

Chaplains

337.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Santa Ana Police Department chaplains to provide professional religious and social ministry, counseling or emotional support by local volunteer clergy to members of the Department, their families and members of the public.

337.2 POLICY

The Santa Ana Police Department shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

337.3 ELIGIBILITY

Requirements for participation as a Department chaplain may include, but are not limited to:

- (a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, be free from addiction to alcohol or other drugs, and excessive debt.
- (b) Managing their households, families and personal affairs well.
- (c) Having a good reputation in the community.
- (d) Be a credentialed (licensed and/or ordained) member of the clergy and have completed an academic course of instruction in pastoral counseling with an emphasis on crisis intervention.
- (e) Accept and comply with appropriate policies and procedures of the Department.
- (f) Participate in appropriate training to become familiar with the demographics of the City and its people, the structure and personnel of the Department, and police procedures.
- (g) Show compassion and understanding for all citizens, regardless of race, gender, social status, religion or other protected status.
- (h) Donate a minimum of twelve (12) hours per month to the Program - usually accomplished by riding along with an officer or providing counsel to police personnel.
- (i) Respond to requests for spiritual counseling on an "as-needed" basis.
- (j)
- (k) Minimum of five years of successful counseling experience.
- (l) Possession of a valid driver license.

The Chief of Police may apply exceptions for eligibility based on organizational needs and the qualifications of the individual.

337.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

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Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

- (a) Submit the appropriate written application.
- (b) Include a recommendation from employers or volunteer programs.
- (c) Interview with the Chief of Police, or his designee, and the chaplain coordinator.
- (d) Successfully complete an appropriate background investigation.
- (e) Complete an appropriate probationary period as designated by the Chief of Police.

Chaplains are volunteers and serve at the discretion of the Chief of Police. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or authorized designee.

337.5 IDENTIFICATION AND UNIFORMS

As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Uniforms and necessary safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by officers through the inclusion of "Chaplain" on the uniform and not reflect any religious affiliation.

Chaplains will be issued Santa Ana Police Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Santa Ana Police Department identification cards, with the exception that "Chaplain" will be indicated on the cards. Chaplains shall be required to return any issued uniforms or department property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of this department.

- (a) When representing the Department, a Police Chaplain will dress appropriately in uniform or civilian clothes so as to present a professional image to the public.
- (b) When wearing civilian clothes and on duty, a Chaplain will display Santa Ana Police Department identification consisting of an ID card and/or Chaplain badge.
- (c) A Chaplain's badge will be the same design as a Police Officer's badge and bear the title banner "Chaplain."
- (d) The Program Coordinator may designate one Chaplain as the Senior Chaplain. The Senior Chaplain will be responsible for assisting the Program Coordinator by ensuring coordination with the Pastor's Network and Chaplain Mutual Aid Program and other logistical matters within the program. The Senior Chaplains' badge will bear the title banner "Senior Chaplain."

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337.6 CHAPLAIN COORDINATOR

The Chief of Police shall delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Administration Bureau Commander or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Chief of Police. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the Department, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Chief of Police or the authorized designee, chaplains shall report to the chaplain coordinator and/or Watch Commander.

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

- (a) Program administration
- (b) Recruiting, selecting and training qualified chaplains.
- (c) Conducting chaplain meetings.
- (d) Establishing and maintaining a chaplain callout roster.
- (e) Maintaining records for each chaplain.
- (f) Tracking and evaluating the contribution of chaplains.
- (g) Completing and disseminating, as appropriate, all necessary paperwork and information.
- (h) Planning periodic recognition events.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator.

337.7 DUTIES AND RESPONSIBILITIES

Chaplains assist the Department, its members and the community, as needed. Assignments of chaplains will usually be to augment the Field Operations Bureau. Chaplains may be assigned to other areas within the Department as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

- (a) All chaplains will be assigned to duties by the chaplain coordinator or the authorized designee.
- (b) Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as chaplains with this department. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

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Chaplains may not accept gratuities for any service or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Santa Ana Police Department.

A Police Chaplain is in a unique position to offer numerous benefits to the Department and the community, and will:

- (a) Seek to bring comfort and consolation to persons in accidents, disasters, or crises.
- (b) Assist officers in notifying family members of a death or serious injury.
- (c) Render counsel and spiritual advice in such instances as family tension, attempted suicides, desertion, runaways, lost persons, alcohol and drug-related situations, juvenile conflicts, loneliness, and confused elderly persons.
- (d) Exert a calming influence in highly stressful or explosive situations.
- (e) Provide instruction and consultation to the Department in such areas as human relations, ethics, family life, and spiritual matters.
- (f) Avail himself/herself to members of the Department and their families in times of illness, injury, sorrow, stress, or conflict.

337.8 COMMAND STRUCTURE

- (a) Under the general direction of the Chief of Police or his/her designee, chaplains shall report to the Senior Chaplain and/or Watch Commander.
- (b) The Chief of Police shall make all appointments to the Chaplain Program and will designate a Senior Chaplain/Chaplain Commander.
- (c) The Senior Chaplain shall serve as the liaison between the Chaplain Unit and the Chief of Police. He/she will arrange for regular monthly meetings, act as chairman of all chaplain meetings, prepare monthly schedules, maintain records on all activities of the Chaplain Unit, coordinate activities that may concern the members of the Chaplain Unit and arrange for training classes for chaplains.

337.9 OPERATIONAL GUIDELINES

- (a) Chaplains will be scheduled to be on-call for a period of seven days at a time during each month, beginning on Monday and ending on the following Sunday.
- (b) Generally, each chaplain will serve with Santa Ana Police Department personnel a minimum of eight hours per month.
- (c) At the end of each watch the chaplain will complete a Chaplain Shift Report and submit it to the Chief of Police or his designee.
- (d) Chaplains shall be permitted to ride with officers during any shift and observe Santa Ana Police Department operations, provided the Watch Commander has been notified and approved of the activity.

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- (e) Chaplains shall not be evaluators of employees and shall not be required to report on an employee's performance or conduct.
- (f) In responding to incidents, a chaplain shall never function as an officer.
- (g) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.
- (h) Chaplains shall serve only within the jurisdiction of the Santa Ana Police Department unless otherwise authorized by the Chief of Police or his designee.
- (i) Each chaplain shall have access to current personnel rosters, addresses, telephone numbers, duty assignments and other information that may assist in their duties. Such Information will be considered confidential and each chaplain will exercise appropriate security measures to prevent distribution of the information.

337.9.1 UNIFORMS AND BADGES

A distinct uniform, badge and necessary safety equipment will be provided for the Chaplains. This uniform may be similar to that worn by the personnel of this department.

337.10 TRAINING

The Department will establish a minimum number of training hours and standards for department chaplains. The training may include stress management, death notifications, post-traumatic stress syndrome, burnout for officers and chaplains, legal liability and confidentiality, ethics, responding to crisis situations, the law enforcement family, substance abuse, suicide, officer injury or death, and sensitivity and diversity, as approved by the Training Commander.