

Chaplains

336.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Louisville Police Department chaplains to provide counseling or wellness support to members of the Department and their families.

336.2 POLICY

The Louisville Police Department recognizes that during the course of a police career there are times when individuals encounter circumstances and issues, both of a professional and personal nature that require support networks. In addition to the Employee Assistance Program, the Police Chaplain Program is available to department personnel and their families for counsel at any time upon request. The Police Chaplain Program is intended to provide an additional layer of support for employees, as well as developing a partnership between the Police Department and the faith-based community.

336.3 CHAPLAIN SELECTION AND QUALIFICATIONS

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

- a. The Department may utilize an associate relationship of recognized and multi-denominational churches within the city and adjacent cities. The Department may consider participation from other sources as necessary.
- b. The Lead Chaplain will recruit to fill chaplain vacancies in partnership with the Chaplain Program Coordinator.
- c. Individuals nominated for a position of chaplain will be screened and processed as volunteers, and are subject to the same background checks as volunteers.
- d. Chaplains should have the following qualifications:
 1. Be in good standing with a recognized religious affiliation and be a member of the Rocky Mountain Police Chaplains (RMPC).
 2. Be acquainted with, live within, or minister in the Louisville community or geographically associated areas.
 3. Provide a letter of endorsement from candidate's current church, or a letter of recommendation from the RMPC.
 4. Complete the RMPC basic training and provide a certificate of completion.
 5. Pass a background investigation, which will include a criminal background check. Felony convictions of any type will be grounds for no consideration or dismissal.
 6. Pass an interview process with the Lead Chaplain, the Chief of Police or his/her designee, the Chaplain Program Coordinator, and other members of the Louisville Police Department (as selected by the Chief of Police.)
 7. Successful candidates' names will be submitted to the Chief of Police for approval.
- e. New Chaplain probationary period
 1. 6-months from the official start date.

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2. Complete a 6-month probationary review with lead chaplain and Chief of Police or his/her designee.
- f. Possession of a valid driver's license.

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

336.4 IDENTIFICATION AND UNIFORMS

As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. 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 Louisville Police Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Louisville 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.

Chaplains will wear a ballistic vest when in a department issued uniform while on scene with a uniformed officer or on a ride-along.

336.5 CHAPLAIN COORDINATOR

The Chaplain Coordinator shall serve as the liaison between the chaplains and the Chief of Police, and is appointed by 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 his/her designee, chaplains shall report to the Chaplain Coordinator and/or Shift Supervisor.

The Chaplain Coordinator may appoint a lead chaplain 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. Recruiting, selecting and training qualified chaplains.
- b. Conducting chaplain meetings.
- c. Establishing and maintaining a chaplain call-out roster.
- d. Maintaining records for each chaplain.
- e. Tracking and evaluating the contribution of chaplains.

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- f. Completing and disseminating, as appropriate, all necessary paperwork and information.
- g. Maintaining liaison with other agency chaplain coordinators.

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

336.6 DUTIES AND RESPONSIBILITIES

Chaplains assist the Department, and its members, as needed. Assignments of chaplains will usually be to augment the Operations Division. 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.

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 Louisville Police Department.

336.6.1 OPERATIONAL GUIDELINES

- a. Chaplains are expected to show compassion, understanding, and respect to the individual employee, the department as a whole, and the community. The Chaplain, through training and interaction, should also be expected to demonstrate an understanding of the unique and difficult challenges faced by law enforcement personnel.
- b. Chaplains shall report to the Chaplain Program Coordinator, but shall be subject to the lawful orders, on any given occasion, issued by any supervisor or line level police officer.
- c. Chaplains are considered volunteers, and serve in a non-sworn capacity. Chaplains shall be regulated by policies pertaining to the use of volunteers.
- d. The Department's police chaplains serve its members with spiritual support during difficult times. The program is, and will remain, religiously neutral, unless the person in need requests religious information or insight. The program is intended to be one of service, and not for denominational recruitment.
- e. Chaplains are expected to maintain the confidential nature of communications with department members, if that confidence does not conflict with state or federal law, and does not compromise the safety of the public or department members.
- f. Chaplains shall be expected to maintain high spiritual and moral standards, and conduct themselves in a manner which reflects positively upon the department and their organizations.
- g. Chaplains shall not engage in any of the following activity:
 - 1. Consume alcohol while in an on-call capacity
 - 2. Use illegal drugs or participate in other illegal activities
 - 3. Identify themselves as sworn members of the department, police officers, or engage in any police activities which they do not have the lawful authority to perform.
 - 4. Engage in any activity of a nature that could bring embarrassment or discredit to the Louisville Police Department.
- h. A Lead Chaplain may be appointed to act as a liaison to the department and to coordinate chaplain activities. The Lead Chaplain shall serve as a liaison to the Chaplain Program Coordinator and assist in the development of chaplain training.

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- i. The use of a victim advocate is required in many cases by the Constitution of the State of Colorado, the Colorado Revised Statutes, and other policies, procedures, rules, and directives. Chaplains will not be used as a replacement or alternative for a victim advocate. This will not prohibit the use of chaplain support for the public, if needed or sought.
- j. Training for chaplains will be provided and adjusted according to the knowledge, skills, and abilities that are required for them to adequately perform their duties. Chaplains are encouraged to participate in department training programs as they relate to their assignment.
- k. Duties and responsibilities of a Chaplain will include, but are not limited to:
 - 1. Attend chaplain meetings and/or any other required sessions or training
 - 2. Visit hospitalized department members and members of their families, if requested
 - 3. Be available for counseling in times of stress or difficulty
 - 4. Assist when requested any division of the department in their programs
 - 5. Attend briefings or unit meetings when appropriate
 - 6. Participate in the Department's Ride Along Program
- l. As members of the Louisville Police Department, Chaplains are prohibited from releasing any information to the news media, insurance companies, attorneys, or the public regarding cases they are involved in. All information and police activities will be held in strict confidence. Exceptions regarding testifying as a witness or publicly representing the police department may be considered by the Chief of Police based on the specific circumstances of a case.
- m. Under most circumstances, as a recognized form of privileged communication, the contents of conversations between Chaplains acting as religious advisers and advisees is privileged.

336.6.2 ASSISTING DEPARTMENT MEMBERS

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. Providing counseling and support for members and their families.
- d. Being alert to the needs of members and their families.

336.6.3 ASSISTING THE DEPARTMENT

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 Shift Supervisor 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.

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- 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.

336.6.4 ASSISTING THE COMMUNITY

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

- a. Fostering familiarity with the role of law enforcement in the community.
- b. Promptly facilitating requests for representatives or leaders of various denominations.

