

# CITY OF ANDERSON POLICE DEPARTMENT

## Anderson, South Carolina

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| <b>DIRECTIVE TYPE</b><br>General Order | <b>EFFECTIVE DATE</b><br>March 31, 2009 | <b>NUMBER</b><br>605  |
| <b>SUBJECT</b><br>CHAPLAINCY POLICY    |   |                       |
| <b>REVISED</b>                         |   |                       |
| <b>REFERENCE</b>                       | <b>AMENDS/SUPERSEDES</b><br>All Others  |                       |
| <b>DISTRIBUTION</b><br>All Personnel   | <b>RE-EVALUATION DATE</b><br>Annual     | <b>NO. PAGES</b><br>7 |

**A. Purpose**

The primary purpose of the Chaplain Program is to complement the department's total service program by providing value-based guidance services as may be required for the good of the Anderson Police Department and the community. It is designed to assist department personnel in handling a variety of crisis situations.

**B. Policy**

One of the responsibilities of police management is to provide employees with the necessary resources to assist them in performing their work in the most efficient and effective manner possible. The Anderson Police Department recognizes that all employees, during the course of performing their tasks and duties, may need to rely on individuals outside the department who have expertise and experience in certain areas.

**C. Duties and Responsibilities**

The Captain of Support Services will manage the Chaplaincy Program. The appointment as a Chaplain for the Department must be approved by the Chief of Police or his designee. As part of his official duty with the Department, the Chaplain is expected to perform the following tasks and other such duties as may be requested of him by the Chief of Police. The Communications Section should be familiar with services Chaplains are qualified to render and maintain a roster list for all Chaplains. Chaplains will be responsible for the following:

1. Assist department personnel in making notification to families of police officers in the event of serious injury or death.
2. Respond to officer-involved shootings or other incidents in which deadly force was used by or against an officer. Chaplains will be available to assist the officer(s) involved and/or families as soon as possible. The Chaplain designated by the Captain of Support Services is responsible for conducting a short defusing (one on one or in a group) with the officer(s) before he/she leaves headquarters to better equip the officer for coping with the aftermath of such a critical incident. A debriefing will be scheduled within forty-eight (48) to seventy-two (72) hours for all officers on the scene or arriving soon after the incident by the Chaplain assigned.
3. When requested, provide short-term counseling to stabilize situations involving department personnel, and/or their families, who have personal problems that may adversely affect their jobs or family life, and make referrals to other professional counselors, when applicable.
4. Visit sick and injured personnel and/or immediate family members at home or in the hospital when requested.
5. Attend and participate in Awards banquets, Promotion Ceremonies, Dinners, Social events, in-service training classes, funerals and memorial services of active or retired agency members, and any other activity or event deemed appropriate by the Chief of Police.
6. Participate in a Chaplain Ride-A-Long Program, a continuing education program, and other activities developed for chaplains.
7. Be present at hostage/barricaded suspect situations. Chaplain's on-call should respond to the scene as a theological consultant and to assist officers in any way requested.
8. Be on-call or present during major disorders, disasters, or public functions requiring deployment of a large number of officers.
9. Conduct debriefings in critical incident situations at the request of the commanding officer and with approval of the Captain of Support Services.
10. When an officer is seriously injured or killed on duty, Chaplains will respond to the hospital emergency room on request and identify himself to the hospital staff and the Hospital Chaplain and work with both according to common ethical courtesies.
11. Present formal lectures on moral and ethical issues.
12. Meet, as feasible, with plainclothes and civilian personnel.

13. Periodically attend roll calls, and accompany uniformed officers on patrol.
14. Represent the Department before official bodies at the Chief's direction, and contribute to public relations efforts.
15. Be responsible for the organization and development of the spiritual organizations in the Department.
16. Notify, as soon as possible, the involved persons' ministers in case of death or serious injury.
17. Make proper referrals in unique cases which need specialized attention.

#### **D. PROCEDURES**

Chaplains should have a basic knowledge of the duties of law enforcement officers and seek to keep abreast of new procedures and be willing to attend training sessions and programs as available and necessary. In addition, the following procedures should be observed:

1. Chaplains will conform to all police procedures insofar as applicable.
2. He/she will be familiar with and conform to radio procedures established by the agency. Radio transmission should be kept to a minimum and directives from the police dispatcher will be followed promptly. Chaplains should be available to the dispatcher at all times by telephone or other forms of communication. Dispatchers should be provided an on-call list. If Chaplains are on vacation or out of town, he/she will make the proper notification to the Communications Division.
3. Chaplains will not release any information to the news media, insurance agencies, or attorneys regarding cases in which he/she is involved or about which he/she has any knowledge. All information secured should be held in confidence and used only for the benefit of the persons or officers involved.
4. As a specialist in the field of religious guidance, he/she is an advisor to the Chief of Police in all matters pertaining to the moral, spiritual, and religious welfare of police personnel, and should periodically report recognized needs to him.
5. A police officer who comes for counseling to the Chaplain should clearly understand that this is an "**off the record**" and privileged communications which will not be reported or have any bearing on his/her job status. This element of confidentiality is very important to the overall effectiveness of the Chaplain and his rapport with the personnel.

6. Chaplains will complete a Chaplain Monthly Report and forward it to the Captain of Support Services or his designee.
  
7. Chaplains should be available to respond when requested by the Anderson Police Department employees to include the following events:
  - A. Surgery
  - B. Convalescing at home
  - C. Serious illness or impending death
  - D. Death of a loved one
  - E. Serious accident
  - F. Adjusting to physical handicap
  - G. Depression
  - H. Inability to overcome grief
  - I. Drinking or drug problem
  - J. Strange or different behavior
  - K. Loss of meaning in life
  - L. Having a spiritual experience
  - M. Desire to unite with a church
  - N. Marital difficulty
  - O. Choosing life's work
  - P. Planning marriage
  - Q. Problems with children
  - R. Entering college or military service
  - S. Facing any serious problem
  - T. Birth of a child
  - U. **ANYTIME AN EMPLOYEE FEELS THE NEED**
  
8. Chaplains will be issued miscellaneous equipment to assist them in performance of their duties. Chaplains will be responsible for the proper operation and protection of this equipment. Any damage or loss of this equipment should be immediately reported to the Captain of Support Services.
  
9. Chaplains shall never presume to be a police officer and shall take no action at the scene of any police incident unless requested or commanded to do so by a Commanding Officer.
  
10. **Under no circumstances** will Chaplains be compelled to testify in any disciplinary situation.

## **E. SELECTION**

1. The Captain of Support Services or his designee along with the current Chaplains will

screen possible candidates of various denominations based on the following criteria:

2. Interest and ability;
3. Status as an ordained or licensed minister serving congregations, institutions and/or community agencies;
4. Degree in Theology or Counseling.
5. The Chief of Police will be given the final report and appoint new Chaplains at the Chiefs discretion.
6. Volunteer Chaplains shall serve a six-month probationary period.
7. The Chief of Police may remove any Chaplain from the program for any acts of improper conduct that would tarnish the image of the Anderson Police Department.

## **F. QUALIFICATIONS**

1. The Police Chaplains will meet the following minimum qualifications:
2. Be an ordained or licensed minister in good standing and endorsed for the Chaplaincy by a recognized endorsing agency or denomination.
3. Show compassion, understanding, and love for his fellow man and relate easily to people. He/she must be able to maintain personal control in extremely stressful situations. He/she must maintain high spiritual and moral standards and have a good reputation in the community.
4. Manifest a broad base of experience and professional maturity, emotional stability, and personal flexibility. He/she's experience should include a wide range of counseling and crisis intervention.
5. Be tactful and considerate in his approach to all people regardless of race, creed, or religion. He/she should demonstrate the ability to be a positive force in the maintenance of morale throughout the Department.
6. Indicate a willingness to be involved in training to enhance his efficiency in meeting and dealing with people in crisis. He/she should be familiar with community medical, psychiatric, and other resources in the local area.
7. Be willing and available to respond to any and all situations where his presence as Chaplain is indicated.

8. Possess a valid and current South Carolina driver's license.
9. Have never been convicted of a felony, or any offenses involving moral turpitude, minor traffic violations excluded.

#### **G. ATTIRE**

1. Standard dress shall be shirt and tie, or clerical attire.
2. Chaplains have the discretion to modify this dress code to coincide with climate changes, type of activity taken part in and other special situations.
3. Chaplains shall carry both the department badge and identification card at all times.
4. **Chaplains shall not carry, under any circumstances, any form of weapon. The only exception would be a Reserve Police Officer who chooses to serve in the chaplaincy program if approved by the Chief of Police**


#### **H. GENERAL RESPONSE**

1. When a Chaplain responds to a death scene, Chaplains should:
  - a. Report to the Officer in Charge
  - b. Wear the appropriate attire, badge and identification;
  - c. Take along the necessary information pad, map, etc.;
  - d. Acknowledge to the Communication Section that he/she is responding.
2. Scene of Officer-involved incident:
  - a. Follow the same procedure as in the other notification situations beginning with reporting to the officer in charge.
  - b. Take an officer on the notification due to possible inflamed emotions.
  - c. Release only the information cleared by the Lead Investigator.
  - d. Seek out the officer involved and make yourself available for support.
3. Scene where officer is the victim:

- a. The Communication Section will contact a Chaplain.
- b. Upon notification, the initial responding Chaplain will become the Chaplain-in-Charge.
- c. The Chaplain-in-Charge will proceed to the death scene or hospital as directed by the Commanding Officer in charge. In addition, he shall deliver notification to family members, following standard ministry procedures and the direction of the Commanding Officer.

The Chief of Police will prescribe all powers and duties of Police Chaplains and may amend or rescind them at his discretion.

By order of:

  
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Martin D. Brown, Chief of Police

3-23-2009  
Date