriefs with psychologists, peer advisors and involved employees following critical incidents. The on-call chaplain will be available on the scene and in the days following the incident if any member of the department desires to talk with them. Chaplains will check in with the appropriate supervisor for input on potential follow up needs.

Chaplains are non-denominational. This means they relate to people with varying faith traditions and provide services as desired. Chaplains are generally referred to with the title of “chaplain” even though they might be a rabbi, priest, pastor, deacon, minister or evangelist.

The chaplains may be asked to officiate at the various ceremonial events (weddings, funerals, city and department functions, etc.). Chaplains will conduct invocations, provide community input, pre-marital

counseling, individual and family counseling, visit sick officers/employees, and assist with the notifications of death. In addition, there will be some circumstances when a chaplain may be called upon for assistance during a major crisis.

Chaplain's are volunteers and are not compensated by the City of Cedar Park. They give their time because they feel called by God to do so.

V. PROPER USE OF CREDENTIALS

Chaplain credentials and uniform are not to be used as a "get out of jail free" card. Chaplains shall not use their ID or uniform to attempt to get out of a traffic or parking ticket, to influence an officer not to arrest, to gain free admissions, to gain special favors, discounts, to carry a concealed firearm, to detain any member of the public, or to misrepresent themselves as a police officer. Any of these actions may result in immediate separation from the chaplain program, and some of these actions could result in the filing of criminal charges. The Cedar Park Police Department issued chaplain credentials, chaplain name badge, access card and police chaplain uniform are the property of the Cedar Park Police Department. All property shall be returned when separated from the program or any time at the department's request.

VI. ON-CALL ASSIGNMENT

Chaplain's shall sign up for on-call status one week at a time. There is a difference between being on-call and being called-out. All chaplain's are asked, but not required, to volunteer at least a minimum of twelve weeks a year to the on-call program. Being on-call means being able to respond on a 24-hour basis to meet the needs of the departments. Even though not on-call, a police chaplain may be called-out to assist other chaplain's.

Should any officer, fire fighter or employee feel the need for a chaplain for personal edification, they may contact the chaplain of their choice directly. Chaplain's serve the police and fire departments as well as being available to assist general city employees.

Duty Chaplain on-call participation and responsibility

Duty chaplain's will be on-call for one week and may also be asked to serve as the backup chaplain in the event of a critical incident. The back-up chaplain will not have to respond to every call, only when the duty chaplain on-call for that week requests assistance or if a critical incident occurs. Therefore, the backup chaplain is given more flexibility and won't be called upon unless needed.

The call-out or responding to call-out

The on-duty supervisor or investigations personnel will make the decision and be responsible for contacting the chaplain. The on-call chaplain shall respond in a timely manner. In exigent situations, other personnel or the senior chaplain may contact the chaplain or backup chaplain for assistance; prompt return of messages for assistance is necessary. When possible, Communications Division should

be notified when chaplains arrive on an active scene. Notification may be provided through on-scene officers or via telephone.

What if you are unavailable while you are the on-call duty chaplain?

If the on-call duty chaplain is aware in advance that he/she will be unavailable for some period of time, the senior chaplain will need to be notified and will request that a back-up chaplain be activated. Back-up chaplains are likewise asked to notify the senior chaplain when availability status changes. While acknowledging that there will be times when it is not possible to immediately respond to a call, you are under an obligation to the department and to your fellow chaplains to take seriously the responsibility of being on-call. There is an expectation that the chaplain will respond in as timely a manner as possible. The nature of an emergency services organization requires prompt response from all who accept the responsibility for providing assistance. When notified of an incident, you will be provided basic information about the situation and will receive further information upon arrival at the scene.

Police Chaplain Call-Out Notification

The senior chaplain will notify Police Department personnel with a schedule of the on-call chaplains and back-ups. The police department personnel will be responsible for appropriate internal dissemination.

VII. CHAPLAIN VOLUNTEER REQUIREMENTS

Chaplains shall meet the minimum requirements in [GO 4.01.03, Volunteer Selection Process](#). Chaplains are required to volunteer a minimum of 40 hours per quarter year. Chaplains are encouraged to participate in a ride-along once every quarter or have similar interaction with employees in their workplace. This is pivotal to keep the chaplain program visible and viable for the departments. Documentation of the chaplains' volunteer hours are recorded on a monthly basis. Chaplains are to submit monthly time reports to the senior chaplain detailing the number of hours donated to the department no later the 10th of each month.

VIII. CONTINUED MEMBERSHIP IN THE CHAPLAINCY PROGRAM

Chaplains are representatives of the Cedar Park Police and Fire Departments and shall adhere to the applicable general orders of the departments and city. Chaplains shall conduct themselves in a lawful manner and not use this leadership position to encourage others to engage in civil disobedience/unlawful behavior, interfere with any law enforcement actions, encouragement to criminal behavior, attempts to protect criminal suspects from apprehension, or attempt to warn suspects of pending law enforcement activity. Any of the above may result in immediate dismissal from the program. Chaplains who display an unwillingness to meet the commitments of membership may be removed from the program. Other performance or behavior concerns will be handled on a case-by-case basis.

IX. CONFIDENTIALITY

All information or data about police calls, other police actions, police investigations and information shared between the chaplain and the officer is considered confidential. There are laws that regulate the release of personnel data about police employees. Chaplains are not authorized to release police information to anyone other than law enforcement officials acting in an approved capacity, or unless requested or approved by the public information officer. All personal counseling sessions between chaplains and officers or employees are to be considered confidential and privileged. Chaplains shall not be found insubordinate or in violation of Department policy for failure to release information obtained as a Chaplain acting in that capacity about an employee under investigation by the Department, unless otherwise required by law.

It is the responsibility of the Chaplain to state to the officer or employee that certain statements made during a counseling session which might indicate that the employee or others might be in imminent danger, or issues relating to the possible abuse of a child, elderly or disabled individual, or dependent adult must be reported by law in a timely manner. All other information is considered privileged communication.

Texas Rules of Evidence, Rule 505 “Privilege for Communication to a Clergy Member”

A definition is used in this rule that defines a “member of the clergy” as a minister, priest, rabbi, accredited Christian Science Practitioner, or other similar functionary of a religious organization or an individual reasonably believed so to be by the person consulting with such individual. The rule further defines that communication is “confidential” if made privately and not intended for further disclosure except to other persons present in furtherance of the purpose of the communication. There is also a General Rule of Privilege that states a person can refuse to disclose, and may prevent any other person from disclosing, confidential communications made to a member of the clergy. It is important to remember that such communication must be made for spiritual advice. This means that communication is privileged only if it is made to a member of the clergy in his or her professional capacity as a spiritual advisor. The communication need not, however, be penitential in nature.

X. DIVERSITY

As a government entity providing services to a diverse community, it is essential that we and all of our affiliated organizations hold to the ethic of equal treatment under the law. This means that we must offer and provide the same level of service for all people without discrimination. We interpret these ethical mandates to insist that our chaplains not only be open to clergy from all religious and faith traditions, but that each of our chaplains be willing to serve all of our officers and employees, when requested, being respectful of whatever religion or faith tradition, or lack of religion, they profess. This does not require that all chaplains provide all services if a request contradicts their codified theology.

Chaplains shall not proselytize or attempt to recruit church members or pressure anyone to adopt a particular religious outlook. This does not prevent our chaplains from being who they are: dedicated

clergy with strong religious beliefs. It merely requires a respectful response to those who believe differently.

In addition, we are required by law and city policy not to discriminate on the basis of race, color, national origin, gender, religion, sexual orientation, age, or disability in the provision of support of any personnel. Chaplains are encouraged to review their particular tradition's professional ethics and practices to ensure that they can operate in line with all the special requirements listed above.

XI. VOLUNTEER INSURANCE

Liability Coverage – Volunteers are included in City sponsored liability coverage if they are acting within the scope of duties assigned, and while under the general supervision of an officer, director, elected or appointed official, or an employee of the Department.

Chaplains should maintain their own automobile or other hazard insurance. The department makes no recommendation as to what types or what limits of personal insurance are available or applicable to the circumstances.

Volunteers are not covered under the City workers' compensation insurance. Employees are expected to be especially careful to screen, train, and supervise volunteers to reduce exposure to hazards. Nevertheless, the volunteers may be exposed to hazards inherent in the activities involved.

XII. VOLUNTEER RIGHTS

In general, the chaplains are considered non-paid staff, but have some of the same rights as employees. Some of the basic rights of volunteers are summarized below:

Equal Opportunity – Cedar Park Police Department staff is to recruit and place Chaplain Volunteers without regard to age, race, sex, religion, color, national origin, political affiliation, veteran status, genetic information, disability, or any other protected status.

Complaints – A chaplain volunteer may file a complaint about any work-related problem. If the problem cannot be resolved informally with the senior chaplain, the chaplain may contact the lieutenant of support services. Complaints about a chaplain may be made to the senior chaplain or the lieutenant of support services.

Immunity – According to Chapter 84, Texas Civil Practice and Remedies Code, volunteers serving in charitable organizations are immune from civil liability for good faith actions taken in the course and scope of their service. Cedar Park Police Department does not qualify as a charitable organization and individuals performing volunteer services for the department are not immune under Chapter 84. Cedar Park Police Department takes no position on whether an individual belonging to a Chapter 84 charitable organization that performs services for this department retains charitable immunity. In addition to monitoring the accuracy of the work being performed, the senior chaplain should remain alert to possible misuse of equipment, conflict of interest, and breach of confidentiality.