

POLICE CHAPLAIN PROGRAM

EVERETT POLICE DEPARTMENT POLICY & PROCEDURE NO. 4.03	ISSUE DATE: 29 July 2011
	EFFECTIVE DATE: 29 July 2011
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: x.x.x; x.x.x	REVISION DATE: _____

I. POLICY

The Police Chaplain's Program has been established within the Department to provide emotional, moral, and spiritual assistance and support to employees requesting it, and to assist the Department with victims and the families of victims when deemed necessary.

The code of confidentiality shall exist when privileged information is discussed. Chaplains have no police authority and shall not at any time take enforcement action or represent themselves as sworn police officers.

II. PROCEDURES

A. General

1. The Chaplain is a member of the Chief's Special Staff and shall have direct access to the Chief of Police on all matters regarding the spiritual and moral welfare of the department.
2. Chaplains shall serve as volunteers and will be non-sworn, members of the police department. A Chaplain will not be armed and only possess those powers of arrest as granted any other citizen under MGL All Chaplains shall be approved by the Chief of Police and Appointed by the Mayor. The appointment will be made annually.

B. Qualifications

1. Prospective Chaplains will meet the following qualifications:
 - a) Be an ordained clergy person of a recognized religious body.
 - b) Have a college degree or professional certification on religion, counseling, education or other related area.
 - c) Be able to understand, accept and relate to persons holding different religious commitments.
 - d) Be of high spiritual and moral standing.
 - e) Must be able and willing to respond to calls, incidents or situations where a need for their services is indicated or necessary.
 - f) Complete a background investigation.
 - g) Must have a valid MA drivers license.

C. Administrative

1. Department members may need a neutral person in whom they can confide more freely than they would their supervisors, co-workers, family, or their own clergy, especially in times of serious injury, death, or job related crises.
2. Police chaplains will be available to counsel or make referrals to aid Department members in resolving family or other disputes.
3. Police chaplains will be available to Department members and their families in times of personal stress. Offers of assistance will be made and members' wishes to accept or decline will be respected.
4. Police chaplains will be available to assist command staff in making notifications to the families of Department members who have been seriously injured or killed in the line of duty.
5. Police chaplains may be notified and requested to visit sick and injured Department members.

D. Emergency Response

1. Notification of a police chaplain in emergencies will be the responsibility of the on-duty OIC/Patrol Supervisor with the assistance of Communications Center personnel, if necessary.

E. Family Notification

1. In the event of a serious illness, injury, or death of a Department member, the member's family will be offered the support of a police chaplain, to include notification of a member's involvement in a critical incident, if appropriate; assistance at hospitals and rehabilitation facilities; and support in matters related to funerals.
2. Police chaplains will not infringe upon the privacy of Department members and their families nor will they attempt to take the place of the ministers or other supportive persons requested by Department members and/or their families to assist.

F. Visits to the Sick/Injured

1. Police chaplains may visit sick or injured Department members in the hospital and/or their homes. When a Department member or family member is hospitalized, the police chaplain(s) may be notified. These visits are tangible expressions of the care and concern of Department members for each other. They also provide an opportunity for the sick and injured to discuss any fears or problems related to the illness or injury.

G. In the Field

1. Police chaplains will be encouraged to ride with patrol officers to become familiar with Department personnel and to become aware of the needs of Department members. When necessary or appropriate, specific authorization will be given by the Chief of Police or his designee.
2. Ride-a-longs will be frequent during the orientation of a new chaplain and will be continued periodically to keep the chaplain in touch with the needs of Department members for chaplain services.
3. Police chaplains may be called to assist officers investigating accidents involving serious injury or fatalities.

H. Church

1. Police chaplains will be in good standing with their own churches/monasteries.
2. No particular faith or denomination will be represented to the exclusion of others.

3. Police chaplains will maintain professional relationships with the clergy of the community.

4. Police chaplains will make referrals to the clergy of choice as soon as possible when Department members in crisis request referrals.

5. Police chaplains will serve as liaisons between local ministerial alliances or associations and the Department.

I. Community

1. Police chaplains will be available to minister to the families of Department members in crisis.

2. Police chaplains will be available to counsel with youth in the community when requested to do so.

3. Police chaplains will be available to comfort victims and family members in the event of natural disasters.

J. Roster

1. The Commander, Administrative Services Division will maintain a roster of police chaplains containing their names and contact information and will provide the roster to Communications.

2. The Commander, Administrative Services Division will update the roster of police chaplains as changes occur.

3. In the event that a specific police chaplain has been requested and Communications personnel have been unable to contact the requested chaplain, the Commander, Administrative Services Division will be notified to coordinate the required services.

K. Suspension/Revocation

a) The Chief of Police or his/her designee may suspend any police chaplain based upon serious violations of EPD policy and procedures. These violations may also result in revocation of status as a police chaplain by the appointing authority.