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|  <p>Cambridge Police Department</p> | POLICY & PROCEDURES | | No. 246 |
| | Subject/Title: Police Chaplaincy Program | | |
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| Robert C. Haas Police Commissioner | | | |
| References/ Attachments: | | Accreditation Standards: | |

I. PURPOSE:

Faith-based organizations are an integral part of our communal lives. The Cambridge Police Department recognizes the importance, influence, and impact that faith-based leaders have within our community's spiritual health. This directive is designed to formalize a collaborative relationship between the religious community within our city and the department.

The purpose of this directive is to describe the Police Chaplaincy Program and how it serves to augment what the police department is already doing to provide support to its officers, their families, and the community at large. The guidelines will describe the governance structure, management, qualifications, and overall operational aspects of the Police Chaplaincy Program. The guidelines will also serve to identify those situations when the chaplaincy program may serve as an additional resource to the Cambridge Police Department.

II. POLICY:

It is the policy of the Cambridge Police Department to make readily available pastoral services to department personnel, their families, and victimized individuals in the community when the need is identified and upon request. To accomplish this, the department maintains a chaplaincy program that is responsible for providing on-call spiritual guidance, counseling, consultation, and other forms of human crisis intervention to those who may be in need.

The goal of the Chaplaincy Program is to provide a trusted individual in whom department personnel, as well as members of the community, may confide or seek assistance concerning troubling issues and concerns. In addition, the program strives to

maintain an ongoing supportive and mutually respectful/understanding relationship between the police department and the members of the community it serves and protects.

III. GENERAL CONSIDERATIONS & GUIDELINES:

"No one is confronted with more situations that demoralize and create emotional, mental and spiritual burdens than today's law enforcement officer. These burdens also affect the officer's family and other members of his or her department. Law enforcement agencies need the specialized guidance, counseling and assistance that Police Chaplains can provide."¹

As the world becomes more complex, facing the problems of life become increasing more difficult. People may become emotionally and socially crippled when they find that what once worked in terms of coping strategies no longer work for them. Many times people under stress look to the police for answers and assistance with problems and issues that go far beyond what was thought to be the role of the police in a community. The public often see the police as having the ability to resolve and deal with social issues that go beyond what was ever intended. In truth, the police officer him/herself is also facing more complicated and stressful situations than what was once considered part of his/her role as a first responder.

A police chaplain is a member of the clergy or religious leader with a passionate interest in, and the specialized training for pastoral care in the dangerous world of law enforcement. This pastoral care is offered to all people, regardless of race, gender, sexual orientation, national origin, creed, or religion. It is offered without cost or proselytizing.

The police chaplain is led in his or her own faith to be available and ready to serve those in need. The chaplain's ministry provides a source of strength to law enforcement officers and their families, other department members, the community, and the incarcerated.

Chaplains listen and participate in the workplace of law enforcement officers with empathy and experience, advising calmly in the midst of turmoil and danger, and offering assistance when appropriate or requested.

What Does a Police Chaplain Do?

Some of the duties of the Police Chaplain may encompass, but are not limited to the following activities,

- Accompanying officers on routine assignments on various shifts.
- Participating in various ceremonial events that are held by the police department (e.g., recruit/promotional ceremonies, award ceremonies, dedications, observance of services, etc.).
- Accompanying a police officer to assist with notification of any suicide, death or serious injury.

¹ From the International Conference of Police Chaplains

- Accompanying officers to the home of an injured officer to make notification to the family.
- Working with police officers to assist in any kind of crisis situation where the presence of a trained chaplain might help.
- Counseling department members in response to stress or a family crisis. Any such assistance will be privileged and confidential between the officer and chaplain involved.
- Visiting with sick or injured members of the department at their home or in the hospital.
- Helping organize department response to ceremonies for officers killed in the line of duty.
- Serving on review boards and/or other committees.
- Advising the Police Commissioner in all matters of a religious nature involving the police department and performance of law enforcement duties in the community. Further, Chaplains shall act as liaisons with local ministerial associations and on matters pertaining to the moral, spiritual, and religious welfare of police personnel.
- Assisting the police department in the performance of appropriate ceremonial functions.
- Assisting in the provision of planned, scheduled training to police personnel. Training may include orientation as a new employee, academy training, roll call training, spouse orientation, etc.
- Providing practical assistance to victims.
- Assisting at suicide incidents.
- Assisting with specialized teams (Crisis Response, Hostage Negotiation, SWAT, etc.) only after the appropriate, specialized training.

IV. ORGANIZATION OF THE CHAPLAINCY PROGRAM:

- A. Administrative Oversight:** The Police Chaplaincy Program will be administered through the Office of the Police Commissioner. The Police Commissioner will designate a member(s) of his/her command staff to serve as the coordinator and liaison with the Chaplaincy Program.
1. The Police Commissioner will establish an advisory group consisting of members of the clergy (some of whom may or may not be active members of the Police Chaplaincy Program), members of other city departments, members

of the community, and the commanding officers serving as liaison to the Police Chaplaincy Program. This advisory group will serve to accomplish the following:

- a. Advise the Police Commissioner on the role and responsibilities of those serving as police chaplains for the department;
- b. Help identify the credentialing and criteria set forth for identifying participants in the Police Chaplaincy Program;
- c. Assist with the recruitment of potential candidates to serve as police chaplains;
- d. Identify the number of clergy who should serve as police chaplains at any given time;
- e. Serve as part of the selection panel in identifying those candidates who will be selected as police chaplains;
- f. Assist with the planning of community events, religious observances, prayer vigils, or any other community event that is designed to address the community needs; and
- g. Advise the Police Commissioner on matters involving the mutual importance, interest and concern between the police department and the religious communities of Cambridge.

B. Serving on a Voluntary Basis: Once screened and selected police chaplains will serve on a voluntary basis. As such, the services of a police chaplain may be discontinued at any time at the direction of the Police Commissioner. Members of the police chaplaincy program will be agreeable to the following commitments:

1. Successfully complete all of the training requirements that have been identified as a prerequisite for serving in the capacity of police chaplain.
2. Make a monthly commitment in serving in the capacity of police chaplain.
3. Attend mandatory semi-annual meetings.

C. Adherence to Directions: While participating as an observer, or operating in the field in concert with members of the department, the chaplain will be guided by the direction of the officer with whom they are working, and will be expected to adhere to department rules, procedures, and parameters that have been established while serving in the capacity of police chaplain.

- D. Confidentiality:** Given the role of the police chaplain, any information received by the chaplain while in the performance of his/her duties as a police chaplain will remain in the strictest of confidence, unless there are extenuating circumstances or situations where the chaplain believes harm or the risk of harm is present. The chaplain may disclose information if it is mutually agreed upon by the parties involved. Also, any information that the police chaplain may learn while performing his/her duties that is protected by law will not be shared.
- E. Releasing Information:** Members of the Chaplaincy Program may not, without prior approval of the Police Commissioner or the designated coordinator, discuss with the media or other unauthorized persons incidents or cases in which they may have been involved or have personal knowledge.
- G. Credentialing:** Members of the Chaplaincy Program will be issued a badge of office and a department identification card by the department, both of which must be surrendered upon separation from the Chaplaincy Program.

V. CHAPLAINCY SELECTION CRITERIA:

- A. Qualifications as a Police Chaplain:** To qualify for consideration as a Police Chaplain for the Cambridge Police Department, a person must meet the following prerequisites:
1. Serve as a practicing minister or member of the clergy in the City of Cambridge;
 2. Possess a minimum of three (3) years of ministerial experience;
 3. Be an ordained or licensed member of the clergy and endorsed by denomination or religious sect:
 - a. Provide a copy of ordination papers or equivalent; and
 - b. Provide a letter of endorsement from the parenting authority under which the applicant reports acknowledging his/her participation as a Police Chaplain, and endorsing said role.
 4. Maintain high spiritual and moral standards;
 5. Possess a caring and understanding attitude toward all people regardless of race, ethnic/cultural background, gender, or religious beliefs;

6. Be willing and available to respond to any situation where the presence of a police chaplain may be requested; and
7. Consent to signing and abide the conditions set forth with the Cambridge Police Department “Hold Harmless Agreement & Memorandum of Understanding.”
8. Successfully complete an International Conference of Police Chaplains training program (see *Section V, subsection C* of this directive).

B. Selection Process: Qualifying members of the clergy may apply as a Police Chaplain by participating in the selection process, which consists of the following steps:

1. Complete the department’s Police Chaplaincy Program application;
2. Provide copies of the requested supporting documentation;
3. Provide a letter of good character and standing from the clergy hierarchy;
4. Participate in a background check to include a criminal history check (CORI check), which includes signing the appropriate waivers;
5. Participate in an interview process with the Police Commissioner’s clergy advisory group (refer to *Section IV, subsection A* of this directive); and
6. Agree to the terms and agreements outlined within this directive and the Hold Harmless Agreement & Memorandum of Understanding, which all police chaplains are required to sign.

C. Training Requirements: In order to complete the eligibility for consideration as a member of the Police Chaplaincy Program, the candidate must successfully complete the prescribed Police Chaplaincy Training Program that is facilitated by the International Conference of Police Chaplains. The training program generally consists of a thirty-five to forty hour training curriculum, and involves the following requirements:

1. The training encompasses two full days in which the participant learns twelve different fields related to pastoral crisis intervention and police support such as, stress management, death notifications, post traumatic stress syndrome, ethics, suicide, officer injury, confidentiality requirements, and sensitivity.
3. The training program may be augmented by members of the department’s training staff or other qualified instructors with additional training

components in order to expand the number of situations in which a chaplain can provide assistance, such as training with the department's Peer Stress Officers' Program, Special Response Team, and other special response units.

4. Due to legal challenges to Police Chaplain Programs and the possibility of officers disclosing information to the chaplain which, if not reported, may result in an exigent or violation of federal or state laws, the participant would be instructed on those potential liabilities and legal requirements by the department's Legal Advisor.

VI. INVOLVEMENT OF POLICE CHAPLAINS:

A. Accompanying Officers on Routine Assignments: Members of the Police Chaplaincy Program are encouraged and welcome to accompany officers on their routine assignments, especially in those fields of interests which they may possess. In order to arrange for such opportunities, the following procedures will be observed:

1. Police Chaplains will arrange any accompaniment with an officer through the coordinator.
2. The coordinator will be responsible for making arrangements for the police chaplain to accompany an officer. The decision as to whether a police chaplain may accompany an officer is solely reliant upon the officer being requested to participate.
3. The coordinator will establish the time, place, and duration the police chaplain would like to accompany an officer.
4. The coordinator will communicate to the officer's supervisor and commanding officer that such arrangements are being made. If there are reservations as to the appropriateness of the accompaniment, the coordinator will take those factors into consideration prior to finalizing any plans.

B. Attending Roll Calls: Members of the Police Chaplaincy Program are encouraged to attend the daily roll calls whenever they wish to do so. Typically, a commanding officer will accompany the police chaplain to the roll call.

1. Although not necessary, if the police chaplain could provide advance notice of his/her intention of attending a roll call, typically through the coordinator, it will help in coordinating in having a commanding officer available.
2. Generally, if a police chaplain wishes to attend roll call, the police chaplain should plan on arriving five-ten minutes prior to the scheduled roll call. The

police chaplain would routinely report to the Operations Division Command Suite to meet with the commanding officer.

3. The commanding officer accompanying the police chaplain to roll call should always introduce the police chaplain to the officers who are attending roll call to get them acquainted with the police chaplain.

C. On-Call Responsibilities: Each of the police chaplains will serve in an on-call rotational basis during the course of the year should the need arise to request their assistance on a critical issue or event. The procedures for establishing an on-call schedule for police chaplains will be as follows:

1. It will be the responsibility of the department's coordinator to develop the on-call schedule with each of the participating police chaplains.
2. The on-call rotation should be structured so that a police chaplain has been identified for a potential call-out on a 24-hour basis. The schedule may be designed to break-up each 24-hour cycle among various police chaplains, as long as it is clear as to who will be willing respond to a situation.
3. The on-call schedule will be furnished to all members of the Leadership Team.
4. The on-call schedule should contain contact information for the on-call police chaplain. Any changes to the on-call schedule by the duty police chaplain should be communicated to the department's coordinator, who will make the appropriate adjustments and notifications to the schedule.
5. It will be the responsibility of the Duty Chief to determine the need and appropriateness of calling out a police chaplain to a situation (generally in these situations, the Duty Chief will also be responding to the situation as well).
6. If a police chaplain is called out to a situation, the police chaplain will generally take his/her direction from the Duty Chief, and the Duty Chief will remain the principal point of contact for the police chaplain, unless otherwise directed.