

Chaplains

375.1 PURPOSE AND SCOPE

Discretionary MODIFIED

The Indio Police Department Chaplain Program is established for the purposes of providing spiritual and emotional support to all members of the Department, their families and members of the public. The primary role of a law enforcement Chaplain is to support sworn and civilian Law Enforcement personnel and their families. Chaplains will provide non-denominational physical, mental and spiritual support to the Indio Police Department personnel and immediate family, to assist law enforcement officers on the scenes of crimes/tragedies within the City of Indio on a 24-hour basis if available.

375.2 POLICY

Discretionary MODIFIED

It is the policy of this department that the Chaplain Program shall be a non-denominational, ecumenical ministry provided by volunteer clergy without financial compensation. The Police Chaplains will serve the Department as volunteers donating available time. The appointment of qualified persons to the position of Police Chaplain is at the discretion of the Chief of Police.

375.3 GOALS

Discretionary MODIFIED

Members of the Chaplain Program shall fulfill the program's purpose in the following manner:

- (a) By serving as a resource for department personnel when dealing with the public in such incidents as accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse, and other such situations that may arise.
- (b) By providing an additional link between the community, other chaplain programs and the Department.
- (c) By providing counseling, spiritual guidance and insight for department personnel and their families.
- (d) By being alert to the spiritual and emotional needs of department personnel and their families.
- (e) By familiarizing themselves with the role of law enforcement in the community.

375.4 REQUIREMENTS

Discretionary MODIFIED

Candidates for the Chaplain Program shall meet the following requirements:

- (a) Must be above reproach, temperate, prudent, respectable, hospitable, able to teach, not be addicted to alcohol or other drugs, not contentious, and free from excessive

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debt. Must manage their household, family, and personal affairs well. Must have a good reputation with those outside the church.

- (b) Must be ecclesiastically certified and/or endorsed, ordained, licensed, or commissioned by a recognized religious body.
- (c) Must successfully complete an appropriate level background investigation.
- (d) Must have at least five years of successful ministry experience within a recognized church or religious denomination.
- (e) Possess a valid California Drivers License.

375.4.1 SELECTION AND APPOINTMENT

Discretionary

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 and the chaplain coordinator.
- (d) Successfully complete an appropriate-level 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 the authorized designee.

375.5 DUTIES AND RESPONSIBILITIES

Discretionary **MODIFIED**

The primary role of a Law Enforcement Chaplain is to support sworn and civilian law enforcement personnel and their families. Their role is not one of providing long term support to victims.

Chaplains may make initial contact with victims to help facilitate follow-up assistance. Riverside County Victim/Witness maintains the role of both short and long-term victim support of individuals within their program guidelines. The Chaplain duties will not replace or interfere with the duties of the Riverside County Victim/Witness Program. A Chaplain may be requested to assist with the following types of incidents and special events, with approval of supervisory personnel:

- (a) Assisting in making notification to families of department members who have been seriously injured or killed.
- (b) After notification, responding to the hospital or home of the department member.
- (c) Visiting sick or injured law enforcement personnel in the hospital or at home.

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- (d) Attending and participating, when requested, in funerals of active or retired members of the Department.
- (e) Assisting sworn personnel in the diffusion of a conflict or incident, when requested.
- (f) Responding to natural and accidental deaths, suicides and attempted suicides, family disturbances and any other incident that in the judgment of the Watch Commander or supervisor aids in accomplishing the Department's mission.
- (g) Being on-call and if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of department personnel.
- (h) Counseling officers and other personnel with personal problems, when requested.
- (i) Attending department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
- (j) Being responsible for the organization and development of spiritual organizations in the Department.
- (k) Responding to all major disasters such as earthquakes, bombings and similar critical incidents.
- (l) Providing liaison with various religious leaders of the community.
- (m) Assisting public safety personnel and the community in any other function of the clergy profession, as requested.
- (n) Participating in in-service training classes.
- (o) Willing to train to enhance effectiveness.
- (p) Promptly facilitating requests for representatives or ministers of various denominations.
- (q) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.
- (r) Attend and participate in funerals of active as well as retired members and employees of the Indio Police Department,
- (s) Assist in Critical Incident Stress Debriefings.
- (t) Enhance public relations.
- (u) Major disasters within the County.
- (v) Special duties requested by the Chief of Police or his/her designated representative.

375.5.1 REQUEST FOR CHAPLAINS

- (a) Requests for Chaplains regarding on-duty incidents shall be via police dispatch with prior approval from the Watch Commander.
- (b) Employees wishing to contact a Chaplain for personal reasons may do so at their discretion.

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Chaplains may not proselytize or attempt to recruit members of the department or the public into a religious affiliation while on-duty unless the receiving person has solicited spiritual guidance or teaching. 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.

Chaplains may not accept gratuities for any service or follow-up contacts that was provided while functioning as a chaplain for the Indio Police Department.

375.6 CLERGY-PENITENT CONFIDENTIALITY

Discretionary **MODIFIED**

No person who provides chaplain services to members of the department may work or volunteer for the Indio Police Department in any capacity other than that of chaplain.

Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent privilege and shall inform department members when it appears reasonably likely that the member is discussing matters that are not subject to the clergy-penitent privilege. In such cases, the chaplain should consider referring the member to a non-department counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any Indio Police Department employees concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

375.6.1 COMPLIANCE

Best Practice **MODIFIED**

Chaplains are volunteer members of this department, and except as otherwise specified within this policy, are required to comply with the Volunteer Program Policy and other applicable policies.

375.6.2 ASSISTING DEPARTMENT MEMBERS

Discretionary **MODIFIED**

The responsibilities of a chaplain related to department members include, but are not limited to:

- (a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
- (b) Visiting sick or injured members in the hospital or at home.
- (c) Attending and participating, when requested, in funerals of active or retired members.
- (d) Serving as a resource for members when dealing with the public in incidents, such as accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse and other such situations that may arise.
- (e) Providing counseling and support for members and their families.
- (f) Being alert to the needs of members and their families.

375.6.2(a) CHAPLAIN RESPONSIBILITIES

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- (a) Volunteer Police Chaplains are not law enforcement officers, but are experienced representatives of their denomination, duly ordained or licensed. The Indio Police Chaplains' responsibility is to assist all employees, upon request, in matters within the Chaplain's realm. They shall not, in any way, interfere with an officer in the performance of his/her duties.
- (b) The Chaplain shall have a basic knowledge of the duties of law enforcement officers, be aware of new procedures, and be required to attend training sessions and programs conducted by the Police Department, as assigned.
- (c) The on-call Chaplain shall normally be available to the dispatcher at all times, either by email or telephone. If the Chaplain is out of town, they will designate a Chaplain to act in their behalf and will notify the dispatch supervisor of any changes.
- (d) It should be understood that members and employees of the Indio Police Department who request counseling sessions with the Chaplain are entitled to a privileged communication (Evidence Code Section 1032) which will not be reported to a supervisor or have any bearing on job status. Confidentiality will be strictly maintained except in the following circumstances:
- (e) A Chaplain who, as a consequence of obtaining any information from a member or employee, believes that the member/employee is an immediate danger to himself/herself or others shall first notify the duty supervisor directly.

375.6.3 ASSISTING THE DEPARTMENT

Discretionary

The responsibilities of a chaplain related to this department include, but are not limited to:

- (a) Assisting members in the diffusion of a conflict or incident, when requested.
- (b) Responding to natural and accidental deaths, suicides and attempted suicides, family disturbances and any other incident that in the judgment of the Watch Commander or supervisor aids in accomplishing the mission of the Department.
- (c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.
- (d) Being on-call and, if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of department members.
- (e) Attending department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
- (f) Participating in in-service training classes.
- (g) Willingness to train others to enhance the effectiveness of the Department.

375.6.4 ASSISTING THE COMMUNITY

Discretionary

The duties of a chaplain related to the community include, but are not limited to:

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- (a) Fostering familiarity with the role of law enforcement in the community.
- (b) Providing an additional link between the community, other chaplain coordinators and the Department.
- (c) Providing liaison with various civic, business and religious organizations.
- (d) Promptly facilitating requests for representatives or leaders of various denominations.
- (e) Assisting the community in any other function as needed or requested.
- (f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

375.6.5 CHAPLAIN MEETINGS

Best Practice

All chaplains are required to attend scheduled meetings. Any absences must be satisfactorily explained to the chaplain coordinator.

375.7 COMMAND STRUCTURE

Best Practice **MODIFIED**

- (a) Under the general direction of the Chief of Police or his/her designee, chaplains shall report to the 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.

375.8 OPERATIONAL GUIDELINES

Discretionary **MODIFIED**

- (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 Indio 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 Indio Police Department operations, provided the Watch Commander has been notified and approved of the activity.
- (e) Chaplains shall not be evaluators of employees and shall not be required to report on an employee's performance or conduct.

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- (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 Indio 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.

375.9 TRAINING

Agency Content

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 Police Training Specialist or their designee. The Police Training Specialist shall ensure the Chaplains obtain said established training within (1) one year of hiring and maintain the Chaplains' personnel training files in addition to ensure each Chaplain's license, ordination or ministerial status is reviewed annually for compliance. A current copy will be kept in the Chaplain's personnel file.

375.9.1 UNIFORM REQUIREMENT

When in an on-duty status, all Chaplains shall wear appropriate on-duty Chaplain's uniform clothing (see uniform policy 1046).

- (a) Uniforms are to be approved by the Chief of Police.
- (b) Each Chaplain will be issued an official City of Indio Police Chaplain picture identification card.
- (c) Upon resignation or dismissal from the program, the identification card and any department issued uniforms/equipment must be surrendered to the Chief of Police or his designee.