

**LEESBURG POLICE DEPARTMENT
REGULATIONS AND GENERAL ORDERS MANUAL**

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OPERATIONS

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Title:

CHAPLAIN POLICY

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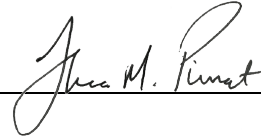
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Chief of Police:



I. CHAPLAIN POLICY

A. Chaplain Policy.

In an effort to better service the needs of our community the Leesburg Police Department recognizes that in some instances the assistance of a person with religious affiliation may be required to achieve the Department's goals and objectives. To better facilitate this need the following procedures shall be followed in the event such assistance is required.

B. Establishment of Eligibility.

1. It shall be the responsibility of the Public Information Office for the Police Department to establish contact and forward a Chaplain Application (LPD Form 144) to the perspective participant(s).
2. The Chaplain Application must be returned to Public Information Office.
3. The Public Information Officer shall establish a call-out list of participating chaplains. This list shall include the individual's name, house of worship affiliation, gender, year of birth, contact number(s), and email address. Participating houses of worship may enroll more than one individual.
4. The Chaplain Call-Out List shall be maintained in dispatch and posted in the roll call room. It shall be the responsibility of the Public Information Office to maintain the list and ensure the updates are completed within Department guidelines.
5. It shall be the responsibility of the Operations Division Commander or designee to issue identification badges and cards to each participating chaplain after a successful background check has been completed. Chaplain ride-alongs must be approved by the Operations Division Commander or designee.
6. The Chaplain Program is currently authorized for up to 5 chaplains, but may be expanded at the discretion of the Chief of Police or designee.

C. Call Out Procedures.

1. Officers requiring a chaplain's assistance may request this assistance through their immediate supervisor.
2. The supervisor shall contact dispatch and notify them of the request. Dispatch shall make contact with the appropriate chaplain and advise them of the request for their assistance.
3. Chaplains may respond directly to a scene or may be directed to headquarters and transported to the scene by an available officer.
4. Supervisors shall ensure that the on-scene chaplain displays the required badge and/or LPD identification card identifying them as a chaplain and allowing them access to the area where their assistance is needed. When responding to a call-out, chaplains should wear either their LPD issued uniform shirt/jacket or business casual clothing, or a combination of both.
5. While on a scene where there may be a possibility of injury the chaplain shall be escorted by an officer at all times. It shall be the responsibility of the officer to ensure the safety of the chaplain while on-scene.

D. Officer Assistance Request.

1. Officers may contact a chaplain directly should the officer require any religious guidance or advice.