



# CONCORD POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### POLICE CHAPLAIN PROGRAM

**GENERAL ORDER:** 02.05

**CREATED:** March 17, 2003

**ISSUE DATE:** June 11, 2023

**CALEA STANDARD:**

**EFFECTIVE DATE:** June 11, 2023

**ACTION:** Amends general order dated October 1, 2022.

#### **02.05.0**     **PURPOSE AND MISSION**

The purpose of this general order is to establish regulations and procedures for a volunteer Police Chaplain Program.

The Mission of the Police Chaplain Program is to provide a non-denominational "ministry of presence" to coworkers, their immediate family members, and the community.

#### **02.05.1**     **POLICY**

It shall be the policy of the Concord Police Department to provide its coworkers with a volunteer Police Chaplain Program. The chaplain / coworker relationship may exist at the discretion of the individual coworker on a voluntary or as-needed basis. A successful police chaplain will get to know and build individual and group coworker relationships by attending roll calls, participating in ride-alongs, and being involved in other types of department activities. The police chaplain will hold in-house office hours from time to time and be available to meet with coworkers away from city facilities if requested to do so.

#### **02.05.2**     **DEFINITIONS**

##### A. POLICE CHAPLAIN

A police chaplain is a clergy person with a passionate interest in, and specialized training for, supporting those who work in the field of law enforcement. This support is offered to all coworkers regardless of one's religion, race, gender, or sexual orientation. It is offered without cost or proselytizing. The police chaplain is led in his or her own faith to be available and ready to serve all those in need. A police chaplain ministry provides a source of emotional and spiritual support to department coworkers, their immediate family members, and the community. The police chaplain participates in the workplace of department coworkers and actively listens with empathy and experience, advising calmly in the midst of turmoil and danger, and offering assistance when appropriate or requested.

#### **02.05.3**     **ORGANIZATION AND ADMINISTRATION**

##### A. APPOINTMENT

1. Police chaplains are appointed by and shall serve at the discretion of the Chief of Police.

2. Organizationally, the Police Chaplain Program is a special unit that resides in the Office of the Chief of Police.
3. Pastors or clergy wishing to serve as a police chaplain shall submit a letter of interest and resume to the Chief of Police, and be able to articulate that he/she meets the minimum requirements as outlined in this policy. The Chief of Police will review application materials and facilitate an appointment process that will include at minimum a face to face interview.
4. Once appointed, chaplains shall serve in a probationary status for the first 6-months. This time period will allow the chaplain to get to know coworkers and vice versa. Upon conclusion of the 6-month period, the Chief of Police shall make a determination to appoint the chaplain indefinitely. Such decision shall be made after consultation with the chaplain, Program Coordinator, and feedback received from other department coworkers.
5. Dismissal of a chaplain may occur due to a chaplain's sustained failure to abide by established policies and procedures, failure to honor a coworker's privacy, or failure to practice professional ethical standards.

#### B. PROGRAM COORDINATOR

1. The Police Chaplain Program shall be administered by a Program Coordinator assigned by the Chief of Police. The Program Coordinator shall serve as a liaison between the department and police chaplains.
2. The Program Coordinator shall maintain regular communications with police chaplains, ensuring that chaplains volunteer their time and provide a level of service and presence consistent with the stated mission of the program.
3. The Program Coordinator shall provide a quarterly report to the Chief of Police that outlines the number of hours volunteered by a chaplain and a short description of the types of duties performed (i.e., 2 hours roll calls; 6 hours ride-alongs; 1 hour invocation/benediction at retirement ceremony).
4. The Program Coordinator shall evaluate the Police Chaplain Program on an ongoing basis and provide counsel to the Chief of Police as far as program effectiveness is concerned. Program evaluation shall be based upon personal interactions and observations, as well as feedback from coworkers.
5. The Program Coordinator shall consider inviting police chaplains to various department activities and events where the presence of a chaplain will be of benefit to coworkers, the chaplain, and the program itself.
6. The Program Coordinator shall perform other duties on behalf of the police chaplain program as directed by the Chief of Police.

#### C. CHAPLAIN REQUIREMENTS

1. Chaplains shall be ordained or licensed by a duly recognized religious body; and shall be recognized by their faith community as being equipped for chaplaincy service. A minimum of three (3) years of service in pastoral ministry is required.

2. Chaplains shall be of good moral character and reputation; and, shall submit to and pass a background investigation as directed by the Chief of Police. A person convicted of a felony or offense involving moral turpitude shall be disqualified from serving as a police chaplain.
3. If appointed, chaplains shall submit to the Chief of Police a letter of recommendation from their regular congregational employer that articulates knowledge and support to serve as a department chaplain.
4. Chaplains shall be available to the Chief of Police in an advisory capacity in matters pertaining to the moral and spiritual welfare of the department.
5. Chaplains shall successfully complete a volunteer orientation before providing services to department coworkers.
6. Chaplains shall successfully complete basic police / first responder chaplaincy training within two (2) years of their assignment; and, are encouraged to pursue advanced training on their own or at the direction of the Chief of Police. Chaplains must be willing to become involved in training programs that enhance their ability to serve the department and community as a police chaplain.
7. Chaplains shall acquire, through experience and on-the-job training, a basic understanding of the duties of law enforcement officers, code enforcement officers, and civilian support staff.
8. Chaplains shall volunteer a minimum of eight (8) hours per calendar month. Attending roll calls, participating on ride-alongs, holding office hours, and attending department meetings and events all count towards the eight (8) hour minimum.
9. Chaplains shall maintain the confidentiality of all privileged communications made between the chaplain (acting in his/her official capacity) and department coworkers or the coworkers' immediate family. Chaplains shall not disclose any information learned during professional contact or conversation with coworkers to the department or anyone else without the expressed permission of the communicating coworker, unless the chaplain is required to do so by law; or, if the information clearly identifies an imminent safety risk to the coworker or others.
10. Chaplains shall have a valid North Carolina operator's license and be able to provide personal transportation.

#### **02.05.4    REGULATIONS AND PROCEDURES**

##### **A.    CHAPLAIN REGULATIONS**

1. A police chaplain is not a law enforcement officer and is prohibited from assuming such role. A police chaplain possesses no authority beyond that of a private citizen.
2. A police chaplain shall not interfere with department coworkers in the performance of their official duties.
3. A police chaplain shall not carry a firearm or other dangerous weapon – whether or not it is concealed – while carrying out his/her official police chaplain duties.

4. With regard to one's service as a department chaplain, a police chaplain shall only speak to the media or other external organizations with the approval of the Chief of Police.
5. Police chaplains are prohibited from engaging in any unsolicited effort to convert or modify any coworker's religious convictions or beliefs.
6. In fulfillment of the "ministry of presence" mission, the Chief of Police shall provide police chaplains with a photo identification card and access to police headquarters and police substations. Such access shall be limited to those areas necessary to provide chaplain services.
7. When acting in a formal capacity, police chaplains shall wear professional attire and shall have their department identification card clearly visible to the public and coworkers.
8. The Chief of Police may assign a police chaplain with a handheld radio. In such case the police chaplain shall practice correct and generally acceptable radio etiquette, and shall identify him/herself with the assigned unit number.
9. The Chief of Police may assign a police chaplain with a parking deck permit and/or a vehicle placard that identifies the chaplain's personal vehicle when parked. The vehicle placard, if issued, shall not be displayed when the vehicle is in motion, and the placard does not entitle a chaplain to disobey or otherwise disregard applicable parking statutes or city ordinances.
10. All equipment issued to a chaplain remains the property of the City of Concord and shall be returned to the department upon request or termination of services as a chaplain.
11. To the extent a police chaplain is provided with sensitive or confidential information (i.e., department roster, unit numbers, etc.) by the Chief of Police or designee, the police chaplain shall treat such information as confidential. Code of Conduct section 01.01.3(C)(4) shall also apply to a police chaplain.
12. Chaplains shall comply with established ride-along procedures and shall follow the directions of officers to whom they are assigned. Ride-alongs may begin and end at any time mutually convenient to the chaplain and involved officer.
13. A police chaplain shall receive no compensation from the City of Concord for their services other than reimbursement for expenses – approved in advance, by the Chief of Police.

#### B. CHAPLAIN SERVICES

1. A police chaplain is able and willing to provide emotional and spiritual support to coworkers who request it, and shall be available to assist coworkers on and off duty. Chaplains may be contacted directly by a coworker when a need arises. The department will provide telephone and email contact information for each police chaplain. It should be understood that chaplains are volunteers and have other responsibilities, and therefore may not be available 24/7 to coworkers. Police chaplains shall attempt to be responsive to the needs of coworkers within reason.

2. A police chaplain may:
  - a. Participate in ceremonial or special events by providing non-denominational prayer or an uplifting message.
  - b. Provide sources of emotional or spiritual encouragement, which may include devotionals, classes on marriage, parenting, family disputes, finances, etc.
  - c. Provide confidential support and counseling to coworkers. A chaplain can help to resolve a problem before the problem ruins a marriage, embarrasses the department, or ends a coworker's professional career or even his/her life.
  - d. Provide support in crisis situations. Such support may be requested by the coworker experiencing a crisis or by a coworker who has a genuine concern for the coworker in crisis. Regardless of how the police chaplain became engaged in the crisis situation, the decision to utilize a police chaplain's services remains the individual coworker's.
  - e. Visit a sick or injured coworker in the hospital or at his/her residence; or, a seriously injured or sick member of the coworker's immediate family at the request of the coworker.
  - f. Assist in providing death notifications and be available to support bereaved family members following a homicide, suicide, accidental death, traffic fatality, etc.
  - g. Assist SWAT or negotiators during a call-out. Sometimes a faith-based connection to an individual in crisis can make a positive difference in the outcome of the situation.
  - h. Provide grief counseling or other counseling services, understanding of course that serious situations may be referred to clinical specialists.

#### C. COWORKER PROCEDURES

1. Coworkers are encouraged to interact with police chaplains and develop meaningful relationships with them. Police chaplains are approved to participate in ride-alongs, so coworkers are also encouraged to interact with them in that capacity if the opportunity presents itself and if they so wish.
2. Coworkers are encouraged to call upon a police chaplain for services as needed for themselves, an immediate family member, or another coworker who is believed to be in personal or professional crisis.
3. Coworkers who desire the presence of a police chaplain at a particular ceremony or event shall make such request through the Program Coordinator or the Office of the Chief of Police.
4. Complaints about a chaplain's performance shall be made in writing to the Chief of Police.



GARY J. GACEK  
CHIEF OF POLICE