

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number ENF-040
	Subject Chaplain's Office - Utilization and Function	
	Special Instructions Replaces ENF-041 dated January 1, 2012	Effective Date January 15, 2015

I. PURPOSE

Establish guidelines for the organization, function, and utilization of the Department Staff Chaplain's Office.

II. POLICY

Recognizing the great personal demands and sacrifices a police career sometimes places on the Department's personnel and their families, the Department Chaplain's Office shall always be available to facilitate or provide human care, emotional and spiritual support. Service as a chaplain is subject to the approval of the Superintendent.

III. DEFINITIONS

- a. **CHAPLAIN'S OFFICE** – Consists of the Department Staff Chaplain, volunteer chaplains, and their Department-related ministries.
- b. **DEPARTMENT STAFF CHAPLAIN** – Salaried, full-time employee in charge of the Chaplain's Office at General Headquarters.
- c. **VOLUNTEER CHAPLAINS** – Non-salaried part-time volunteers under the immediate supervision of the Department Staff Chaplain and assigned to a particular District.

IV. PROCEDURES

- A. The Chaplain's Office shall be under the control and direction of the Superintendent.
 - 1. The Department Staff Chaplain and volunteer chaplains shall be appointed by the Superintendent. A reasonable denominational balance shall be considered in these appointments.
 - 2. Each volunteer chaplain shall be an ordained clergy of a respective denomination or local church and meet one of the following educational and /or experience requirements:
 - a. Hold a Master of Divinity degree from an accredited institution of higher education or an equivalent degree in theology or similar, psychology, sociology or philosophy, at the discretion of the Superintendent; or
 - b. A Bachelor's degree in theology or similar, psychology, sociology or philosophy from an accredited institution of higher education, then acceptance of five (5) years experience in full time active ministry, at the discretion of the Superintendent; or

c. A minimum of ten (10) years experience in full-time active ministry, at the discretion of the Superintendent.

3. The Department Staff Chaplain shall be responsible to the Superintendent for the administration and operations of the Chaplain's Office that includes, but is not limited to:

- a. Supervising volunteer chaplains;
- b. Establishing and coordinating volunteer chaplains' work assignments;
- c. Programming, development and implementation of the Department's Chaplain Program;
- d. Coordinating the Critical Incident Stress Management (CISM) Team
- e. Maintaining compliance by volunteer chaplains with Department regulations and procedures;
- f. Reviewing and maintaining volunteer chaplains' activity reports, when required; and
- g. Managing the Department's Employee Assistance Program.

4. The Department Staff Chaplain shall not be assigned geographic or functional areas of responsibility but shall be responsive to the Department's needs at all Districts. Volunteer chaplains shall assist the Department Staff Chaplain at their respective Districts, when needed.

B. Function – The Department Staff Chaplain and all of the volunteer chaplains are ministers of a faith community with a primary goal of developing a program within the Department and community that will serve as a source of spiritual support and human care for all employees, retirees and their families. Their responses and activities must be predicated on this premise.

1. The Department Staff Chaplain shall recruit and screen potential volunteer chaplains and, after consultation with the appropriate District Commander, make a recommendation to the Superintendent and the Assistant Chief of Staff Human Resources and Administration.

2. Special programs, with the Superintendent's approval, may be developed and implemented in areas of:

- a. Family counseling;
- b. Coping with job stress; and
- c. Other personal concerns, whether of an emotional or spiritual nature.

3. Chaplains shall serve as emotional and spiritual support to employees and their families when called upon and be responsive to various needs such as, but not limited to:

- a. Funerals;

b. Serious illness and death;

c. Other personal tragedies; and

d. Assist in death notification, if needed.

4. Chaplains shall serve as a liaison with clergy and/or counselors of employees, when to do so would be in the best interest of the employees and/or the employees' families.

5. Although the Department Staff Chaplain and volunteer chaplains are responsible to act on the authority of the Superintendent, they are not commanders or supervisors and shall function only as traditional police chaplains in their official contacts with Department employees.

C. Utilization – The Chaplain's Office shall be available and sensitive to the needs of all Department employees and their families.

1. Employees are urged to contact the Chaplain's Office, whenever needed.

a. The Department Staff Chaplain may be contacted directly, through General Headquarters, or, if appropriate, volunteer chaplains may be contacted through their respective Districts.

b. Normal Department command and communication channels need not be followed.

c. Appointments should be made in advance during the normal day working hours, unless there is an emergency.

2. An employee voluntarily seeking assistance from the Employee Assistance Program on a personal matter that is not Department related may do so by contacting either:

a. The Department Staff Chaplain at the Chaplain's Office at General Headquarters;

b. A volunteer chaplain at the applicable District;

c. The employee's commander(s); or

d. Employee Assistance Program directly by telephone at 1-800-865-1044.

3. In all cases, when an employee seeks assistance from the Department Staff Chaplain or a volunteer chaplain with a problem determined not to be Department related, all chaplains shall observe and respect the historical "Privileged Communications Doctrine" established between chaplain and employee and shall not relate such privileged communication to others. However, this level of confidentiality shall allow for notification of authorities and intervention in instances including, but not limited to: suicidal intention, plans of harming another person, child or elder abuse, or planning a criminal act.

4. An employee voluntarily seeking assistance from the Employee Assistance Program on matters that is Department related, such as, but not limited to: poor job performance caused by stress, alcoholism, drug abuse, and/or marital or family problems may do so by contacting either:

a. The Department Staff Chaplain at the Chaplain's Office at General Headquarters;

b. A volunteer chaplain at the applicable District;

c. The employee's Commander; or

d. Employee Assistance Program directly by telephone at 1-800-865-1044.

5. In cases where voluntary problem identification and participation in the Employee Assistance Program is not accomplished, identification of the employee's problem(s) by the employee's Commander will be necessary when there is deterioration of job performance, conduct, or other behavior that can be determined to be Department related.

a. The employee's Commander shall interview the employee and personally inform that person of the evidence of such a problem and the provisions of the Employee Assistance Program.

b. Chaplains shall not assist an employee's voluntary or involuntary entry into the Employee Assistance Program without advising the employee's Commander that the employee has requested aid.

c. All cases shall be considered confidential. However, this level of confidentiality shall allow for notification of authorities and intervention in instances including, but not limited to: suicidal intention, plans of harming another person, child or elder abuse, or planning a criminal act.

d. In each case, a progress report shall be prepared by the Chaplain's Office and forwarded to the Superintendent. Anonymity is of the utmost importance. The progress report shall document that the problem has been identified and the employee has entered into the Employee Assistance Program. The Superintendent shall be kept up to date periodically by the Department Staff Chaplain as to the progress of the employee. The report shall be in memorandum form and shall be short and to the point and shall not go into detail.

6. When appropriate, the resources and aids available through the Employee Assistance Program shall be provided by the employee's Commander, Department Staff Chaplain, or appropriate volunteer chaplain to the spouse and children of an employee.

7. Problems involving a member of the employee's family shall remain in strict confidence between the applicable family member and Chaplain's Office. However, this level of confidentiality shall allow for notification of authorities and intervention in instances including, but not limited to: suicidal intention, plans of harming another person, child or elder abuse, or planning a criminal act.

8. It is not the intent of the Employee Assistance Program to eliminate or intervene in a disciplinary action against an employee, but rather to assist the employee in working with a problem; thereby retaining experienced personnel and helping create better job performance.

D. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.