



# NEWARK POLICE DIVISION GENERAL ORDER



**SUBJECT:**  
**CLERGY AFFAIRS/POLICE CLERGY ALLIANCE**

**GENERAL ORDER NO.**  
**05-07**

**SUPERSEDES:**  
**G.O. 05-07 (09/25/2019)**

**DATED:**  
**August 3, 2021**

## **THIS ORDER CONSISTS OF THE FOLLOWING NUMBERED SECTIONS:**

- I. INTRODUCTION**
- II. POLICY**
- III. PURPOSE**
- IV. DEFINITIONS**
- V. QUALIFICATIONS**
- VI. PROCEDURES**
- VII. DUTIES AND RESPONSIBILITIES**
- VIII. DIVISION EQUIPMENT**
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## **I. INTRODUCTION**

The Newark Police Clergy Alliance (Clergy Alliance) has been established as a network of concerned members of the clergy who volunteer their services with the Newark Police Division. The Clergy Alliance provides spiritual and religious guidance along with inspiration to the citizens of the City of Newark.

The Newark Police House of Faith Partnership (House of Faith) has been established to collaborate with houses of worship in an attempt to increase trust amongst citizens and improve quality of life in the City of Newark.

The Newark Police Chaplain Service (Chaplain Service) provides spiritually enriched guidance to the sworn and civilian members of the Newark Police Division and their families.

## **II. POLICY**

It is the policy of the Newark Police Division to maintain a positive working relationship with the Clergy Alliance and congregants from houses of worship. Volunteers serving in the Clergy Alliance, House of Faith and Chaplain Service shall reflect the diversity of all faiths within the police division and the City of Newark.

The Newark Police Division shall not promote or endorse any one religion, faith or persuasion.

## **III. PURPOSE**

It is the purpose of this order to establish a guideline for the partnership between the Newark Police Division and participants of the Clergy Alliance.

This policy shall establish an operational guideline for the selection of volunteers and for the function of the Clergy Alliance, the House of Faith and the Chaplain Service.

## **IV. DEFINITIONS**

- A. CLERGY AFFAIRS UNIT - A unit with sworn Newark Police Officers that have knowledge, training or experience in religion and ministry.
- B. CLERGY AFFAIRS OFFICERS— Sworn Newark Police Officers who possess practical knowledge, training and experience in understanding religious faiths and ministries.
- C. NEWARK POLICE DIVISION CLERGY ALLIANCE - Ministers, priests, imams, rabbis and other officers recognized by the faith community and meet the requirements of their respective faith. Additionally, members who volunteer their services to the Newark Police Division provide spiritual, moral enrichment and inspiration to the citizens.



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- D. HOUSE OF FAITH PARTNERS - Congregations from individual houses of worship. Each house of worship leader has agreed to collaborate with the Newark Police Division to provide voluntary services and safe havens to the community.
- E. NEWARK POLICE CHAPLAIN - Certified or ordained member of the clergy sanctioned by their specific faith to perform sacerdotal duties. Chaplains volunteer their service and provide spiritual guidance to members of the Newark Police Division.

## V. QUALIFICATIONS

### A. MINIMUM CRITERIA FOR ALL VOLUNTEERS

1. United States citizen.
2. Licensed minister in accordance with their respective faith.
3. Must be 18 years of age or older.
4. Must reside in the City of Newark or serve in a house of faith within the City of Newark.
5. Must pass a criminal background check, including fingerprinting, conducted by Candidate Investigations Unit (no open warrant, criminal complaint, domestic violence offense, criminal affiliation or recent felony criminal conviction).

### B. CRITERIA FOR CLERGY ALLIANCE

1. Must successfully meet the minimum criteria outlined in Section V, Subsection A.
2. Must volunteer a minimum of eight (8) hours per month to the Clergy Alliance.

### C. CRITERIA FOR HOUSE OF FAITH PARTNERS

1. A House of Faith must be geographically located within Newark.
2. Must have written authorization from the priest, pastor, imam or rabbi that is responsible for their ministry.
3. Must complete "Block Watch Training".
4. Must have an existing program or outreach in the community.
5. Must be willing to participate as a "Safe Haven" during any crime prevention program.
6. Must be willing to assist the Newark Police Division with "Quality of Life" improvement strategies.



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## D. CRITERIA FOR POLICE CHAPLAIN

Clergy members appointed to the position of police chaplain shall meet the criteria established by New Jersey State Statute; 40A:14-141. The statute states:

### *Chaplains*

*The governing body of any municipality, by ordinance, may provide for the appointment of one or more chaplains to the police department or force. Any person appointed as chaplain shall be an ordained clergyman in good standing in the religious body from which he is selected. The chaplain shall become a member of the municipal police department or force with or without rank and salary as specified in the ordinance. His salary, if any, shall be fixed by the governing body of the municipality and payable in the same manner as in the case of other members of the police department or force. L.1971, c.197, s.1, eff. July 1, 1971. amended by L.1977, c.409, s.1, eff. Feb 23, 1978.*

1. Must successfully meet the minimum criteria outlined in Section V, Subsection A.
2. Must provide proof of ordination and all licenses.
3. Must provide a letter of “good standing” from their respective church, masjid, mosque or synagogue.
4. Must volunteer a minimum of 16 hours per month to the Newark Police Division and/ or division member’s family.
5. Must be available to assist the Public Safety Director, Chief of Police and Command Staff during community events and meetings.
6. Must be available to respond to emergencies involving police personnel.
7. Must assist division personnel who wish to seek guidance, privately, in an approved “non-police” facility.
8. Must successfully complete training (Public Safety Academy, Chaplain’s Training, Cop 2 Cop training etc.) identified by the police division.

## E. PROCESS

Clergy members interested in volunteering to serve in one of the three programs must successfully complete the application process:

1. Complete an application.
2. Provide a letter of recommendation from each of the following:
  - a. Spiritual leader
  - b. House of faith
  - c. Family or friend
3. Background check:  
Morpho Trak  
124 Halsey Street  
Newark, NJ 07102  
877-503-5981



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4. Proof of address.
5. Proof of identification (social security card, valid driver's license, vehicle registration).
6. Proof of United States citizenship.
7. Annual renewal of the application process on the expiration of the NPD identification card.
8. No clergy identification cards may be issued or renewed unless the member is approved to participate in the program.
9. Non-participating members must surrender their police issued identification cards.
10. No badges are authorized of Clergy Alliance participants (any badges previously issued must be returned to the Property and Evidence Division).

**\*\*\*Associate memberships shall no longer be approved\*\*\***

## **F. APPROVAL OF VOLUNTEERS**

### **1. CLERGY ALLIANCE**

Applicants that meet the requirements of the Clergy Alliance, shall provide written approval by the commander of the Community Affairs / Clergy Unit.

### **2. HOUSE OF FAITH PARTNERSHIP**

Clergy leaders desiring a partnership with the Newark Police Division shall register their house of faith and meet all requirements. The commander of the Community Affairs / Clergy Unit shall provide written approval.

### **3. POLICE CHAPLAIN SERVICE**

The commander of the Community Affairs / Clergy Unit shall review all applicants and make recommendations of approval to the Public Safety Director, Chief of Police and/ or their designee. An approved police chaplain shall serve a one-year term. Each police chaplain shall renew their title every year. A minimum of one police chaplain shall be assigned for each precinct.

## **VI. PROCEDURES**

- A.** The commander of the Community Affairs / Clergy Unit shall be responsible for the Clergy Alliance, House of Faith and the Chaplain Service.
- B.** The Community Affairs / Clergy Unit shall be properly staffed to manage all programs.
- C.** The Community Affairs / Clergy Unit shall maintain a list of all civilian Clergy members, including their name, organization, address, contact number and email address.
- D.** The commander of the Community Affairs / Clergy Unit shall submit a monthly status report to the Office of the Chief of Police delineating the activities of the division, the Clergy Alliance, House of Faith and the Chaplain Service.



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- E. The Community Affairs / Clergy Unit shall conduct monthly meetings with the Clergy Alliance, House of Faith and the Chaplain Service. Meetings shall be held on the fourth Monday of every month at 1200 or 1900 hours at either 311 Washington St. The commander of the Community/ Clergy Affairs Unit shall ensure timely notifications are made to all meeting participants.
- F. The Commander of the Community Affairs / Clergy Unit shall ensure approval by the Public Safety Director and/or the Chief of Police prior to the commencement of any program, initiative and/or activity by the Clergy Alliance, House of Faith and the Chaplain Service.
- G. The Commander of the Community Affairs / Clergy Unit shall select administrative positions along with participants for the Clergy Alliance. The commander shall present the recommendations of personnel to the Public Safety Director and the Chief of Police on a yearly basis during the month of December. The positions shall consist of the following:
  - 1. Chairperson – One chairperson to oversee and coordinate all approved events and activities.
  - 2. Ward Chairperson – One ward chairperson for each political ward in Newark. Each chairperson shall be responsible for coordinating events and programs within their respective political ward.
  - 3. Communication Liaison - Two liaisons to circulate information pertaining to programs, initiatives and events.

## **VII. DUTIES AND RESPONSIBILITIES**

- A. Commander of the Community Affairs / Clergy Unit shall:
  - 1. Oversee all projects, programs, activities and functions.
  - 2. Ensure volunteer clergy personnel volunteer the mandated monthly hours.
  - 3. Supervise the unit in accordance with G.O. 80-01.
  - 4. Establish a monthly meeting of the Clergy Unit with the Public Safety Director.
  - 5. Establish a monthly schedule for Citizen Clergy Patrol.
- B. Community Affairs / Clergy Unit Detectives shall:
  - 1. Handle all assignments, events and administrative functions as directed by the supervisor or commander of the Community Affairs / Clergy Unit.
- C. Clergy Alliance participants shall:
  - 1. Work in collaboration with the commander of the Community Affairs / Clergy Unit to coordinate all events, projects and activities.



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## **VIII. DIVISION EQUIPMENT**

### **A. Identification cards**

The Commander of the Community Affairs / Clergy Unit shall coordinate with the Property & Evidence Division for the issuance of identification cards.

#### **1. Clergy Alliance Member:**

Shall receive a Newark Police Division Clergy Volunteer identification card. The identification card must be renewed annually. New and renewed identification cards shall only be issued to members approved to participate in the program. Members shall be granted access to work with the Newark Police Division. Clergy Alliance participants shall not have access to any police facility without a proper escort from a member of the Community Affairs / Clergy Unit or the specific police command.

#### **2. Newark Police Chaplain:**

Members that have been approved to serve in the capacity as a Police Chaplain shall receive a Newark Police Chaplain identification card. A Police Chaplain shall not have access to Division facilities without an escort from a member of the Community Affairs / Clergy Unit.

Prior to volunteering their services at a Division facility, police chaplains shall receive approval from the respective commanding officer.

#### **3. Newark Police House of Faith Member:**

Member shall receive a "Certificate of Participation". The certificate shall be displayed within the participating house of faith in a location for all congregants to observe.

### **B. Police Radio**

1. The Public Safety Director or the Chief of Police may issue a hand held radio to a Police Chaplain. A hand held radio shall only be issued to a member of the clergy serving in the capacity of a Newark Police Division Police Chaplain.

**Clergy alliance members and house of faith participants shall not be issued a police radio.**

### **C. Uniforms**

1. The Newark Police Division does not authorize non-police personnel to wear the official uniform, logo or patch. An exception to this rule is an approved Police Chaplain. A Police Chaplain is only permitted to wear the official Newark Police uniform during an official police ceremony (promotions, graduations, funerals etc.)





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2. A volunteer is urged to wear proper civilian attire to be identified when participating with the clergy and volunteering with the Newark Police Division.

An outer garment or collared shirt signifying "Clergy Alliance" or "Police Chaplain" shall be authorized during a community event or the Ministry of Presence Clergy Interaction Program.

## D. Badges

1. No badges are authorized for Clergy Alliance participants.
2. Any badges previously issued to Clergy Alliance participants shall be returned to the Property and Evidence Division.

## IX. MINISTRY OF PRESENCE CLERGY INTERACTION PROGRAM

Clergy Interaction Program involves members of the Clergy Alliance and Police Chaplains to routinely visit divisional facilities and offer their services.

Furthermore, Clergy Alliance members and Police Chaplains are permitted to participate in a community ride along with designated officers. This allows an insight to the daily duties of an officer on patrol.

### A. Clergy "Ride-A-Long" program participant limitations:

1. Assist victims of crime
2. Visit officers who are sick or injured.
3. Provide support to Essex County Homicide Task
4. Force, Major Crimes Section and Robbery Section.
5. Attend roll calls (with Commanders' consent).
6. Attend police and community interaction programs.

**\*\*\* Community Affairs / Clergy Unit personnel shall not escort participants of the "Ride-A-Long" program to violent crimes that are in progress. When a crime scene has been secured, the member of the Community Affairs / Clergy Unit shall request permission to respond to the location from the Communications Division and the field supervisor. \*\*\***

### B. "Ride-A-Long" program participant requirements:

1. Must complete a "Hold Harmless" agreement.
2. Must wear attire identifying themselves as clergy members.
3. Must not take a police action.
4. Must not carry a weapon, handcuffs, baton or chemical agent.





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## C. Precincts:

1. Commanders shall identify a private location, within the command, where a police chaplain or clergy alliance participant is able to meet with police personnel seeking prayer or spiritual guidance.
2. Commanders shall meet and communicate with their respective Police Chaplain.
3. Precinct commanders shall coordinate with the commander of the Community Affairs / Clergy Unit to utilize members of the Clergy Alliance for community interaction initiatives (e.g., walking posts, mini precincts etc.).

## X. EFFECT OF THIS ORDER

All Division Orders, Memoranda, and sections of Rules and Regulations that are inconsistent with this Order are hereby rescinded.

## XI. RESPONSIBILITY FOR COMPLIANCE

All Division personnel are responsible for understanding and complying with the content delineated in this policy.

By Order of:



BRIAN A. O'HARA  
PUBLIC SAFETY DIRECTOR

BAO/CM/MA:jg

c: Sharonda Morris, Deputy Police Director of Operations  
Lee Douglas III, Chief of Police