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**ADMINISTRATIVE DIRECTIVE – 101.013**  
**VOLUNTEER POLICE CHAPLAINCY PROGRAM**

**EFFECTIVE DATE: February 15, 1980**  
**REVIEW DATE: March 5, 2014**  
**AFFECTS: All Personnel**

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**REVISION DATE: February 6, 2023**

**I. PURPOSE**

The purpose of this administrative directive is to establish and the activities of the Plano Police Department's Chaplaincy Program.

**II. POLICY**

A Volunteer Police Chaplaincy Program has been established to assist the City of Plano and its employees and citizens with any traumatic situation or other need. Participation in the program is open to all qualified clergy.

Police Chaplains are not commissioned with sworn officer status and should never be placed in situations where they would be expected to respond with police authority.

**III. DEFINITIONS**

- A. Auxiliary Chaplain – A member of the Volunteer Chaplaincy Program who does not participate in the on-call schedule or regular ride-along schedule but who is available on an as-needed basis.
- B. Police Department Chaplain Coordinator – An officer designated by the Chief of Police from those officers who volunteer for the position; and coordinates activities of the group with needs of the Department.
- C. Senior Chaplain – A member of the Volunteer Chaplaincy Program with at least five (5) years service with the program and who is appointed by the Chief of Police.
- D. Volunteer Chaplaincy Program Board – Three (3) members of the Volunteer Chaplaincy Program consist of the Administrative Lieutenant, Police Department Chaplain Coordinator, and the Senior Chaplain designated to provide administration of the Volunteer Chaplaincy Program.

**IV. PROCEDURES**

- A. Volunteer Chaplaincy Board Responsibilities
  - 1. Consider and approve applicants for participation in the Volunteer Chaplaincy Program.
  - 2. Serve as the planning, evaluating and consulting team with whom the department relates.
  - 3. Make recommendations about policy or procedural changes to the department.
  - 4. Make recommendations to the Chief of Police regarding removal of Chaplains from the program.
- B. Chaplain Coordinator Responsibilities
  - 1. Maintain an updated list of all chaplains in the Chaplaincy Program and provide this information to the Office of the Chief of Police. The Chaplain Coordinator will also ensure this information is posted in SharePoint.
  - 2. Maintain an updated listing of all on-call chaplains and provide this listing to Public Safety Communications (PSC).
  - 3. Coordinate scheduling for the on-call and chaplain ride-along programs.
  - 4. Serve as the contact person for the police department and the participating clergy members.
  - 5. Monitor the performance of chaplains and build relationships with police department members.
  - 6. Serve as a member of the Volunteer Chaplaincy Board.

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7. Assist in planning and coordinating training sessions.

C. Program Participants

1. Member Qualifications

- a. Be a current or retired member of the clergy recognized by a religious body;
- b. Have at least five (5) years of experience in active ministry as a member of the clergy;
- c. Pass a background check, pre-polygraph interview, and polygraph;
- d. Be approved by the Volunteer Chaplaincy Board and the Chief of Police;
- e. Possess a valid Texas driver's license, and
- f. Complete a training program and all checklist items with the Chaplain Coordinator.
- g. In lieu of paragraphs (a) and (b), a member may meet the qualification requirement if he/she has at least three (3) years of previous experience as a police, fire, military, or hospital chaplain.

2. New Chaplain Training

- a. Chaplains must obtain basic certification from the International Conference of Police Chaplains within one (1) year of appointment.
- b. Before they can be placed on the on-call schedule, all new chaplains must:
  - (1) Participate in five (5) call-outs with an experienced chaplain, and
  - (2) Complete an eight (8) hour ride-along with a designated police officer. A police department waiver form must be on file by the chaplain prior to riding in any police vehicle.
- c. Auxiliary chaplains are excluded from the requirements set forth in subsections (a) and (b) above. However, they are required to:
  - (1) Attend a chaplain orientation class taught by the Senior Chaplain and Chaplain Coordinator.
  - (2) Participate in two (2) call-outs with an experienced chaplain.
  - (3) If an Auxiliary Chaplain has previously been a chaplain with the department, these requirements may be waived.

3. Duties

a. On-Call Chaplaincy

Each chaplain shall be on-call for at least one week every quarter. Auxiliary Chaplains will not participate in the on-call schedule, except as needed and at the discretion of the Volunteer Chaplaincy Board. Chaplains will be available to police employees for assistance in ministry and for personal counseling as requested.

- b. A roster of participating chaplains will be provided to PSC. The on-duty chaplain should leave notification with PSC whenever he/she will be away from the phone numbers listed on the roster.
- c. Examples of when chaplains may be called out:
  - 1) When an officer is seriously injured, ill, or deceased.

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- 2) Any call involving a deceased person or when a death notification needs to be made.
- 3) When there is a traumatic or crisis situation where aid or support to officers may be beneficial.
- 4) Victim assistance when traumatic events occur where compassionate support is needed.
- 5) When any city employee or his family, desires confidential counseling in any aspect of his/her professional or personal life. Any department member may go to one of the chaplains without having to notify his/her supervisor.

**D. Ride-Alongs**

1. The ride-alongs provide volunteer chaplains the opportunity to have first hand observation of police officers while on duty. The departmental units open for ride-along purposes are the Patrol Division, and the Traffic Unit.
2. Each chaplain shall complete at least one (1) 4-hour ride-along each quarter. Auxiliary Chaplains are not required to participate in quarterly ride-alongs but are not prohibited from ride-alongs.
3. When chaplains are with police officers during the performance of their duties, the officers will be in charge of their activities at all times. The chaplain will remain in the police vehicle unless instructed or requested otherwise by the officer.
4. Chaplains will avoid handling any evidence or becoming involved in any on-scene investigation unless requested by a police officer.
5. The chaplain may use the police radio when necessary.
6. Any procedural matters concerning a ride-along for the Chaplaincy Program should be directed to the Chaplain Coordinator.

**E. Chaplain Uniforms**

1. Uniforms issued to department chaplains will have distinctive patches, buttons and insignia identifying them as police chaplains. Uniforms will only be worn during pre-approved formal functions, such as a Police Memorial Service. Chaplains will not be approved to wear the uniform during ride-alongs or on call-outs.
2. Clothing and Equipment Issued
  - a. Long Sleeve Dress Uniform with Jacket
  - b. Cap
  - c. Belt
  - d. Brass Collar Insignia and Buttons, Gold Tone
  - e. Chaplain Badge
  - f. Departmental Chaplain Identification Card
  - g. Door Access Card

- F. Auxiliary Chaplains shall be issued a departmental Chaplain Identification Card, but not a uniform or Door Access Card.**

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- G. The departmental Chaplain Identification Card shall be worn when inside the police department headquarters or sub-station buildings, while participating in the ride-along program, or while responding to a call-out. If the identification card is lost it should be reported to the department Chaplain Coordinator as soon as possible after the discovery of the loss.

H. Removal from the Chaplaincy Program

Possible termination of participation in the program could result if participants fail to abide by established policies and procedures, abuse of authority or privacy, or failure to practice professional ethics including, but not limited to, those articulated in Section I of this directive. Failure of the chaplain to complete the minimum mandatory participation requirements as articulated in Section IV(C)(4)(a) – On-Call Chaplaincy – and Section IV(D)(2) – Ride-Alongs – may result in termination from the program or reassignment as an Auxiliary Chaplain. Any complaints about chaplain performance will be referred to the Watch Commander on duty and Chaplain Coordinator.

I. Ethics

The following enumeration of ethics has been adapted from the International Conference of Police Chaplains' *Canon of Ethics for the Law Enforcement Chaplain* (Revised April 2014).

1. The Law Enforcement Chaplain is foremost a member of the clergy and not an officer of the law, and must always conduct himself or herself in an ethical and professional manner. Departmental requirements for reporting matters up the chain of command and the necessity for confidentiality in communication with the chaplain make this imperative.
2. The Law Enforcement Chaplain shall be, and continue in good standing to be, a member of his or her faith group clergy. Any change in such status must immediately be reported to the Chaplain Coordinator.
3. The Law Enforcement Chaplain serves in an ecumenical capacity. He or she is not to use the chaplaincy to proselytize or to preach in order to win adherents to his or her faith group. It shall be assumed that the Law Enforcement Chaplain shall be familiar with the beliefs and practices of the various faith groups represented in his or her Department. It shall further be assumed that the Law Enforcement Chaplain is familiar with the requirements of honesty, integrity, humility, compassion, decency, brotherhood, humanity and love that are overarching concepts among faith groups.
4. The Law Enforcement Chaplain shall not hesitate to seek guidance either from Departmental authorities or clergy of other faith groups when such guidance becomes necessary to the proper discharge of chaplaincy duties.
5. The Law Enforcement Chaplain may from time to time face situations involving members of his or her general community. The Chaplain is to discharge his or her duties in such situations with due regard for any Departmental policies and procedures that may pertain to such circumstances. The Chaplain is still a member of the clergy and as such may be of service to the entire community as long as he or she does not infringe upon the ministry of another member of the clergy and does not improperly involve his or her Department by such service.
6. It cannot be stressed too strongly that the Law Enforcement Chaplain shall maintain the confidentiality of those who seek his or her guidance and counsel as a Chaplain. The Law Enforcement Chaplain shall become familiar with the laws governing confidentiality that obtain in his or her state, province, territory or nation.

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7. The Law Enforcement Chaplain shall be aware of Departmental regulations concerning favors, gifts and gratuities and follow them rigorously. He or she shall not give or receive any favor, gift or gratuity that has, or has the appearance of having, a basis in special consideration. He or she shall always conduct himself or herself in an ethical and professional manner.
8. The Law Enforcement Chaplain shall not lend his or her presence to any political or social movement in any manner that may suggest departmental endorsement of such a movement. Any such endorsement or advocacy must be undertaken only as a civilian member of the clergy. Political and social movements are clearly distinguishable from civic office. As citizens, Law Enforcement Chaplains may and do hold public office either by election or appointment. At all times, however, the role of public servant must be held distinct from the role of clergy.
9. The Law Enforcement Chaplain shall maintain timely and accurate records of any resources put at his or her disposal for the exercise of the chaplaincy ministry and be ready at all times to render an account of such resources to the appropriate authority or authorities.