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# CHAMPAIGN POLICE DEPARTMENT

## POLICY and PROCEDURE

POLICY NUMBER: 16.1

SUBJECT: POLICE CHAPLAIN PROGRAM

EFFECTIVE DATE: 06/23/14

REVISED DATE:

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REFERENCE ILEAP:

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PURPOSE:

Recognizing the great personal demands and sacrifices a police career makes on our employees and their families and their resultant needs, a Champaign Police Department Chaplain's officer shall be available to meet such needs of all employees. It is further recognized that civilian personnel working in support of the Champaign Police Department also have needs for spiritual direction and assistance.

It is the policy of the Champaign Police Department to utilize community resources to meet the human needs of the officers and employees of the Champaign Police Department. One manner in which this can be accomplished is through the volunteer Police Chaplain Program. To that end, the volunteer Police Chaplain Program may be utilized during those situations where the need for personal assistance exceeds the training and resources of the Champaign Police Department and where the training and experience of the Chaplains may be beneficial to those in need.

The Chaplain's office will maintain an "open door" policy and be available to all employees of the Champaign Police Department and their family members.

This policy authorizes the establishment of a formal Police Chaplain Program, establishes criteria for the selection and appointment of Champaign Police Chaplains, and outlines their duties. It also establishes guidelines for their use and establishes a uniform notification procedure for the Chaplains.

POLICY:

### 16.1.1 ROLE OF THE CHAPLAIN

- A. The role of the Chaplain shall be to assist those who have an immediate need to confidentially discuss personal and/or professional problems with those who are qualified to help understand those types of problems.

- B. The primary focus of the Chaplain shall be to Listen, Assess, Counsel and, when necessary, Refer an individual to professional counselors.
- C. The primary goal of the Chaplain's office is to develop a program within the department to serve as a source of strength to all employees and their families as the need may arise.
- D. There is a clear distinction between the role of a Chaplain and that of traditional local clergy in their focus and methodology of approaching the individual and their issues.
- E. All chaplains are identified as affiliates of the Department and, as such, shall act in a professional and unbiased manner in the event of a civil disorder.
- F. All Chaplains should be familiar with external referral agencies, including the City of Champaign Employee Assistance Program.
- G. All Chaplains are encouraged to visit the Champaign Police Department and to participate in ride-alongs with police personnel. Chaplains shall wear their identification card, Police Chaplain jacket, or Police Chaplain shirt when in the Champaign Police Department or on a ride-along.
- H. Chaplains should be aware of the potential hazards of a crime scene and shall not intervene into any situation without direct authorization of the commanding officer at the scene.

### 16.1.2 CONFIDENTIALITY

- A. Employees are reminded that State and Federal laws and regulations permit or require the release of information in situations where there is actual or potential danger to self or others (i.e., evidence of child abuse, commission of an illegal act or otherwise required by law).
- B. Chaplains shall maintain a strict code of ethical conduct and confidentiality in regard to counseling or conversations or information witnessed while working as a chaplain for the Champaign Police Department.
- C. Employees should be aware that any conversations with a police chaplain made in the presence of other officers or persons may not have the protection of confidentiality.

### 16.1.3 POLICE CHAPLAIN COMMITTEE

- A. The Police Chaplain Committee will consist of, at minimum, three members of the Line Advisory Group (LAG) and all Champaign Police Chaplains. Resource Chaplains shall not serve on the Chaplain Committee.

- B. The Police Chaplain Committee will meet monthly to discuss past, present, and current events involving the services that can be provided to the Department.

#### **16.1.4 SELECTION OF CHAPLAINS**

- A. Members of the clergy who have an expressed interest in becoming a Chaplain, or a Resource Chaplain, shall be referred to the Chaplain Committee. At the discretion of the Committee, the clergy members may be invited to participate as a Resource Chaplain for the Department. Resource Chaplains will not be directly called upon to perform the duties as outlined in this order unless necessity dictates, but may serve in a capacity of assisting with the Chaplain program and/or providing resources not otherwise available to the Chaplain Program. Any clergy member who wishes to become a Chaplain or a Resource Chaplain must pass a background investigation, which will include a criminal history check.
- B. The Police Chaplain Committee will review and submit recommendations to the Chief of Police for any Police Chaplain openings that are deemed necessary to fill.
- C. Chaplains shall be of the highest ethical and moral standards, both personally and professionally.
- D. Chaplains must hold proper credentials in ministry, counseling, social work, or fields related to police chaplaincy.
- E. Resource Chaplains who have served at least six (6) months as a Resource Chaplain with the Champaign Police Department Chaplain Program may submit letters of application to the Police Chaplain Committee expressing interest in identified openings for Police Chaplain. The Chief of Police shall, with the advice of the existing Chaplains, make a final determination as to feasibility of approving the application.
- F. Upon approval of the Chief of Police, the Chaplain shall be issued a valid **civilian/non-sworn** Identification Card identifying them as an official Police Chaplain for the Champaign Police Department.
- G. All Police Chaplains and Resource Chaplains must be willing to attend training in stress management and other training designed to assist them with their duties.
- H. The number of Police Chaplains is left to the discretion of the Chief of Police. The number of Resource Chaplains is left to the discretion of the Police Chaplain Program Committee.

#### **16.1.5 SCHEDULING OF CHAPLAINS**

- A. The Chaplains shall, in cooperation with LAG, provide the Champaign Police Department with their current contact information, to include emergency contact information.

- B. LAG will be responsible for providing an up-to-date phone and/or pager listing for all Chaplains to Patrol and Investigations divisions.
- C. LAG will schedule a monthly meeting of the Department Chaplains and prepare an agenda for the purpose of review, discussion, and training.
- D. LAG will ensure that new ride-along waivers are completed annually and that all Police Chaplains and Resource Chaplains are checked annually for any negative criminal or civil action which could reflect negatively on the Police Chaplain Program or the Champaign Police Department.

#### **16.1.6 REQUEST FOR CHAPLAIN ASSISTANCE**

- A. A command officer may contact a Chaplain, or multiple Chaplains if necessary, for any incident listed below where the need for interpersonal assistance is required by:
  - 1. An officer or a member of an officer's family;
  - 2. A civilian employee of the Champaign Police Department or their family;
  - 3. Hospitalization of either sworn or civilian employee or immediate family member;
  - 4. The death of an active or retired employee of the Department;
  - 5. At mass casualty incidents for which defusing or debriefing would be beneficial; or
  - 6. Any event that may have a long lasting emotional effect on department personnel.
- B. In the event the person or family in need of assistance makes a specific request for a personal minister who is not a formal member of the Chaplain program, every effort will be made to contact the person requested. The Chaplain on call will assist in making that notification if necessary.
- C. Any member of the Champaign Police Department may contact any of the Chaplains directly if they have a desire to discuss a personal issue in confidence without the prior knowledge or approval of the Chief of Police or a Command Officer.

#### **16.1.7 CALL IN NOTIFICATION OF CHAPLAIN**

- A. A command officer may contact a Chaplain, or multiple Chaplains if necessary, for any incident listed below where the need for interpersonal assistance is required as a result of:
  - 1. Death or serious injury of an employee, an employee's spouse, or an employee's immediate family member, whether on or off duty;
  - 2. At the request of an employee or officer for personal assistance not directly identified in this policy;
  - 3. Officer Involved Shootings; or
  - 4. When it is the opinion of the command officer on duty that the services of a Chaplain would be

beneficial to an employee or the Champaign Police Department.

B. It shall be at the discretion of the Chief of Police to discharge or remove any police Chaplain that does not conform to the police mission or to the standards of the Chaplain Program.

#### **16.1.8 CALL IN RESPONSE**

- A. When a command officer requests a Chaplain the responding Chaplain shall report to the command officer at CPD for briefing instructions. In the event that the Chaplain should report to an incident site, the Chaplain will be notified as such and shall report to the command officer in charge at the site for briefing instructions.
- B. Chaplains reporting for a call-in either at CPD or in the field shall wear their identification card in open view of all personnel or wear the shirt or jacket that identifies them as a POLICE CHAPLAIN.
- C. Police Chaplains shall not enter restricted areas without approval from a command officer. It will be at the discretion of the command officer in charge to assign an escort for the Chaplain if one is deemed necessary. A Chaplain will not be allowed into an area where there are unidentified or potential risks to health and/or well being.
- D. Police Chaplains shall report to a command officer when their duties have been completed and they are departing. This is strictly for accountability of personnel.
- E. Based on the scope of an incident the on-call Chaplain may request assistance from another police Chaplain.
- F. If the assistance of Resource Chaplains is necessary, the request for those resources must be approved by a command officer. The Resource Chaplains will be contacted by Champaign Police Department Chaplains on scene, or a Champaign Police Department Chaplain Committee member, if possible, with consideration given to the various Resource Chaplains specialties and/or training.
- G. If the assistance of Resource Chaplains is requested, or anytime a Resource Chaplain is performing as a representative of the Champaign Police Chaplain Program, the Resource Chaplain must adhere to the same guidelines as set forth for Police Chaplains in this order.
- H. If any member of the department experiences or witnesses a negative incident or negative behavior involving a Police Chaplain or Resource Chaplain they shall immediately report the incident or behavior to the Chief of Police and the Professional Standards Lieutenant.

#### **16.1.9 RESIGNATION AND DISCHARGE**

- A. As a volunteer member of this department, a Police Chaplain or Resource Chaplain may voluntarily resign at any time with written notice to the Chief of Police.

- C. The Chaplain Identification Card and any other property issued to a Chaplain shall remain the property of the City of Champaign and will be surrendered upon completion of their assignment as Chaplain or upon demand by the Chief of Police.

#### **ISSUING AUTHORITY**



Anthony D. Cobb  
Chief of Police  
Champaign Police Department