

**NEW SMYRNA BEACH POLICE DEPARTMENT
NEW SMYRNA BEACH, FLORIDA**

POLICY AND PROCEDURE DIRECTIVE

TITLE: POLICE CHAPLAIN

NUMBER: 2-11

EFFECTIVE: 7/09

REFERENCE:

RESCINDS/ AMENDS: 7-3-12

REVISED: 4/22

ATTACHMENTS:

A. PURPOSE

To provide guidance and direction to members of the clergy affiliated with the New Smyrna beach Police Department and to define the qualifications, duties and responsibilities of chaplains.

B. DISCUSSION

The establishment of a "Police Chaplain" program will provide members of the department with religious professionals of various denominations who have a unique understanding of the problems confronting department personnel. The Police Chaplain Program shall consist of experienced representatives of various religious denominations. Chaplains provide spiritual help, guidance, and counseling, within their respective realms of expertise, to members of the New Smyrna Beach Police Department and their families, as well as to the community. To protect the integrity of the program, the chaplains, and the employees of the department, the selection process for membership and assignment to the program is strict in concept and policy, and will be maintained to the highest professional standards. The New Smyrna Beach Police Department does not endorse any particular religious belief, and recognizes the right of individuals to practice the faith/belief system of their choosing.

C. POLICY

It is the policy of this department to provide personal, emotional, and spiritual support to all members of the agency with ministerial assistance as necessary. The Chaplain Program seeks to ensure that confidential counseling and encouragement is provided, pro-actively and in times of crisis response, to continually improve work environments and morale.

D. DEFINITIONS

CHAPLAINCY: A ministry to department members and the community, performed by trained, ordained religious professionals and offering services commensurate with their training and expertise.

SERVICE: A broad range of activities provided through department chaplains, including but not limited to, spiritual and religious counseling, family counseling, grief counseling, comfort/consolation, assistance with traumatic events, etc.

E. GENERAL RESPONSIBILITIES

2.11.1 Agency Chaplains are volunteers appointed by the Chief of Police.

1. Chaplains serve at the pleasure of the Chief of Police or designee, who is solely responsible for the operation of the program.
2. Chaplains have direct access to the Chief of Police without the need to adhere to the Chain of Command.
3. Police Chaplains primary duties are to provide assistance to all members of the department and to the community as requested or directed by the Chief of Police or designee.
4. Chaplains are expected to be tactful and considerate in their approach to all people, regardless of race, gender, sexual orientation, creed, national origin, or religion.
5. Written communications to or from a Chaplain will be delivered unopened.
6. Chaplains shall refer all legal or law enforcement related questions to on-duty personnel.
7. Chaplains are subject to all appropriate department Directives and policies/procedures when acting in the role of Chaplain.
8. When responding by privately owned vehicle, the Chaplains will observe all traffic regulations.

F. QUALIFICATIONS/ SELECTION

2.11.2 In order to participate in the Police Chaplain Program, the following criteria is preferred:

1. Be an ordained, ecclesiastically certified/licensed minister by a recognized religious body, and remain in good standing having complied with all their explicit obligations, while not being subject to any form of sanction, suspension or disciplinary censure during their tenure as a chaplain.
2. The volunteer must have a minimum of five years of experience serving congregations or relevant ministries. After review of the Chaplain's application, the Chief of Police or designee may waive this requirement under special circumstances.
3. Volunteers will complete an application and provide a resume that covers the applicant's entire career with sufficient personal data to properly complete a limited investigation.
4. Applicants must consent to a background check by the agency.
5. Applicants must pass a personal interview with the Senior Chaplain.
6. Applicants must provide a minimum of four letters of recommendation, which include the telephone numbers and addresses of the author of the letters, from any four of the following:
 - A fellow clergyperson.
 - A senior in the applicant's organization or denomination.
 - An ecclesiastical supervisor of like position.
 - Another Police Chaplain.
 - A Law Enforcement Officer.
7. The Chief of Police or designee must approve the participant.

G. DISQUALIFIERS

2.11.3 Volunteers who have been convicted of criminal offenses or offenses involving moral turpitude, shall not be eligible for appointment, whether adjudication has been withheld or not.

2.11.4 The loss of a chaplain's accreditation by the chaplain's endorsing agency may result in the chaplain's immediate removal from the program.

2.11.5 Chaplains cannot be involved in any other profession or business which could be a conflict of interest.

H. PARTICIPATION

2.11.6 Volunteers will become familiar with the community medical, psychiatric and other such helping resources in the local area.

2.11.7 Volunteers should exhibit a broad base of experience and professional ministry, emotional stability and personal flexibility.

1. Volunteers should demonstrate high spiritual and moral standards.
2. Volunteers should demonstrate a caring and understanding attitude toward all people regardless of religious beliefs.

2.11.8 Volunteers are expected to be willing and able to perform the duties and responsibilities of the position.

2.11.9 Volunteers should be willing and able to respond to any situation where the presence of a police chaplain is requested or required.

2.11.10 Volunteers must have the ability to obtain and retain annual membership to the International Conference of Police Chaplains (ICPC) for all members. If approved, the agency will pay the annual dues.

2.11.11 Volunteers should possess a valid Florida Driver's License, which must be maintained throughout their participation in the program.

I. TERM OF APPOINTMENT

2.11.12 The police chaplain will serve for an indefinite term. They may at any time remove themselves from the position and also may be removed at any time at the discretion of the Chief of Police.

J. SENIOR CHAPLAIN

2.11.13 All responsibilities of the Senior Chaplain shall be solely based on the needs, and best interest of the agency.

2.11.14 A Senior Chaplain will be appointed who is an active member of the ICPC or other like organization.

1. Has a minimum of three years of experience as approved by the Chief of Police.
2. Possesses a basic or higher ICPC or comparable certification.

2.11.15 The Senior Chaplain will be responsible for:

1. Recruiting new members to fill vacancies as they arise.
2. Conducting orientation for new chaplains prior to their initial ride-along that consists of ride-along protocol and officer and chaplain safety issues.
3. Coordinating coverage by available chaplains(s). If a chaplain is not on duty during a crisis situation, a communications personnel shall contact the Senior Chaplain, who will coordinate chaplain coverage.

K. RESERVE CHAPLAINS

2.11.16 Reserve Chaplains are chaplains who have served as full duty chaplains at the NSBPD for at least 3 years, have a desire to serve in a reserve capacity, if the need exists.

2.11.17 Reserve Chaplains may keep their Police Identification, and will need to pass the CJIS online training every two years to keep their entry key cards.

2.11.18 Reserve Chaplains may keep their duty shirts but shall return all other uniforms and issued gear.

2.11.19 To remain on the Reserve Chaplain roster, they must perform at least two activities within each year.

L. DUTIES & RESPONSIBILITIES

2.11.20 The Senior Chaplain will be informed prior to any activity which will be performed either in uniform, or representing the Chaplain Unit that is not a part of their on call duties, or was previously approved and assigned.

2.11.21 The duties and responsibilities of the Chaplain may include, but are not limited to:

1. Provide confidential counseling for department members and their families upon request.
2. Conduct memorial services as needed.
3. Participate in special functions and offer prayers in times of need and at special occasions or events when requested.
4. Contact and visit sick or injured department personnel and family members at home or at the hospital.
5. Assist with death notifications as needed.
6. Assist in crisis negotiations, suicide attempts, domestic violence, and other crisis oriented calls for service.
7. Assist at disaster scenes.
8. Provide assistance to victims of trauma and crisis.
9. The chaplain may be used in conjunction with the various social service agencies such as Suicide Prevention, Victim/Witness, Mental Health, etc. The position is not intended to take the place of professionals from the agencies listed, but rather to assist them in dealing with persons involved in situations as described.
10. Provide social service referrals for department members, their families, and citizens.
11. Chaplains shall not intervene or hinder in any way the actions and decisions made by department members in the performance of their duties.
12. Assist and coordinate with the Victim Advocate to provide guidance, counseling, support, and resources to members, their families, and citizens.
13. Provide answers to religious questions.
14. Be on-call on a 24 hour, seven days per week basis, as scheduled by the Senior Chaplain and continually provide updated emergency contact information.
15. Participate in Ride-A-Long with sworn officers.
16. Attend monthly Chaplain Unit meetings.

M. PROHIBITED CONDUCT

2.11.22 Prohibited conduct includes, but not limited to:

1. Violations of NSBPD/Chaplain Policy and Procedures.
2. Failure to comply with Chaplain's duties.
3. Breaching the code of confidentiality.
4. Failure to respond while on call.
5. Excessive absenteeism and/or tardiness.
6. Chaplains shall not carry firearms on their person when functioning as a representative of the NSBPD, even if the Chaplain possesses a valid concealed carry weapons permit.
7. Chaplains shall not intervene in crimes in progress, but shall notify the appropriate law enforcement agency if a crime is observed, and shall cooperate in any subsequent investigation as required by the investigating agency.
8. Chaplains shall not attempt to convert or bring into their religious affiliations, members of the NSBPD, or the general public while they are representing the police department, unless a person requests information about the particular faith of the Chaplain.
9. Chaplains will not solicit funds for the chaplain program from any person or business.

2.11.23 Violations may result in disciplinary action up to termination.

N. CONFIDENTIALITY & REPORTING PROCEDURES

2.11.24 Confidentiality of services to department members and their families is a matter of extreme sensitivity and importance to the effectiveness of the Chaplain Program. To honor the confidential nature of the services rendered by a

Chaplain, the administration of the New Smyrna Beach Police Department will not inquire as to the identity of a member seeking counseling or the nature of the counseling sought.

2.11.25 Chaplains shall treat the official business of the Department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, and in accordance with established procedures.

2.11.26 Chaplains shall maintain the security of confidential information, and shall not intentionally communicate or give law enforcement information that may aid a person to escape arrest, delay the apprehension of a criminal suspect, and/or secure the removal of stolen or embezzled goods, money, or other property.

2.11.27 Chaplains shall not intentionally divulge the identity of criminal informants except as required by law, and authorized by competent authority.

O. DRESS CODE

2.11.28 Attire will be governed by the Chaplain's function. Acceptable clothing will consist of a suit or appropriate clerical attire. Chaplains will wear the Police Chaplain Duty uniform while performing any ride-a-long.

1. Chaplains shall be issued appropriate identification that shall be prominently displayed while working within the police facility, riding with officers, or responding to a scene as a representative of the NSBPD.
2. Identification, uniforms that consist of an embroidered polo shirt with the City seal, white dress shirt long sleeve, and jacket with City seal for foul weather, and any other equipment issued to the Chaplains remain the property of the NSBPD, and must be surrendered upon separation from the Chaplain Program.

2.11.29 Chaplains will be assigned a departmental mailbox and email address.

P. MEDIA/ PUBLIC RELATIONS

2.11.30 The police chaplain will not at any time speak for the New Smyrna Beach Police Department.

2.11.31 Chaplains may become involved with incidents of significant public interest. The chaplain will not release information to the news media concerning any situation in which he/she is involved; rather all requests for will be referred to the PIO.

2.11.32 Before addressing any group of persons on behalf of the Police Chaplain Program or the department, the police chaplain will notify the Senior Chaplain, and receive approval from the Chief of Police or designee.

Revised: RR 4/22

**Approved: Signature on File
Chief Mike Coffin**