

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: J-5

SUBJECT: CHAPLAIN PROGRAM

DATE: June 20, 1994 (Issued)
March 29, 2004 (Last Revision)

I. POLICY

- A. The Police Chaplain Program serves to minister, as appropriate, to the needs of Department personnel and the community.
- B. Appointment of members of the clergy and qualified laypersons to serve in the program shall be made solely at the discretion of the Chief of Police or a designee.

II. ORGANIZATION, STAFFING AND FUNCTION

- A. The commander of the Community Services Division shall provide general oversight and management support for the Police Chaplain Program. Day-to-day coordination of activities shall be accomplished by the person designated as the senior police chaplain.
- B. The program shall be staffed by persons designated as police chaplains, community chaplains and chaplain assistants. The number of persons assigned to each position will be determined by the Chief of Police.
 - 1. *Police chaplains* shall be ordained members of the clergy and licensed by a recognized religious body. In addition they shall:
 - a. Have sufficient experience in pastoral and parish work to enable them to address the spiritual, psychological and emotional needs of Department personnel and members of the community.
 - b. Comply with relevant Department rules and policies and participate in pertinent Departmental training. Prospective police chaplains may serve as chaplain assistants until training requirements have been satisfied.

- c. Be reasonably available to respond to calls throughout the community and to accompany officers on patrol.

Police chaplains may be called upon to minister to the community in incidents including, but not necessarily limited to, attempted or actual suicides, domestic disturbances, vehicle collisions resulting in deaths or serious injuries, death notifications, juvenile delinquency, family dysfunction, or, under the direction of the investigating member, incidents involving hostility toward the police or other government agents. They are expected to establish and maintain effective liaison with relevant community organizations.

2. At the Department level, police chaplains may be called upon to make hospital or home visits to ill or injured personnel, provide support to family members in the event of a member or employee death, minister to personnel who have been involved in critical incidents, and counsel personnel who may request the service or be referred by a supervisor. They are expected to establish relationships within the Department which assist them in monitoring the well-being and recognizing the needs of members and employees.
3. *Community chaplains* shall be ordained clergy or community leaders who are either licensed or endorsed by a recognized religious body. In addition, they shall have sufficient experience in pastoral and parish work to enable them to address the spiritual, psychological and emotional needs of members of the community.

Additional requirements are the same as set forth for police chaplains in paragraphs b and c, above.

Community chaplains may be called upon to provide assistance to victims and witnesses involved in critical incidents and to provide follow-up counseling and group debriefings in appropriate cases. They are expected to assist in the development of effective and positive relationships between the Department and the Vallejo community.

4. *Chaplain assistants* shall be persons who are endorsed by a police or community chaplain and have sufficient training in counseling techniques to enable them to assist police and community chaplains in the performance of their duties. In addition, they must be willing to comply with Department

policies and rules pertaining to the chaplain program and participate in Department training relevant to the position.

Chaplain assistants are expected to support police and community chaplains in the performance of their duties.

III. PROCEDURES

- A. A police chaplain, a community chaplain and an assistant chaplain shall comprise a chaplain team. Teams shall be on call from 0800 on Monday to 0800 on the following Monday and shall be available to Communications by pager or telephone.
 - 1. Team members are expected to be available for assignment at all times during their on-call week.
 - 2. The Watch Commander shall approve requests to call out chaplains or chaplain teams.
 - 3. Communications will contact the police chaplain member of the on-call team. He or she will be responsible for notifying the other team members.
 - 4. Chaplains take direction from, and are at all times subordinate to, the member in charge at any incident.
 - 5. The police chaplain of an on-call team may elect to ride along during the on-call period.
- B. Each police, community and assistant chaplain shall ensure that a current, signed ride-along form is maintained in his or her personnel folder.
- C. Department identification cards shall be issued to all police, community and assistant chaplains. The cards shall be surrendered in the event a chaplain resigns or is dismissed from the program.
- D. The Department may elect to supply appropriate clothing to identify chaplain program participants.