

P.O. 246 Chaplains Program

Effective From:	1-25-19	Effective To:	Current
-----------------	---------	---------------	---------

P.O. 246 – Chaplains Program

1. PURPOSE

- i) The Louisiana State Police recognizes that as an emergency response agency, its employees are subjected to unusually stressful situations and critical incidents that may induce certain emotional and physical reaction in those employees and their families. Therefore, it is the policy of the Louisiana State Police to provide a Chaplain Program for employees and their immediate family members to help them through times of personal or professional crisis. A chaplain is a non-compensated, volunteer member of the clergy who has a minimum of three (3) years of experience in the ministry and is in good standing with their ministry.

2. OBJECTIVES

- i) Provide a means of spiritual, emotional, and pastoral support for Department personnel, both commissioned and non-commissioned.
- ii) Provide a resource for Department personnel by responding to line-of-duty incidents and activities.
- iii) Provide a support network for personnel experiencing personal problems.
- iv) Provide a resource and planning liaison for departmental, ceremonial, and memorial functions.
- v) Aid in the development of progress related to family issues, personal stress, family crisis intervention, and pre-retirement preparation.
- vi) Provide a framework of ecclesiastic volunteers and set forth program requirements, volunteer qualifications, and restrictions.
- vii) Assist the Department's Troopers / Employees Assistance Program (TEAP) team as needed.

3. ORGANIZATIONAL STRUCTURE

- i) TEAP Statewide Program Administrator
- ii) Troop / Region Commander
- iii) TEAP Troop / Region Area Coordinator
- iv) Chaplains

4. RESPONSIBILITIES

- i) TEAP Statewide Program Administrator:
 - a) Shall develop Chaplains Program policy and ensure the policy is updated accordingly.
 - b) Coordinate training opportunities and conduct team meetings.
 - c) Work with each Troop / Region Commander and Troop / Region Area Coordinator to ensure proper staffing of the Chaplain Program.
 - d) Prepare and teach classes on a variety of topics related to the TEAP, Critical Incident Stress Management (CISM), and peer support.
 - e) Ensure the chaplain application and waiver documents are completed and stored at Internal Affairs.
- ii) Troop / Region Commander:
 - a) Solicit and recommend individuals to the TEAP Statewide Program Administrator for participation in the Chaplain Program. It is recommended that Troop / Region Commanders have a minimum of four chaplains at any given time.
 - b) Seek chaplains that reflect the religious and spiritual diversity of the Troop / Region.
 - c) Exercise care, diligence, and scrutiny in the screening of chaplains to ensure they meet both program requisites and suitability for service.
 - d) Monitor chaplains for any action that could bring unfavorable attention to the

Department and report actions to the TEAP Statewide Program Administrator for review and investigation as deemed necessary.

- e) May, at his or her discretion, grant chaplains access to Troop / Region facilities, activities, and personnel.
 - f) Permit chaplains to accompany commissioned officers on patrol when the chaplain has received authorization from the on-duty supervisor, and the Trooper / Officer whom he is seeking to accompany has given his or her consent.
 - g) Require chaplains to read and sign Division of Administration Non-State Employees Use of State Vehicle Acknowledgement Form and DPSSP Form 6693 Waiver of Liability. Both forms can be found on the LSP Bulletin Board under Forms / Files.
- iii) TEAP Troop / Region Area Coordinator:
- a) Communicate and coordinate with the chaplain and Troop / Region Commander regarding needs in their respective area.
 - b) Maintain a line of communication with chaplains to keep them informed of seriously ill or injured members of the Department or critical incidents involving Department personnel or their immediate family members.
 - c) Assist the Troop / Region Commander with monitoring chaplains' activities for any actions that could bring unfavorable attention to the Department.
- iv) Chaplains
- a) Be available to Department personnel when they are having difficulties with personal or professional problems affecting their professional abilities or family.
 - b) Shall only become involved in employees personal family matters when requested by Department personnel or the involved employee.
 - c) Assist the CISM program as needed. Chaplains shall attend a basic 16-hour CISM training prior to assisting so they will have an understanding of their role during the CISM process. Costs related to the CISM training will be paid for by the attendee.
 - d) Be available when requested by Department personnel to assist with death or serious injury notification involving:
 - 1) An employee of LSP,
 - 2) A family member of an LSP employee, or
 - 3) A death or serious injury encountered by an LSP officer where the services of a chaplain are requested to assist.
 - e) Be available to assist with planning and implementation of Department ceremonies.
 - f) Assist the LSP Training Academy with presentations to academy classes and / or new employees' families dealing with personal stress, family crisis intervention, etc.
 - g) Chaplains should make every effort to attend team / shift meetings or visit the local region office when possible to help develop relationships with Department personnel.
 - h) Chaplains shall log all activities related to interactions with LSP and DPS personnel using the TEAP Electronic Report Form. The activity report generated will capture the activity performed, region location, number of contacts, number of hours, and a brief synopsis of the activity. Chaplains shall not enter any information that could be used to identify an employee receiving the services.
 - i) Chaplains will be required to attend a minimum of eight (8) hours annual training designated by the TEAP Statewide Program Administrator.

5. CHAPLAIN QUALIFICATIONS / APPLICATION AND APPROVAL PROCESS

- i) Chaplain Qualifications:
 - a) Be a professional, trained member of the clergy with a minimum of three (3) years of experience in the ministry.
 - b) Be willing to serve as an unpaid volunteer in the ministerial service to the state.
 - c) Have a specialized interest in law enforcement chaplaincy by training, working experience, and appointment.
 - d) Maintain adherence to the rules of confidentiality as set forth by the State of

Louisiana Code of Evidence Article 511, *Communications to Clergymen*.

- e) Show compassion and understanding toward others and be easily relatable to others.
 - f) Demonstrate a broad base of experience and professional maturity, emotional stability, personal flexibility, and maintain high spiritual and moral standards.
 - g) Be tactful and considerate in dealing with all people regardless of race, ethnicity, sex, creed, or religion.
 - h) Be willing and available to respond to any situation where the chaplain is needed.
 - i) Have a basic knowledge of the duties of law enforcement officers and keep abreast of new procedures affecting the Chaplain Program.
 - j) Chaplains must be willing to be screened before appointment. The screening process consists of an application, endorsement review, criminal background check, interview, and approval by the Superintendent or their designee.
- ii) Application Process / Approval Process
- a) All interested chaplain applicants shall receive approval from the respective Troop / Region Commander, and must submit a completed chaplain application, along with supporting documentation to the TEAP Statewide Program Administrator for review. The application can be mailed or submitted electronically.
 - b) Chaplain applicants will need to complete a Right to Review Authorization Form and a Right to Disclosure Form, and be fingerprinted for a criminal background check. The TEAP Statewide Program Administrator or designee should be contacted to make arrangements for chaplain applicants to be fingerprinted at Headquarters.
 - c) Following the submittal of the application and supporting documents and the completion of the background check, an interview will be conducted by the following:
 - 1) TEAP Statewide Program Administrator,
 - 2) Troop / Region Area Coordinator or designee,
 - 3) One of the active, local Troop / Region Chaplains, and
 - 4) Troop / Region Commander or designee.
 - d) Upon completion of the application process, the Superintendent or designee will be notified of a request for approval. If approval is granted, chaplains may be issued an agency card for identification purposes only, but shall not be commissioned as special officers or peace officers or otherwise granted arrest powers by this identification card.
 - e) Chaplains shall successfully complete orientation and patrol safety instructional briefings conducted by the Troop / Region Commander before accompanying a commissioned officer on-duty. Chaplains shall not accompany a commissioned officer on-duty without the officer's consent.
 - f) Chaplains, when acting in their official capacity, shall exercise discretion and good judgement when accompanying an officer on-duty. Chaplains shall sign a Louisiana State Police Waiver of Liability form prior to accompanying an officer on-duty. Chaplains shall not speak with violators or otherwise intercede in the conduct of official business except during life threatening situations. Nothing in this order shall prevent the chaplain from communicating with a member of the public when the accompanying officer deems it appropriate, safe and worthwhile.
6. PROHIBITED CONDUCT / COMPLAINTS / REMOVAL PROCESS
- i) Prohibited Conduct
 - a) Chaplains shall not use identification cards and / or agency affiliation to avoid the consequences of illegal acts or to influence others improperly by seeking special benefit or treatment because of their volunteer status.

- b) Chaplains shall not wear any uniform, badge, insignia, or other such article that represents Louisiana State Police unless the Superintendent or designee has approved such.
 - c) Chaplains shall not be permitted to produce, use, or distribute business cards, stationary, or other documents or create websites or social media identifying themselves as LSP Chaplains unless permission is granted by the Superintendent or designee. Chaplains shall not identify themselves as LSP Chaplains by their signature or signature block on correspondence.
 - d) It is recommended that chaplains not carry weapons while acting in their official capacity as an LSP chaplain, whether or not they are licensed or commissioned to carry a weapon within Louisiana. If the chaplain chooses to carry a weapon when accompanying the commissioned officer, he must disclose this information to the officer prior to the ride-along and receive the officer's consent.
 - e) Chaplains shall not become involved in any administrative and / or criminal investigations related to the critical incident, assign responsibility or blame upon any employee, and will refrain from any discussion involving responsibility or blame.
- ii) Complaints Against Chaplains
- a) Complaints against chaplains shall be forwarded to the TEAP Statewide Program Administrator via the Troop / Region Commander in whose area the chaplain is assigned.
 - b) All persons having knowledge of an alleged incident or information related to a complaint against a chaplain will be required to provide a written statement prior to being interviewed.
 - c) The TEAP Statewide Program Administrator or designee shall gather facts as to the details of the complaint and prepare a report outlining any recommendations that shall be forwarded to the Superintendent or designee.
 - d) The Superintendent or designee will review the final report and determine what, if any, action will be taken.
- iii) Separation Process
- a) Any chaplain found to have engaged in any prohibited conduct or who voluntarily withdraws from the Chaplain Program, shall surrender any and all items granted to them that identify them as a volunteer chaplain for the Department.
 - b) The Superintendent or designee can request the removal of a chaplain at his discretion.
 - c) If for any reason a chaplain decides to voluntarily withdraw his chaplain status with the Department, a letter indicating the wish to terminate service and the effective date of withdrawal shall be submitted to the respective Troop / Region Commander and then forwarded to the CISM Statewide Program Administrator. A copy of the letter shall be placed in the chaplain's folder located in Internal Affairs.