



WRITTEN DIRECTIVE	No. PD22-0215	Page: 1 of 7
Subject: POLICE CHAPLAIN PROGRAM	Effective Date:	09-13-22
	Supersedes/ Amends:	PD16-0215
	Reference:	16.4.1, 16.4.2, 16.4.3, 22.2.3, 22.2.4, 55.2.6



I. Purpose

Lynchburg Police Department chaplains are skilled and committed to ministering to all people, regardless of their faith background or religious beliefs, and shall respect the beliefs of those whom they serve.

In recognition of the cultural and religious diversity within the City of Lynchburg, a Volunteer Police Chaplain Program has been established to provide spiritual guidance and support to Lynchburg Police Department (LPD) personnel and their families. Volunteer chaplains may also serve the citizens of the City of Lynchburg by assisting police personnel in stressful situations involving trauma, serious injury, or death. The police chaplain is duly ordained and appointed as an approved and experienced member of the clergy.

LPD members are often confronted with incidents and situations that demoralize and create emotional, mental, and spiritual burdens. As a result, department employees often need to express their frustration and problems to someone who fully understands the circumstances surrounding their duties, without fear of repercussions. These circumstances bring validity to our Volunteer Police Chaplain Program.

II. Policy

16.4.1

Lynchburg Police Department Chaplains, by virtue of the chaplaincy, are not sworn law enforcement officers and have no law enforcement power. A police chaplain is considered a volunteer member of the department, and comes under the authority of the Chief of Police. Police chaplains are in a unique position to listen to an employee with empathy and offer advice, counseling, and assistance when appropriate. When functioning in the performance of counseling duties, the communications between the chaplain and the counseled are privileged and confidential. The chaplain may not be compelled to disclose the issues discussed.

1. The goal of the Volunteer Police Chaplain Program is to provide 24-hour response and assistance to the LPD and its employees. A police chaplain may be called to respond whenever there is an incident involving trauma to a police employee or others in order to bring comfort and consolation to anyone who is emotionally distraught.
2. The services of a police chaplain may be requested by any LPD employee for any incident where such services might be deemed helpful. Chaplains

are encouraged to routinely participate in ride-alongs, attend staff meetings, briefings, and department training. Interaction with department members at special functions and social events is encouraged.

3. The use of the term “chaplain” or “police chaplain” refers to members of the LPD Volunteer Police Chaplain Program.

III. Procedure

A. SELECTION

1. The Volunteer Police Chaplain Program is established and directed by the Chief of Police or a designee. Upon request of any employee of the LPD, a chaplain may be contacted to assist the employee or a family member.
 - a. Chaplains will not be covered by, nor entitled to, any injury or death benefits provided to full-time employees.
 - b. Chaplains will not receive payment, benefits, or other compensation for hours worked.
2. Candidates for the Volunteer Police Chaplain Program will be interviewed and selected by the Chief of Police or a designee. Additionally, in order to provide meaningful support and assistance, chaplains will:
 - a. Maintain high moral standards;
 - b. Be skilled in personal ministry and pastoral care; and
 - c. Demonstrate a commitment to ministry with department employees.
3. Any person serving in the capacity of Department Chaplain must:
 - a. Be an ordained minister in good standing within a recognized religious organization;
 - b. Sign a Chaplain Participation Agreement; and
 - c. Join, at the department’s expense, the International Conference of Police Chaplains (ICPC) and work toward full certification as an ICPC Chaplain.
4. Chaplains will be prohibited from engaging in any unsolicited effort to convert or modify any employee’s religious convictions or beliefs.

B. APPOINTMENT

1. Appointments to the position of Department Chaplain will be made by the Chief of Police.
2. Chaplains will serve at the pleasure of the Chief of Police.
3. Chaplains will report directly to the appointed Chaplain Liaison for the Lynchburg Police Department.
4. The Chief of Police or a designee will be responsible for ongoing evaluation of the Chaplain program.
5. Upon appointment, chaplains will be:
 - a. Given access to applicable Lynchburg Police Department written directives;
 - b. Familiar with policies, procedures and regulations applicable to their department role; and
 - c. Issued a Lynchburg Police Department identification card, to be conspicuously displayed while within departmental facilities or engaged in departmental functions.
6. Chaplains should be familiar with community agencies and resources so appropriate referrals can be made to assist those in need.

22.2.3 C. DUTIES OF DEPARTMENT CHAPLAIN

1. Services offered by LPD Chaplains may include, but are not limited to:
 - a. Assisting department employees in making notification to families of officers or citizens who have received serious injuries, or have died;
 - b. Visiting or maintaining contact with sick or injured police personnel or their families;
 - c. Providing counseling services and pastoral care for department personnel and family members, if requested;
 - d. Offering sources of emotional and spiritual encouragement;
 - e. Assisting department employees as a referral source in handling domestic situations, family disputes, etc.;

- f. Assisting department employees in the development and implementation of programs to address problems or needs in the community;
 - g. Conducting and/or participating in religious services for deceased department employees when requested by family;
 - h. Attending funerals of deceased department employees;
 - i. Serving as a mediator between citizens and the department or its various components and units;
 - j. Attending and providing invocations/benedictions at department functions such as award ceremonies and graduations;
 - k. Representing the department at official gatherings;
 - l. Providing care to individuals involved in critical incidents;
 - m. Furnishing expert responses to religious questions;
 - n. Being on call during any major disturbance, event or demonstration in the city requiring the presence of a large number of police officers;
 - o. Providing a liaison for the city with other religious leaders in the community;
 - p. Providing other services as requested.
2. For communication purposes:
- a. Chaplains may be issued a police radio.
 - b. Chaplain contact numbers will be maintained by the department and will be available to agency employees.
 - c. Chaplains should advise the LPD Chaplain Liaison and LynComm when they are out of the area or unavailable for any extended period of time.
3. Chaplains will not have police powers, duties or responsibilities, and will not take any form of police action unless specifically directed to do so by a police officer pursuant to COV § 18.2-463.
4. Chaplains will comply with all orders and instructions given by the officer in charge at all times.

D. CONFIDENTIALITY OF INFORMATION

1. Chaplains will not disseminate any restricted law enforcement information that comes to their attention in performance of their assigned functions to any person other than sworn employees of the LPD.
2. When functioning in the performance of counseling duties, the communications between a chaplain and the counseled are privileged and confidential. A chaplain may not be compelled to disclose what has been heard.
3. Confidentiality of chaplain services to LPD personnel is a matter of extreme sensitivity and importance to the Chaplain Program and the administration of the department.
4. Virginia law does not prohibit testimony by a chaplain with knowledge of relevant admissible facts. Example: A chaplain may testify regarding a public incident they have witnessed while acting in the role of chaplain (not related to III D.1 & 2).
5. It is the policy of the LPD that all department personnel confiding in a police chaplain will be covered by the confidentiality privilege.
 - a. The content of any confidential communication may only be released with the consent of the involved person.
 - b. Exemptions to this confidential communication policy will include the following:
 - 1) Communications concerning any type of criminal act. Chaplains will report such information immediately to an LPD Lieutenant or officer of higher rank.
 - 2) Communications that indicate the potential of harm to oneself or another person will be reported immediately to an LPD Lieutenant or officer of higher rank.
 - 3) Communications made in the presence of a third party, whether or not the third party is a police officer.

E. RIDE-ALONG PROGRAM PARTICIPATION

1. Chaplains may participate in the department Ride-Along Program whenever they elect to do so.

2. Chaplains will coordinate the scheduling of a ride-along with the shift supervisor. Chaplain ride-along requests will be accommodated whenever possible.
3. Chaplains will comply with established, departmental ride-along program procedures and will follow the directions of the officers to whom they are assigned.
 - a. A ride-along may begin and end at any time mutually convenient to the chaplain and the involved officer.
 - b. Chaplains will display their issued department identification card while on a ride-along.
4. Chaplains will direct any citizen question related to incident handling or law enforcement issues to an officer.

F. TRAINING

1. The department may require a chaplain to participate in a DCJS-approved General Instructor class.
2. The department may request a chaplain to lead designated training sessions or seminars.

16.4.3

G. UNIFORM

1. Uniforms will not be issued to Department Chaplains. Chaplains will perform their assigned functions in civilian attire appropriate to the function or occasion at hand.
2. Chaplains will display their issued LPD identification card while within department facilities or engaged in departmental functions.

H. TERMINATION OF SERVICE

1. The services of a chaplain may be terminated at any time the Chief of Police believes it is in the best interest of the LPD to do so.
2. Any complaint regarding the performance of a chaplain will be brought to the attention of the Chief of Police.
3. All equipment or property issued to a chaplain remains the property of the LPD and will be returned to the department upon request or upon termination of service.

Original Signed

Ryan M. Zuidema
Chief of Police

September 13, 2022

Date