



CHATHAM COUNTY POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

SOP # OPS-052:

EFFECTIVE: 08/07/23

POLICE CHAPLAINS

PURPOSE

This Standard Operating Procedure (SOP) is to establish procedures for Police Chaplains of the Chatham County Police Department (CCPD.)

POLICY

CCPD Chaplains are not commissioned as law enforcement Officers with sworn police officer status. Police Chaplains may be assigned to law enforcement-related community service functions, and they may also be used as a resource in emergencies and large-scale special events as a source of spiritual guidance. The mission of the CCPD Chaplaincy is to provide personal and professional support to all employees of the CCPD, to contribute to the efficient operation of the CCPD, the morale of CCPD personnel, and the maintenance of good relations.

CCPD Chaplains answer directly to the Chief of Police or their designee; however, tasks may be performed at the request of any employee of the CCPD. CCPD Chaplains are expected to perform the work of the police chaplaincy without supervision and to seek guidance only when a problem arises.

PROCEDURE

I. GENERAL REQUIREMENTS

- A. A CCPD Chaplain must be an ordained minister with good character, integrity, and good standing in the secular and religious community.
- B. A CCPD Chaplain must have at least two (2) years of experience as a full-time minister of a recognized religion that furnished most of the candidate's income.
- C. A CCPD Chaplain must maintain ordination status recognized and endorsed by their religious affiliation.
- D. Candidates for a CCPD Chaplain must pass a formal Police Officer applicant background investigation conducted by the Office of Internal Affairs, which may include:
 - 1. A drug screen and polygraph examination.
 - 2. Examination to ensure freedom from any physical, emotional, or mental condition which might adversely affect the exercise of duties of a Police Chaplain.
- E. Candidates for a CCPD Chaplain must have a valid Georgia motor vehicle operator license.

II. GENERAL RESPONSIBILITIES AND DUTIES

A. CCPD Chaplains are responsible for:

1. Assisting CCPD personnel in notifying the families of victims of severe injury or death.
2. Responding to significant disasters to provide comfort to victims.
3. Assisting with hostage negotiations.
4. Assisting with mental cases and stressful situations.
5. Providing counseling for CCPD personnel.
6. Providing orientation of police recruits during basic mandate training.
7. Performing a variety of public relations duties.

B. CCPD Chaplains should:

1. Assist families involved with the CCPD due to a crisis, such as a severe injury or death, by contacting a minister or clergy member of the family's faith.
2. Notify family members, when possible, of death or serious injury within their family.
3. Assist families in crisis with immediate arrangements, such as notifying other family members and transportation to the hospital when needed.
4. Respond, upon request, to significant disaster such as bombings, building collapses, explosions, airplane crashes, multiple alarms of fire, unusual industrial accidents, etc., and assists the people involved by acting as a liaison between the victim, their family, and the CCPD.
5. Remain available during any major demonstration or public function requiring a large number of police officers to act as a liaison between the CCPD and the public at large when needed.
6. Assist in hostage situations and liaise between the victim and the CCPD when needed.
7. Remain available as a counselor for CCPD employees and their families in times of stress or crisis when requested by the member.
8. Participate in prayer offerings when needed or requested.
9. Assist and comfort CCPD employees and their families during sickness or death.
10. Visit sick or injured CCPD employees in their homes or the hospital.
11. If requested, participate in funerals or memorial services for active or retired employees of the CCPD.
12. Assist and act as a liaison between Police Officers, their families, and the CCPD when needed.
13. Attend roll call briefings and other police employment functions.
14. Participate in graduation and promotional events.
15. Maintain knowledge of CCPD policies and procedures, county geography and road system, and human behaviors.

- C. CCPD Chaplains may receive a monthly stipend.
 - 1. The stipend is intended to offset minor expenses incurred during the performance of their duties and responsibilities as a police chaplain.
 - 2. The Chief of Police will designate the stipend amount.

III. TRAINING

- A. CCPD Chaplains shall receive training as established by O.C.G.A. § 35-8-13 Training and Certification of Police Chaplains. Police chaplain training is available through Georgia POST.
 - 1. This training must be accomplished within 12 months of appointment and will be at the expense of the CCPD.
- B. CCPD Chaplains should participate in annual refresher training in the areas of law enforcement orientation and varied aspects of police chaplaincy.

IV. ATTIRE

- A. CCPD Chaplains may wear department-approved and issued uniforms. The uniforms will be distinctively different from CCPD police officer uniforms. Chaplain uniforms include:
 - 1. Badges that designate “Chaplain.”
 - 2. A “Chaplain” rocker will go under the CCPD patch if displayed.
 - 3. “CCPD” collar brass or, at the option of each Chaplain, insignia emblematic of their faith may be displayed, i.e. Christian Cross, Star of David, etc.
 - a. Police Chaplains will not display any police rank.
- B. CCPD Chaplains may wear plainclothes attire or the identifying attire of their religious affiliation, if appropriate, for any task performed as a representative of the CCPD Chaplaincy.

BY ORDER OF:

Electronically Signed in PowerDMS on 08/07/2023

Jeffrey M. Hadley
Chief of Police