

	SECTION:	ADMINISTRATION	ADM - 193
	CHAPTER:	SPECIAL PERSONNEL PROGRAMS	
	DIRECTIVE:	CHAPLAIN PROGRAM	

193.1 PURPOSE AND SCOPE

The Grand Junction 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.

It is the policy of this department that the Chaplain Program shall be a nondenominational, ecumenical ministry provided by volunteer clergy without financial compensation.

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

- 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, and 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.

193.2 ELIGIBILITY

Candidates for the Chaplain Program shall meet the following Eligibility requirements before formally being designated as a law enforcement Chaplain:

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

ELIGIBILITY (cont'd)

- 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 faith community.
- e. Must join a recognized chaplaincy organization selected by the department. (Membership will be paid for by the department.)
- f. Possess a valid driver's license.

193.3 RECRUITMENT, SELECTION AND TRAINING

Chaplain candidates are encouraged to participate in the ride-along program before and during the selection process. Chaplain candidates shall successfully complete the following process prior to deployment as a Chaplain:

- a. Submit department volunteer written application.
- b. Include a recommendation from his/her faith's community elders, board or council.
- c. Interview with the Chief of Police and volunteer coordinator.
- d. Successfully complete an appropriate level background investigation.

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 Training Sergeant.

193.4 DUTIES AND RESPONSIBILITIES

Chaplains are volunteer members of the Department, and except as otherwise specified within this policy, are required to comply with the Service Volunteer Program Policy and other applicable Department policies. The duties of a Chaplain include, but are not limited to:

- 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

**DUTIES AND
RESPONSIBILITIES (con't)**

the Department member.

- c. Visiting sick or injured law enforcement personnel in the hospital or at home.
- d. Attending and participating in, when requested, funerals of active or retired members of the Department.
- e. Assisting other personnel in the diffusion of a conflict or incident when requested by on-scene staff.
- f. Responding to natural and accidental deaths, suicides and attempted suicides, family disturbances and any other incident that in the judgment of the Shift Commander or supervisor aids in accomplishing the mission of the Department.
- 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 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 floods, 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. Being willing to train to enhance effectiveness.
- p. Promptly facilitating requests for representatives or leaders of various denominations.
- q. Making referrals in cases where specialized attention is

**DUTIES AND
RESPONSIBILITIES (cont'd)**

needed or in cases that are beyond the Chaplain's ability to assist.

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 services or any subsequent actions or follow-up that was provided while on-duty as a Chaplain for the Grand Junction Police Department. No volunteer shall report to work or be on-duty when his/her judgment or physical condition has been impaired by alcohol, medication other substances, illness or injury or if they have used alcohol within the last 8 hours.

Chaplains shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

- a. Driver's license
- b. Medical condition
- c. Arrests
- d. Criminal investigations
- e. All law enforcement contacts

All Chaplains shall adhere to the guidelines set forth by this department regarding drug and alcohol use.

**193.5 CLERGY
CONFIDENTIALITY**

No person who provides Chaplain services to members of the department may work or volunteer for the Grand Junction Police Department in any capacity other than that of Chaplain without the approval from the Chief of Police.

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 department member is discussing matters that are not subject to the clergy-penitent privilege. In such cases, the department Chaplain should consider referring the member to a non-department counseling resource.

No Chaplain shall provide counsel to or receive confidential

**CLERGY CONFIDENTIALITY
(cont'd)**

communications from any Grand Junction Police Department employee concerning an incident personally witnessed by the Chaplain or concerning an incident involving the Chaplain.

Chaplains, department members and supervisors will maintain confidentiality about employee/Chaplain supportive contacts.

- Supervisors may not inquire into the specific services provided by the Chaplain, other than statistical information.

Chaplains will inform members about limits of confidentiality upon initial supportive contact.

In the event that a Chaplain becomes concerned about a disclosure of any matter that would be considered unethical, immoral, or illegal, the Chaplain should first convene a meeting with the other department Chaplains to discuss the most appropriate course of action. If necessary, the Chaplains may consult with the psychologist with whom the department contracts, to determine an appropriate course of action. Without disclosing the employee's name, the Chief of Police may also be consulted if necessary. Matters which indicate that an employee is a danger to himself or others shall be reported immediately to the Chief of Police.

- Threats to self
- Threats to others
- Child or elder abuse
- Felony crimes
- Excessive force
- Member unfit for duty
- Falsifying of official reports or providing false testimony
- Workplace injury

**193.6 COMMAND
STRUCTURE**

Chaplains will not keep written or private records of supportive contacts, other than for statistical records to help document the general productivity of the program.

- a. All Chaplains will report to the Volunteer Service Coordinator.
- b. The Volunteer Service Coordinator shall make all

**COMMAND STRUCTURE
(con.t)**

appointments to the Chaplain Program and may designate a Senior Chaplain/Chaplain Commander.

- c. If appointed, the Senior Chaplain shall serve as the liaison between the Chaplain Unit and the Volunteer Service Coordinator. He/she may arrange for regular meetings, act as chairperson 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.

**193.7 OPERATIONAL
GUIDELINES**

- a. Chaplains will be scheduled to be on call for a period of seven consecutive days in rotation with other Chaplains, beginning midnight Saturday and ending midnight the following Saturday.
- b. The Chaplain will complete a monthly timesheet and submit it to the Volunteer Service Coordinator.
- c. Chaplains shall be permitted to ride with officers during any shift and observe Grand Junction Police Department operations, provided the Shift Commander has been notified and has approved the activity.
- d. Chaplains shall not be evaluators of employees.
- e. In responding to incidents, a Chaplain shall never function as an officer.
- f. When responding to in-progress calls for service, Chaplains may be required to standby in a secure area until the situation has been deemed safe.
- g. Each Chaplain shall have access to current personnel rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered private; each Chaplain will exercise appropriate security measures to prevent distribution of the data.
- h. Chaplains shall **not carry weapons.** This prohibition includes, but is not limited to, guns, knives, batons, pepper spray or Taser. The Chaplain shall not carry any type of police equipment, including handcuffs. Chaplains who have been issued a concealed handgun permit shall **not carry a concealed handgun** during their volunteer activities.

**193.8 UNIFORMS AND
BADGES**

Identification and the necessary safety equipment may be provided for the Chaplains.

**193.9 DISCIPLINARY
PROCEDURES,
TERMINATION OR
RESIGNATION**

A Chaplain may be removed from the volunteer program at the discretion of the Chief of Police or the Volunteer Coordinator. Chaplains shall have no property interests in their continued appointment.

Volunteers may resign from volunteer service with this department at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

