



OMAHA POLICE CHAPLAIN CORPS

PURPOSE:

The purpose and goal of the Omaha Police Chaplain Corps is to provide a core group of professional, ordained, (Chaplains) or vowed men and women in Religious Communities, from a variety of faiths, who volunteer their time and talents to the City of Omaha, as Chaplains.

The Police Chaplain will seek to lighten the burden of the officers by performing tasks that have a greater spiritual or social nature rather than law enforcement nature. The Chaplain Corps strives to strike a balance between serving the needs of the Police Officers in their personal and professional lives and serving the Omaha Metro Area at large.

The Police Chaplain Corps concept is not exclusive to Omaha. In fact, Police Chaplain programs are numerous around the United States and serve in a variety of functions for local, County, State and Federal Agencies.

The Omaha Police Department is very grateful for the service that the Police Chaplains provide and the level of commitment demonstrated.

HISTORY OF OMAHA POLICE CHAPLAIN CORPS:

In January 1982, Mr. Joe Friend, Public Safety Director for the City of Omaha, learned of the benefits in having a Police Chaplaincy program. He inquired of clergy persons he knew whether there was anyone in Omaha that had experience in a Police Chaplain's program. Reverend Thomas Rollerson told him that Reverend Henry Gittler had served two years in such a program in Johnson County, Kansas. Mr. Friend contacted Reverend Gittler inviting him to a meeting to discuss establishing a similar program in the city of Omaha. This meeting, held in the first week of February 1982, had the following people present: Mr. Joe Friend, Reverend Thomas Rollerson, Reverend Henry Gittler, and Father Canon (Chaplain of Omaha Fire Department). The decision was made to organize this program formally. It was also decided that it would be helpful to seek representation from the Omaha Police Department. Subsequently, Sergeant J. Martin Crowley and Sergeant Michael Pecha were invited to represent the Omaha Police Department. It was decided that persons accepted as chaplains must 1) be ordained clergy persons or vowed men and women in Religious Communities; 2) have a college degree plus theological

training; 3) be serving in a religious capacity or be recently retired; and 4) must adhere to the seal of confession.

To ensure that there would be adequate press coverage, Chaplains Rollerson, Gittler and Canon received Police Chaplain Badges at the dedication of the Kellom Knolls Apartment Complex groundbreaking ceremony. An invitation was extended at that time to any and all interested clergy to apply for participation in the Police Chaplaincy program.

The Chaplain's office was housed in the main Police Building. This office was built adjoining the Crime Lab in the Assembly area. All Chaplain meetings and interviews were held there. Later meetings were held at the Public Relations Building at 2028 Lake St. Currently, meetings are held at the various Precinct Stations.

Soon after organization, it was decided to have a bi-monthly procedural chaplain meeting to discuss problems, set schedules, and have interviews for new personnel. An executive committee was also formed.

Pastor Henry Gittler was appointed Senior Chaplain to oversee the program and conduct these meetings. Sergeant J. Martin Crowley was appointed police liaison. Mr. Robert Blumenschein was invited to be a lay representative from the citizens of Omaha. Later Sr. Mary Hlas and Father John Fricke were added to the executive committee.

A marked unit, Car 451, was designated for use by the Chaplaincy Corps. The Chaplaincy Corps is one of the only units outside of sworn police officers authorized to drive a marked police car.

All Chaplain candidates were required to receive special training. At first, this consisted of three days by the training division of the Omaha Police Department. A review of this procedure revealed that most of these three days was spent on basic psychology that the candidates were well versed in. Subsequently, Reverend Henry Gittler was appointed training officer for all applicants. Radio training was conducted by the Police Department Training unit.

In November 1990, Officer Barry DeJong was appointed as liaison to the Police Chaplain Corps and the Chaplain Executive Board.

On March 1, 1996, Reverend Henry Gittler resigned his position in preparation for retirement from full-time ministry. Reverend Dr. Damon Laaker was then appointed as Senior Chaplain.

Deputy Chief Barbara Hauptman joined the Corps as Command Staff Liaison with the retirement of Deputy Chief Martin Crowley.

The Chaplain Corps, in 2000, has grown to include twelve denominations and over twenty personnel.

POLITY:

Omaha Police Chaplains Corps has an established Polity within the Corps. The duties and responsibilities are ultimately defined by the Chief of Police.

The Chaplain Executive Board governs the Chaplain program. Board members include three active Chaplains, one of which serves as the Senior Chaplain, sworn Police Officers, and civilian representatives.

The Senior Chaplain is the leader of the Chaplain Corps and directs the daily operations of the Chaplain Corps. The sworn Police Officers serve the Chaplains Corps as Liaison between the Chaplain Corps and the Police Department. The civilian representatives serve the Board and the Chaplain Corps as representatives of the community.

The Chain of Command for the Chaplain Corps is as follows:

Chief of Police
Police Liaisons
Chaplain Executive Board
Senior Chaplain
Police Chaplains

QUALIFICATIONS OF A POLICE CHAPLAIN:

1. Candidates for the Omaha Police Chaplain Corps must be duly ordained clergy with a degree from a recognized institution. Candidates must be currently serving in the Ministry or retired from the Ministry, or men and women having the equivalency of theology, experience and counseling. The applicant must also be an active participant in his/her denomination, parish, synagogue or temple. Candidates must be in good standing and presently affiliated with a duly recognized religious group. Others who have been trained in Ministry may also be approved by the Chaplain Executive Board.
2. A candidate for the Chaplain Corps must pass a criminal history and background check that is conducted by the Police Department.
3. Candidates for the Chaplain Corps must demonstrate compassion, understanding, and love for fellow humans and be tactful and considerate in their approach to all people regardless of race, creed or religion.
4. Candidates for the Chaplain Corps must be interviewed and approved by the Chaplain Executive Board.
5. Accepted Chaplain Corps candidates must attend orientation and training requirements as they are established.
6. The Chaplain Corps is a voluntary service and Police Chaplains are asked to serve a minimum of one (1) twenty-four (24) hour shift per month. (This is an on call status

in which the Police Chaplain is responsible for service when the Police Department calls and has a specific assignment.)

7. Chaplains must possess a current and valid Nebraska driver's license.
8. Chaplains must law abiding citizens and refrain from drinking alcoholic beverage or any illegal drug use while on duty.
9. Chaplains must have adequate personal health insurance.
10. The Police Chaplain candidate must have a college background. Highest preference will be given to those possessing a Bachelors degree in Theology from an accredited educational institution. Education, training and experience in counseling, crisis intervention, addiction and behavior disorders are recommended.
11. The Police Chaplain must wear attire or a symbol of faith that will clearly identify oneself as a member of the religious community. Optional attire would include a Navy blue ID (raid) jacket with the back panel displaying the words "Omaha Police Chaplain" and Department approved shoulder patches. The Department provides a black or dark colored clerical shirt that includes the Omaha Police Department shirt sleeve patches. The Police Chaplain's issued badge may be fastened to the left breast area of the shirt. Appropriate faith group insignias may be attached to the shirt lapels (i.e. crosses for Christian, Tablets/Star of David for Jewish, Crescent for Muslim, etc.) Business cards can be purchased through Police Supply.
12. The Police Chaplain must honor and abide by a seal of confession and confidentiality.

PROCEDURES FOR BECOMING A POLICE CHAPLAIN:

Interested individuals who wish to apply with the Omaha Police Chaplain Corps must make application in writing to the Senior Chaplain. A resume is appreciated, but not required. Once the application has been completed and presented to the Senior Chaplain, a computer background check is completed on the applicant.

The Chaplain Executive Board will be convened and the candidate will be interviewed by the Chaplain Executive Board. If accepted, the Candidate is welcomed into the program. Training sessions are scheduled and conducted. A ride-a-long with a uniformed Police Officer is scheduled. This training will prepare the new Chaplain for the duties and use of equipment and resources. Upon completion of the training, the candidate will be issued an Omaha Police Chaplain badge and identification card.

CODE OF PROFESSIONAL ETHICS

Preamble

The Chaplain Corps desires to maintain the highest possible standards of professional ethics, recognizing that all people are created and loved by God. We recognize that the goal of pastoral care is to enable the person to use their own ethical-religious system of beliefs and values to find meaning and purpose in life. In recognition of this responsibility, each member of the Chaplain Corps should strive to practice in accordance with this code of ethics.

1. IDEALS - Members of the Chaplain Corps shall exhibit professional expertise with the dignity of the office of the clergy, recognizing that above all, they are servants of God, who has commissioned them and to whom they are accountable. Members are expected to give unselfishly in service to their fellow human beings without prejudice.
2. KNOWLEDGE AND SKILLS - Members of the Chaplain Corps shall strive continually to improve their knowledge and pastoral care skills.
3. RECOGNITION OF PERSONAL AND PROFESSIONAL LIMITS - Members of the Chaplain Corps shall recognize that their skills are primarily those developed by clergy, and they should seek to use these skills with competence. They should recognize their limitations, both professional and personal, and take care not to extend themselves beyond the limits of their competence. They shall freely seek consultation with those who possess other skills, and should freely make referral when such referral is in the best interest of the person whom they are called upon to help.
4. PERSONAL ETHICS - Members of the Chaplains Corps shall conduct themselves in a way consistent with the high personal ethics required of their profession and sacred vows. They should obey all laws. Should conscience compel a Chaplain to undertake acts of responsible civil disobedience, that Chaplain is expected first to consult with the Chaplain Executive Board, and if appropriate, willingly remove himself/herself from active duty as a Chaplain during the time of civil disobedience. Chaplains are highly visible to the community when driving a marked patrol car, therefore, Chaplains must take great care not to speed or break traffic laws.
5. REMUNERATION - Members of the Chaplain Corps volunteer their services as servants of God and their fellow human beings. They will accept no financial gift for such services, nor perform any duties with the view of personal material gain.
6. CONFIDENTIALITY - Members of the Chaplain Corps shall hold to the "Seal of Confession" without any exception. They should not surrender to subpoena, and should never testify in a court of law, consult with anyone, professional or other, in any way which might jeopardize the seal of confession, even at the risk of personal or professional harm. Privileged communication should be regarded as highly confidential material and should only be revealed with the consent of the person involved. Confidential information should only be revealed when it is assumed that the greater good for the individual can be achieved by such revelation.

7. CONSULTATION - Members of the Chaplain Corps should feel an obligation to refer individuals they come in contact with through their Chaplaincy role to the individual's own Minister, Priest or Rabbi for further counseling, if needed. If the individual is unaffiliated with any religious institution, the Chaplain still has an obligation to refer him/her to a clergy person of his/her faith. Exercising good and sound judgment, Chaplains should also feel an obligation to refer individuals in need to any other community agency that is set up to deal with the person's specific problems. At all times, the chaplain must consider first and foremost the welfare of the individual he/she will be dealing with when setting up his/her referral patterns.
8. SOCIETAL OBLIGATIONS - Members of the Chaplain Corps have societal obligations. Some of these are to obey laws. Except under the "Seal of Confession", and "Privileged Information", no knowledge of any criminal offense should be concealed. Chaplains who become aware of individuals who present a risk to society should take action to provide the appropriate safeguards. In all cases, Chaplains are expected to employ good and sound judgment.
9. PROSELYTIZE - Members of the Chaplain Corps understand and accept the difference between imposing beliefs and revealing or sharing them. It is considered unethical to proselytize for allegiance within an established chaplain-counselee relationship. One's beliefs/faith can always be shared, but coercion is irresponsible.
10. CONTINUING EDUCATION - Members of the Chaplain Corps shall be committed to continued education in their professional discipline. They should engage regularly in experiences which are personally and professionally enriching.
11. MAINTENANCE OF THE CODE OF PROFESSIONAL ETHICS - The Chaplain Executive Board, in conjunction with the Chaplains, will be responsible for the continual upgrading and maintenance of the Code of Professional Ethics.
12. Canon of Ethics as published in the International Conference of Police Chaplains (ICPC) Handbook.

ARTICLE 1

PRIMARY RESPONSIBILITIES OF THE LAW ENFORCEMENT CHAPLAIN

The Law Enforcement Chaplain must represent to all members of the law enforcement agency morality, justice, fidelity, and peace. Therefore, to all officers he/she shall guide and direct them through counseling and personal example to that end; and to the recruits, he/she shall impart the principles of law enforcement ethics as fundamental to their functioning as a law enforcement officer and as essential for their personal career.

ARTICLE 2

DUTY TO BE WELL VERSED IN MORAL LAWS AND DEPARTMENTAL REGULATIONS WITH RESPONSIBILITY TO SELF AND OTHER POLICE PERSONNEL

The Law Enforcement Chaplain shall assiduously apply himself/herself to a greater understanding of moral laws (including ethnic differences), departmental regulations, as well as the ethics by which he/she must live and guide others. The Law Enforcement Chaplain will make certain his/her responsibilities in these particulars, seeking aid, advice and enlightenment from his/her religious and civil superiors in matters of their respective fields.

ARTICLE 3

UTILIZATION OF PROPER MEANS

The Law Enforcement Chaplain shall be mindful of his/her responsibility to pay strict heed to the selection of proper means on the discharge of the chaplain's office. Violating the laws of God and/or department regulations may instill in the minds of departmental personnel and their public like dispositions. The employment of improper means, no matter how worthy the end, is certain to destroy all respect toward the chaplain. If laws and regulations are to be honored by others, they must be honored by the chaplain who represents morality and justice.

ARTICLE 4

COOPERATION WITH DEPARTMENT AND REILGIOUS OFFICIALS IN THE DISCHARGE OF LAW ENFORCEMENT CHAPLAINCY DUTIES

The Law Enforcement Chaplain shall cooperate with department and other religious officials in the discharge of his/her duties, regardless or affiliation. The Law Enforcement Chaplain shall be meticulous in guarding against the use of his/her office or person in a way that may bring disrepute to himself/herself, law enforcement chaplaincy, or the department. In any situation open to questions, the Law Enforcement Chaplain shall seek counsel from the respective religious and/or department authority.

ARTICLE 5

CONDUCT TOWARD THE COMMUNITY

The Law Enforcement Chaplain, in performing his/her duties, shall inevitably deal with members of the community. The Law Enforcement Chaplain on these occasions shall perform ministerial services in such a manner as becomes the

office of the chaplain. The chaplain will give service to the community where he/she can without interfering with police procedure or infringing upon the ministry of others. While dedicated to the service of the law enforcement officers, their families, and other members of the department, a chaplain also has a responsibility of service to all humanity.

ARTICLE 6

PROFESSIONAL CONDUCT OF LAW ENFORCEMENT CHAPLAIN

A. PRIVILEGE. Because of the nature of the information received in personal counseling and through confidential reports or observations, the Law Enforcement Chaplain will maintain strict professional privilege in these matters.

B. ECUMENISM. The Law Enforcement Chaplain's own personal convictions do not give him/her the right to disdain the faith of others nor attempt to proselytize them for his/her own church. The chaplain shall strive for an unbiased understanding of all faiths and be acquainted with their liturgies. The Law Enforcement Chaplain shall conduct himself/herself in a manner that will foster great ecumenism with churches other than his/her own and will attempt to win the goodwill of all.

C. GIFTS AND FAVORS. The Law Enforcement Chaplain bears the heavy responsibility to foster integrity and honor within the department. The chaplain shall guard against placing himself/herself in a position in which any person can expect special consideration through him/her or in which the public can reasonably presume that special consideration has been given. The Law Enforcement Chaplain should refuse gifts, favors, or gratuities, large or small, which the public could interpret as being offered to influence others.

D. PROFESSIONAL ATTITUDE. The Law Enforcement Chaplain shall always discharge his/her duties with a feeling of serious responsibility. By diligent study for self-improvement and dedicated service toward police personnel, he/she shall strive for effective moral leadership and high-spirited morale. The Law Enforcement Chaplain shall appreciate the importance and the responsibility of the department and hold his/her office as essential in assisting all officers to render valuable service to the department and community.

13. PRACTICES -

- A. Members of the Chaplain Corps shall, when on duty, be clean and properly attired. Chaplains shall properly identify themselves, be courteous and conduct themselves at all times as Servants of God and a supporting aid of the Omaha Police Department. Chaplains shall wear their I.D. while they are on duty and when they are in the Omaha Police Department Buildings.
- B. Members of the Chaplain Corps are not Law Enforcement Officers and shall at no time while on duty assume such roles. The Chaplain's responsibility is

to assist the Omaha Police Department Officer when asked to do so in matters within the Chaplaincy realm. The Chaplain is reactionary; responding as a need is expressed. Chaplains shall not in any way interfere with the Police Officer in the performance of the Officer's duties. This also means that a Chaplain will not just show up on a radio call without first being requested.

- C. Members of the Chaplain Corps shall not publicly criticize the actions of any Law Enforcement Officer, or Chaplain. Chaplains shall not gossip about other Chaplains, or Police Officers, whether the subject be true or false. Any Chaplain having a grievance shall bring the matter to the Senior Chaplain, or Liaison, who shall in turn bring it to the Chaplain Executive Board for disposition.
- D. Members of the Chaplain Corps shall keep themselves informed of all policies and procedures made available by the Senior Chaplain.
- E. Members of the Chaplain Corps shall stand ready to accept directions as they may be given by the Senior Chaplain, Law Enforcement Officers and Fire Officers, and shall be ready to aid in times of national and community emergency.
- F. Members of the Chaplain Corps shall, when called to the scene of an emergency, report to the Police Officer/Fire Officer present and wait for directions from the Officer. If no Police Officer/Fire Officer is present, the Chaplain shall call for the Police Officer/Fire Officer to return to the scene. At that time, the Chaplains shall identify themselves and proceed to be of assistance.
- G. Members of the Chaplain Corps are responsible to the Police Officer in Charge. If the Police Officer has left the scene with the Chaplain in charge, and the situation deteriorates so that the Chaplain has some reason to believe an illegal act may be committed, the Chaplain shall again summon the Police Officer .
- H. Discipline will be handled through the Chaplain Executive Board and/or Police Administration. Any conduct or action by the Chaplain that brings discredit to the Omaha Police Department or the Chaplaincy Corps is grounds for dismissal.

EDUCATIVE COMMENTARY

SEAL OF CONFESSION - The clergy as a distinct profession looks upon confidentiality in a unique way from all other professions. This grows out of a religious orientation most clearly seen in their ordination vows. It concerns a confession made by a penitent to a confessor, which is as viable as if made in the presence of one's God. The confessional experience is a one-way communication and not a dialogical experience. The only expected response of the confessor is absolution, guidance or penance, or retention of the sinful state. (Matthew 16:19) The nature of private confession is a personal, liturgical, devotional, and for many, a sacramental act. The character of the act seals the confessor from releasing any information.

PRIVILEGED COMMUNICATION - Privileged communication is a dialogical exchange involving a response of pastoral care. It is expected to remain in a one-to-one relationship and can only be released with the consent of the revealer. In no way can the one offering pastoral care unilaterally release privileged communication. It is inherent in pastoral care that the nature of the privileged communication will be respected. It is imperative that the chaplain affirms this to persons seeking such a relationship.

CONFIDENTIAL INFORMATION - Confidential information is data obtained by a chaplain professionally in a pastoral relationship of defined trust. As such, confidential information is different from information obtained in the act of confession or a relationship of privileged communicating. Such confidential information may be shared by the chaplain only for the enhancement of the health and well-being of an individual.

Resource: Code of Professional Ethics of the College of Chaplains, A.P.H.A., March 9, 1977, 840 North Lake Drive, Chicago, Illinois.

CHAPLAIN EXECUTIVE BOARD DUTIES AND RESPONSIBILITIES:

The Chaplain Executive Board shall be the governing body for the Chaplain Corps. The Board shall consist of the Senior Chaplain who serves as Chairman, two or more Chaplains, Police Liaisons and civilian, non-sworn and non-ordained.

The Chaplain Executive Board shall decide the acceptance or rejection of all applicants for the position of Police Chaplain based on the qualifications stated in this manual.

The Chaplain Executive Board shall elect other officers and committees as they deem necessary.

The Chaplain Executive Board shall make determinations on all revisions and amendments to the Chaplain Corps' policies, procedures, and other matters.

The Chaplain Executive Board shall hear all sensitive issues including Chaplain Code of Conduct violations, personnel matters, complaints or misconduct observed of a Police Officer by a Chaplain or of a Chaplain by a Police Officer or other. All issues will be addressed and issued a disposition. Depending on the seriousness or severity of the issue, the appropriate Police entity may be contacted by the Board.

SENIOR CHAPLAIN DUTIES AND RESPONSIBILITIES:

The Senior Chaplain:

1. shall be appointed for a period of four years. The Senior Chaplain may be appointed for additional terms.
2. shall be a member of the Chaplain Executive Board.
3. shall conduct the Chaplain Executive Board meetings.
4. shall conduct the regular meetings of the Chaplain Corps.
5. shall call any extra meetings as deemed necessary.
6. shall keep records of chaplain duty schedules, list them and distribute to the Police Department within 72 hours of scheduling.
7. shall give a copy of the above schedule to the Police representative for mailing to the other Police Chaplains.
8. shall take chaplain duty whenever there is a vacancy on the schedule.
9. shall review applicants for Police Chaplain and present them with recommendations to the Chaplain Executive Board.
10. shall conduct the interview with the Chaplain Executive Board on all new Chaplain candidates.
11. shall be in charge of the new candidate training and provide direction to the Police Liaison who will assist.
12. shall be responsible for maintaining personnel, scheduling, and other related reports pertaining to the Chaplain program.
13. shall be responsible for coordinating speaking engagements, training and police academy presentations, and other requests for public appearances.
14. shall track the hours of the volunteer Chaplains and report them to the Coordinator of Volunteers for formal recognition which occurs in the Spring of each year.

POLICE LIAISON DUTIES AND RESPONSIBILITIES:

The Police Liaison(s) serve the Police Department as a sworn law enforcement official(s) with full time responsibilities. The Liaison position is a voluntary assignment to the Chaplain Corps.

The Liaison is an advisor to the Police Administration, the Police Officers, the Executive Board and the Chaplains. The Liaison assists with the needs and administrative functions that are necessary for day-to-day operations of the Chaplain Corps.

The Liaison shall be available at all times to answer any questions raised by a Chaplain. The Liaison shall perform all necessary tasks such as: reports to the Administration and the Senior Chaplain, correspondence within the Police Department, scheduling of ride-alongs and outside speakers. The Liaison shall provide resources and equipment upkeep for the Chaplain program. The Liaison shall meet regularly with the Chaplains for dissemination of department policy, procedures, general orders and general information as it applies to the Chaplain program.

The Liaison works closely with the Senior Chaplain and assists with the agenda for the bi-month meetings, new member and ongoing training, scheduling of Executive Board meetings and publication updates involving the Police Chaplain Corps.

POLICE CHAPLAIN DUTIES AND RESPONSIBILITIES:

TRAINING

Initial

The initial training for an Omaha Police Chaplain begins with two one-half day sessions. In the first session, the Chaplain receives basic training in Police Chaplain duties and responsibilities. The Code of Ethics is discussed as well as the expectations of a Police Chaplain. The organizational structure and chain of command, general safety procedures, police investigative functions and how they affect the Chaplain, along with potential hostile and combative situations are also discussed. Training covers the contents of this manual and is the responsibility of the Senior Chaplain and a Liaison officer to perform the training function.

During the second session, the Chaplain learns about the radio procedure, vehicle and maintenance duties needed for the Chaplaincy program, tours of the Police station, 911 center, training center and gassing facilities. Badge and ID cards are issued.

Ride-along

The third phase of the training consists of a ride-along with a district officer. This is coordinated with the Liaison officer. The Police ride-along is a very important phase because it gives the Chaplain a first hand look at Police work and helps to establish relationships.

On-going

On-going training consists of speakers and topics which are presented during regular meetings. Chaplains are encouraged to participate in additional ride-alongs in order to strengthen chaplain-officer ties and maintain familiarity with police practice and procedure. Inservice training may be offered through the department or an outside agency. Such training may be requested by the Police administration, Chaplain Executive Board, Senior Chaplain or by the Chaplain Corps members.

The police department also offers a citizen's academy which members of the Chaplain Corps have found very educational and interesting.

Police chaplains do some or all of the following:

- Counsel law enforcement officers
- Counsel other members of a department
- Counsel the families of law enforcement officers and other department personnel
- Visit sick or injured officers and departmental personnel in homes and hospitals
- Make death notifications
- Provide assistance to victims
- Serve as part of a department's Crisis Response Team
- Assist at suicide incidents
- Serve as liaison with other clergy in the community
- Provide for the spiritual counseling of an arrested party
- Furnish expert responses to religious questions
- Offer prayers at special occasions such as recruit graduations, awards ceremonies, and dedication of buildings
- Serve as a first notifier in some traffic accidents and provide scene protection until uniform officer/s arrive
- Deal with transients and the homeless

DEATH NOTIFICATION

The most frequent duty of the Police Chaplain is to make Death Notification assignments. Death Notifications are high stress inducing situations, both for the Police Chaplain and for the recipient of the bad news. The following are some important points to remember when making a death notification.

- Always make death notification in person - not by telephone.

It is very important to provide the survivor with a human presence or “presence of compassion” during this extremely stressful time. Notifiers who are present can help if the survivor has a dangerous shock reaction – which is not at all uncommon. The Police Chaplain can help the survivor move through this most difficult moment. There is an option of telephoning the person ahead of time, especially late at night, and identifying

yourself, however, only to advise the person that you have an important message and that you will be arriving in a few minutes to deliver the message in person.

- Arrange for notification in person even if the survivor lives far away.

If a survivor lives outside of the Omaha Metro area, contact a medical examiner, law enforcement department or Police Chaplain in the survivor's area to deliver the notification in person. This may take some telephone work. Police Chaplains are not expected to undertake the cost of long distance calls at their expense. The Police Chaplain may use the car cellular phone or go to Central Station and speak with the front desk Sergeant about making arrangements to use a Police Department telephone for this purpose. A long distance log sheet will be required whenever a City of Omaha telephone is used for a long distance telephone calls. A log sheet can be obtained from the front desk, Captains Aid or CIB.

- Never take death information over the police radio.

Retrieve the information over the telephone, thus avoiding the possibility that it might leak out to family through the media or private parties listening to police radio. Never transmit information about specifics involving a death notification over the police radio. Our radio policy allows for the address to be broadcast unless the chaplain is told not to at the time the chaplain receives the assignment. There should be no occasion where a victim or deceased's name need be transmitted over the radio.

- "In Time" and with certainty.

One must provide notification as soon as possible – but be absolutely sure, first of all, that there is positive identification of the victim. *Too many survivors are devastated by learning of the death of a loved one from the media. Mistaken death notifications have also caused enormous trauma.*

Obtain as much detail as possible about the circumstances of the death, about health considerations concerning the survivors to be notified, and whether other people are likely to be present at the notification. Be aware that often the front desk or the Detective Bureau has only basic information.

- "In plain Language"

Notifiers should clearly identify themselves, present their credentials and ask to come in. Do not attempt to make the notification at the doorstep. Ask to move inside, and get the survivor seated in the privacy of the home. Be sure you are speaking to the right person.

Relate the message directly and in plain language. Survivors usually are served best by telling them directly what happened. The presence of the Police Chaplain already has alerted them of a problem.

Inform the survivor of the death, speak slowly and carefully giving any details that are available. Then, calmly answer any questions the survivor may have. You may offer to tell children separately if that is desired by adult survivors.

Begin by saying something like, “I have some very bad news to tell you regarding name,” or similar statement. This gives the survivor an important moment to prepare for the shock. Try to avoid vague expressions such as “Sally was lost” or “passed away.” Examples of plain language include: “Sally was involved in an automobile accident and she was killed.” “Sally was shot today and she died.” “Your father had a heart attack at his work place and he died.” **REMEMBER: Call the victim by name – rather than “the body.”**

Patiently answer any questions about the cause of death, the location of the deceased’s body, how the deceased will be transported to a funeral home, and if held by the Coroner, whether an autopsy will be performed before the deceased is transported to a funeral home. If you don’t know the answer to a question, don’t be afraid to say so. Offer to make contact for the survivor and seek the additional information for the survivor when more information is available, and be sure to follow through.

- “With Compassion”

There are few consoling words that survivors find helpful – but it is always appropriate to say, “I am sorry this happened.”

Remember: Your presence and compassion are the most important resources you bring to death notification. Accept the survivor’s emotions and your own. It is better to let a tear fall than to appear cold and unfeeling. Never try to “talk survivors out of their grief” or offer false hope. Be careful not to impose your own religious beliefs.

Many survivors have reported later that statements like these were not helpful to them: “It was God’s will,” “She led a full life,” and “I understand what you are going through” (unless the notifier indeed has had a similar experience.) Plan to take time to provide information, support, and direction. Never simply notify and leave.

Do not take a victim’s personal items with you at the time of notification. Survivors often need time, even days, before accepting the victim’s belongings. Eventually, survivors will want all items, however. (A victim’s belongings should never be delivered in a trash bag.) Tell survivors how to recover items if they are in the custody of law enforcement officials.

Give the survivors helpful guidance and direction. Survivors bear the burden of inevitable responsibilities. You can help them begin to move through the mourning and grieving process by providing immediate direction in dealing with the death. Offer to call a friend or family member who will come to support the survivor and stay until the support person arrives. Offer to call their family minister, priest, rabbi, etc.

Offer to help contact others who must be notified (until a support person arrives to help with this duty.) Survivors may have a hard time remembering what is done and said, so write down for them the names of all those who are contacted.

Inform the survivors of any chance to view the body of the deceased. It is likely that the survivors will not be permitted to see the deceased prior to the coroner's autopsy. If appropriate, explain the purpose for which an autopsy will be done. Be available to transport the survivors or representatives for identification of the victim, if necessary.

Viewing the body of the deceased should be the survivors' choice. Providing accurate information in advance will help a survivor make that decision. Some survivors will choose to see the body immediately, and this should be allowed if possible. (Denying access to see the body is not an act of kindness.)

- Follow up

Always leave a name and phone number with survivors. If the death occurred in another county or state, leave the name and phone number of a contact person at that location. Most survivors are confused and some might feel abandoned after the initial notification. Many will want clarifications or may need more direction on arrangements that are necessary.

Follow up is optional and can be the last step in completing a "person-centered" and sensitive death notification that is truly helpful to survivors.

When completed with the death notification assignment, the Police Chaplain needs to notify the Police Officer or Department who assigned the notification. Proper documentation will need to be completed by the Police Department and the Police Chaplain at the conclusion of each death notification assignment.

- Death Notification in the work place.

Often survivors need to be notified at their work place. Here are several tips to help apply the basic principles described above to a work place notification. Ask to speak to the manager or supervisor, and ask if the person to be notified is available. It is not necessary to divulge any specific details regarding the purpose of your visit. General information within the confines of confidentiality would be appropriate. Ask the manager or supervisor to arrange for a private room in which to make the notification.

Follow the basic notification procedures described above: in person, in time, in plain language, and with compassion. Allow the survivor time to react and offer your support. Let the survivor determine what he or she wishes to tell the manager or supervisor regarding the death. Offer to notify the supervisor, if that is what the survivor prefers. And finally, transport the survivor if necessary.

- Death Notification in a Hospital setting.

It is not unusual to receive an assignment to make a death notification at a hospital or an institution. It is important to remember that most hospitals and institutions have a set protocol and procedure to handle death notifications on their own. It is important to contact the hospital Chaplain and brief them on the information. The hospital Chaplain may wish to make the notification personally, together, or ask the Police Chaplain to deliver the message alone.

In all cases, the Police Chaplain should make contact or attempted contact with the hospital or institutions assigned Chaplain. If unable to reach one in a timely manner, detailed documentation should be made by the Police Chaplain and forwarded to the hospital Chaplain. A detailed incident report should also document the incident for record keeping purposes.

- “Debriefing” for Death Notification Volunteer Chaplains.

Death notifications are, without a doubt, stressful and difficult and sometimes very depressing. Share personal feelings and emotions of the notification with other chaplains, spouse or trusted professionals. Be frank and honest. Share your concerns with one another and bring them to the chaplain meeting. Attempt to de-brief one another after trading the car and pager. Be mindful that a notification experience may have triggered emotions and stress related to a Chaplain’s own loss of a loved one.

Support and pray for one another.

SUICIDE ATTEMPTS AND SUICIDE (DEPRESSION)

One of the more common calls Police Chaplains encounter is depressed individuals, suicide attempts or the completed act of suicide. Depression and suicide are no stranger to Police Officers and those in the ministry. Both professions share a common thread of above average suicide rates. It is because of this relationship and the knowledge of its existence that Police and Chaplains recognize the need for help when encountering a depressed or suicidal individual. In the case of a completed suicide, one would follow the death notification procedure. It may be helpful for the Chaplain to speak with survivors and help establish a reason for the suicide for the official report that Police Officers must complete. But more importantly, is the need to be supportive to the survivors.

The key to dealing with depressed and suicidal individuals is to help instill within them that there is “**HOPE.**”

Depression and suicide attempts usually go hand in hand. A Chaplain will need to rely on one’s own training, education and spiritual guidance when dealing with individuals who are depressed and/or suicidal.

The safety of the Chaplain is of utmost importance. Depressed, intoxicated, drug induced, terminally or mentally ill, and suicidal individuals are extremely unpredictable. Caution should be observed at all times. A suicidal person may wish to cause a “suicide by Police Officer” situation. This act may be such that a suicidal person causes an Officer to use deadly force and fire his/her weapon on the individual to protect the officer’s life or prevent serious bodily injury.

REFERENCE MATERIAL:

Located in the Chaplain car is a reference book that lists various types of mental and physical disorders that Chaplains might encounter. This reference book lists and defines the various disorders, signs and symptoms and recommended treatment. It is important to remember that recommended treatments should be properly diagnosed and prescribed by a trained and certified medical professional. This information is provided solely for the Chaplain’s information.

NON-EMERGENCY TRANSPORTATION

Police Officers often find themselves presented with situations that require transportation of an individual from one location to another. This can be within the city of Omaha, or outside the city limits. A service that the Police Chaplain can provide is non-emergency transportation. This transportation may consist of a battered woman to a shelter, a child or infant to a temporary foster home or returning a lost or confused elderly party back home. A timely response for a transportation assignment will free up the Police Officer for another assignment or allow the officer to complete the assignment at hand without worrying about transportation.

The Omaha Police Department has procedures in place for transporting parties of the opposite sex and juveniles to protect against accusations of abuse or misconduct. Very simply, this procedure consists of giving the vehicle mileage at the beginning and again at the end of the transportation all on the same radio channel. This allows for a time recorded record of transportation should someone make an accusation against an officer, or in this case, a Police Chaplain.

The proper radio procedure for reporting the mileage and destination of a Chaplain assignment might go something like this:

After reporting on call and prior to transporting:

Chaplain: *Chaplain one.*

911: *Chaplain one?*

Chaplain: *Chaplain one, changing locations to Open Door Mission with one female party, beginning mileage 99875.*

911: *Gives time mark. “Thirteen Twelve.”*

Upon arrival at destination:

Chaplain: Chaplain one.

911: Chaplain one?

Chaplain: Arrival mileage Open Door Mission 99881.

911: Gives time mark. “Thirteen Eighteen.”

A Police Chaplain may also be called upon to transport a child. A child safety seat is located in the trunk of the Chaplain vehicle. A child under 4 years of age or under 40 pounds should ride in a child seat. If a child seat is unavailable, Nebraska State Law provides a provision for transportation car seat exemption for law enforcement personnel in performance of their duty. If transporting more than one child and another child seat is unavailable, the child or children should be safely secured in a safety belt. Infants should not be transported in anything other than a safety seat designed for car travel and safety. If the Chaplain comes in contact with an extremely emotional child or one that has just experienced an unusually stressful or traumatic situation, there are teddy bears in the trunk for distribution to the child. The issuing Chaplain must complete the accompanying card and forward to the Chaplain Liaison.

DOMESTIC DISTURBANCE

Domestic Disturbance calls are one of the most common and dangerous calls that a Police Officer makes. Twenty-five to fifty percent of all homicides, and a large number of assaults occur during domestic disturbances within a family. One fifth of all the Police Officers killed in the line of duty are killed during domestic disturbances.

Officers generally have just a few options available to them during these instances. Mediate, separate, referral or arrest. Police Officers and Chaplains should avoid taking sides. Stay neutral, it is not as important who is wrong, but what is wrong. Police and Chaplains serve as a safety valve at a disturbance. Allow the disputants to “blow off steam.” Attempt to get them to sit down and talk. Attempt to allow the one with the most anger to talk first. Don’t expect to have a major impact on the disputants. Whatever caused the domestic dispute probably didn’t happen overnight, and the solution is not likely to unfold immediately.

A Chaplain should use the training, education and faith already possessed to guide them through a domestic disturbance. Listen to your “gut” feelings (because they are probably right) if the situation seems tense. The Chaplain should not go into a disturbance without Police presence and it is at the Chaplain’s discretion to determine if the Police are still needed while at the scene. (Note: Police Officers are always in charge of any Police situation and the Chaplain Corps serves at the Police Officer’s discretion.)

According to FBI statistics a woman is abused every 18 seconds in this country. Abuse usually starts gradually with pushing, kicking, and gradually escalates into more physical activity. There is also psychological abuse, threatening, verbal abuse, name calling, discounting of opinions and sexual abuse.

It is alarming but studies estimate that fifty percent of all married couples in this country use some form of violence in their arguments. Nearly ten percent inflict serious bodily injury. Domestic disturbances occur in all socio-economic levels. Alcohol and alcoholism are also very common in domestic disturbance situations.

Domestic disturbance is the human condition at its worst. Police Officers and Police Chaplains need to go into domestic disturbances prepared for a variety of actions and reactions. A Chaplain ought to be familiar with the many resources available to assist individuals involved in a domestic disturbance.

CRISIS RESPONSE

The Police Chaplain is occasionally called in to assist in a crisis situation. The mere nature of the word Crisis Response lends itself to a variety of situations that the Police Chaplain may face. The Omaha Police Department has a contingency manual to give guidance and preparedness during and before such crisis situations.

Examples of situations where Police Chaplains can be or have been, utilized in the past include aircraft disaster, civil disorder, weather related disaster, mass casualty scenes, terrorism aftermath scenes, hostage or barricaded gunmen situations, and officer down situations.

The Police Chaplain should be mentally and physically prepared for any situation imaginable. It is to be expected that during a crisis situation, disorder, panic and shock can be anticipated. The Police Chaplain may not have the benefit of clear and concise duties and responsibilities. In situations where Police and Fire Chaplains have been utilized during crisis response, there have been a number of ways in which the Chaplains were useful. Examples include: emergency worker counseling, providing spiritual comfort, assisting with victims and the bereaved, transportation, death and injury notification.

The best advice in preparing for crisis situations is to pre-plan a course of action in representing the Omaha Police Department. It is imperative that during a crisis response, Chaplains are clearly identified, through their uniform, displaying Police Chaplain's badge and identification, or through the optional light weight identification jackets with the words "Omaha Police Chaplain" on the back.

INDIVIDUAL COUNSELING

Police Chaplains should strive to develop a relationship with Police Officers at the different police assemblies and the central station. This will help the Chaplain gain a perspective on the issues affecting the officer's job and the officer. This perspective is the key to gaining the Police Officer's trust. The Police Officer must believe that what he or she says to a police chaplain is held in strict confidence. Trust is necessary for person-to-person counseling. Each Police Chaplain will be assigned a location or assembly point(s) and is expected to visit as often as possible and meet with the supervisors and officers.

It is a known fact that traditionally, across the country, Police Officers suffer a higher than normal divorce rate, family problems, increased incidents of child and spouse abuse, alcoholism, heart disease and stress related illnesses. After encountering a critical incident, officers can become obsessed with the incident. Individual counseling can help reduce the excessive stress reactions which may include some of the above mentioned problems.

FATAL SHOOTING INVOLVING AN OFFICER

The most stressful situation a Police Officer encounters is the use of deadly force. This situation creates extreme doubt and confusion in the mind of the Police Officer. The Officer will begin to second guess his/her own actions. The Officer will encounter physiological reactions as a normal course of this stressful event. The Officer will have a need to talk, but mostly likely will seek out his/her peers and family. The Officer will experience what can be described as survivor's guilt.

Should the Chaplain be called in, one of the concerns an Officer might express is that they have sinned against God by taking a life, a point of connection maybe to cite the Bible. The Bible understands the need for the Officer to have acted in this fashion for the safety of the community.

Romans 13:1-4:

The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves....Do you want to be free from fear of the one in authority? Then do what is right and he will commend you....But if you do wrong, be afraid, for he does not bear the sword for nothing. He is God's servant, an agent of wrath to bring punishment on the wrongdoer.....

After an event like this, the Officer will be experiencing normal reactions to an abnormal situation. The Chaplain can be source of consolation and presence.

POLICE CULTURE

(The following is an excerpt from the Police Chaplains' Conference held in Kansas City, Missouri, May 6, 1993 from Deputy Chief Charles Key.)

There is an unwritten, but well known code associated with the police culture. It is a culture which has often been described as a "Macho" or "Star" culture. Self-sufficiency and control are highly valued. Strength and courage are very much admired. Weakness and mistakes are not well accepted. In fact, sometimes failure can mean the end of a promising career. There is no crying in a police department. When you lose, you pick up your marbles, go home, and come back the next day ready to play again. Competition is fierce in the police culture, especially on the career ladder-assessment centers, merit systems, and always a pre-occupation with a cold objectivity. Religion isn't openly discussed in the police culture and police shy away from "touchy-feely" kinds of things because it makes them feel uneasy in an environment where emotional control and the ability to "stand alone" are encouraged. And finally, there is the tension which always exists between the idealism Police Officers have in wanting to be saviors and the cynicism they develop over time as they begin to find out that this will never be totally possible.

Can you imagine the suffering this environment causes when its members hit the wall, i.e., when they fail at a promotion, or lose a friend in an accident, or find out that someone they love has just been diagnosed with a terminal illness? For many, it is the first time in their lives that they realize there are things over which they have absolutely no control. Their sense of helplessness and failure is overwhelming.

There are many suffering these days with terminal illnesses in their families, divorces are pending or in litigation, there are workloads or other career stresses in their lives, addictions to alcohol, concerns about declining health, and problems of aging. Within this context, there are three important needs in the police culture. First, there is a need for Police Officers to learn that it's okay to have feelings. That it's okay to cry, for tears are healing. Second, that it is all right for police to reach out and touch others - that it is okay to love one another. And, third, police need to realize that there is no weakness in letting others help them - they do not always have to walk alone.

There are six key points in being successful as a Police Chaplain and gaining acceptance.

Be There is probably the most important. You can't gain the trust of a Police Officer until he or she sees who you are and what you are about. What this simply translates into is that you have to be there when they have a compelling need - at the hospital when they are seriously injured, at their homes in the event of death or other tragedy, at their stations, houses, when they need you to listen to

problems occurring in their lives. Chaplains have distinct advantages when they are trusted. They are outsiders who can share in the problems of insiders without putting the insider's career at risk.

Be Clergy, insure that you remain aware of your role in the organization. Don't try to be a Police Officer by assuming their dress, mannerisms and other characteristics of the police culture. This often backfires and discourages acceptance rather than promoting it. Police Officers don't need you to be a Police Officer. They need you to be a Chaplain.

Be Aware of the police culture and its expectations. Respect any ethically proper codes found in the culture, and use your knowledge of these codes to facilitate needed interventions at appropriate times.

Be Quiet means to be unobtrusive in your interventions. Recognize that police are procedurally bound and oriented to getting the job done first, then worrying about themselves or other things. Honor the priorities established in the culture by assuming secondary roles and intervening after the fact. When all of the procedural bases have been covered, and the adrenaline is down, it's time for you to step in.

Be Healing, reach out and touch Police Officers in their struggles to give them hope and the courage to face whatever it is they are having to face. Remember the importance of control in the culture. Help the officers regain it in times of crisis, and teach them there is no failure in being human. Nurture their spirits whenever you can, and guide them well in their pursuit of peace.

Be a Window for Police Officers. Help Police Officers see the good people - people who have the right values and care about one another. Bring those people in a non-threatening way to the officers. Don't wait for the officers to go to them. Help the officers to see there is more to society than the morally corrupt influences they have to deal with every day of their careers. In a gentle, guiding way, help the officers to discover the spiritual side of their being and the power of knowing about God and what he offers to each of us for the taking.

RESOURCE AND GENERAL ASSISTANCE

One of the most useful and needed services offered by the Police Chaplains' is to provide general assistance and resource availability options. Located in the Chaplains' vehicle is a blue binder notebook entitled **Continuum of Care Directory**. This resource book, provided by the City of Omaha Planning Department contains a variety of resources and services available to the public. Omaha Police Chaplains should be familiar with its contents and services. Below is a listing of the category index.

- Adult day care assistance
- Child care assistance
- Counseling assistance
- Domestic abuse assistance
- Educational assistance
- Employment assistance
- Financial assistance
- Food: soup kitchens/pantries/etc.
- Hotlines
- Housing - emergency shelters
- Housing - short-term housing
- Housing - transitional housing
- Housing - permanent housing
- Legal assistance
- Material assistance
- Medical assistance
- Mental health assistance
- Other
- Parenting assistance
- Prevention assistance
- Substance abuse assistance
- Translation assistance
- Translation assistance
- Transportation

EQUIPMENT AND MAINTENANCE:

POLICE VEHICLE:

The assigned vehicle is a marked Omaha Police cruiser with functioning amber lights, spotlights, clearly identifiable Chaplain markings, cellular telephone and police radio. The vehicle identifying number 451 is painted on the side and roof of the vehicle. The on call duty Chaplain is responsible for the vehicle during the normal tour of duty. This would include fueling and washing the vehicle when needed.

It is the policy and practice of the Omaha Police Department that an employee or volunteer accepts the responsibility for a vehicle or property. Thus the employee or volunteer is asked to do a quick visual check of the vehicle for fresh and/or unreported damage. After inspecting the vehicle for damage, it is suggested that the Chaplain test the emergency equipment to insure that it is in good working order. This pre-check would include the light bar, spotlight, map light and radio.

SERVICE

When a service-related need is discovered, it is the responsibility of the on duty Chaplain to address the problem and attempt to have it repaired. The city maintenance facility is located at 26th and Lake Street. There are two separate areas for police vehicle maintenance. The Northeast side has the quick service center and addresses minor repair and service needs. The main building, East side, approximately midway, is where more serious and labor intensive repairs are conducted. If the problem is going to take a while to complete, the Chaplain will have to make arrangements to leave the car and pick it up at a later time.

Should the on-call Chaplain encounter vehicle trouble with the Police vehicle such as a flat tire, mechanical failure or a car that won't start, the Chaplain simply needs to telephone the information unit 444-5831 or radio on channel #5 and describe the problem and request assistance from the garage mechanics.

ACCIDENTS

Accidents can, and do, occur with Police Department vehicles. While we try to avoid them, it is a fact that they happen. With a city owned vehicle, the procedure for reporting an accident requires that a detailed police report be filled out by an accident investigator. A supervisor will also need to be called to investigate the accident. The Chaplain Liaison also needs to be notified. These persons can be notified by police radio or by telephone. Please indicate location and if there are any injuries. All reports generated from a police car involved-accident are forwarded to the Police Department safety review committee. This committee determines fault, if any, and advises the involved official/volunteer of the outcome and disposition of the committees' findings.

VISIBILITY

One of the early observations, that new Police Chaplains discover while driving the Police vehicle, is that the Chaplain is the center of attention. The driver of an official vehicle must be mindful that while in a marked vehicle, the Chaplain represents All Police Officers and will be judged by his/her actions. In the past, incidents of exceeding the speed limit, failure to use turn signals, parking in a handicap parking stall and ignoring or disregarding a stranded motorist or someone obviously in need of assistance has brought unwanted attention to the police department.

When a Police Officer assists a stranded motorist, a great deal of thought and planning is involved. In Omaha, several police cars are wrecked and totaled every year by careless drivers who collide with fully functioning and illuminated emergency vehicles. Officers are taught safety measures to insure that when someone strikes their vehicle from behind, just a few precautions can make the difference between life and death. Approach every situation with caution. They won't know that you are a police Chaplain until they see you or you identify yourself. Park the vehicle in such a way that a pocket of protection is afforded to you as you approach the disabled vehicle. In other words, position the Police car so that it sticks out in the traffic lane as opposed to parking directly behind the disabled vehicle. This makes it almost impossible for a vehicle traveling from behind to strike you or the disabled vehicle. Turn your wheels so that they face into the traffic. If the police car is hit from behind with the wheels turned outward, this will cause the cruiser to travel forward and away from you and the disabled vehicle. Most important is to turn on every light on the police vehicle. Day or night this rule should be followed without exception. This includes the emergency flashers common to all vehicles.

SEATBELTS

It is mandatory that the seat belt be used in all city vehicles and for all occupants. A child protective seat is available in the trunk and should always be used in situations where a child's age is less than four years old and/or weighs under 40 pounds.

FUELING VEHICLE

The City of Omaha uses a “gas boy” automated system. This is a white machine which requires two plastic keys, a black and a green key. Place the keys into the machine, turn the keys and follow the instructions. The machine will ask you to enter the mileage and the gas pump number. Then you will be asked to remove the keys. Each time the vehicle is gassed, the oil needs to be checked. Fueling stations are:

- 52nd & Dayton
- 8750 Vernon Ave.
- 26th & Lake
- 24th & Hickory
- 100th & I
- 68th & Q
- 5600 S. 10th St.

WASHING VEHICLE

Like the fueling process, the City of Omaha contracts with car wash businesses around the city. This can change from year to year, therefore, an updated list is placed in the resource book located in the Chaplain vehicle and/or passed out to the Chaplains at a regular meeting. With contracted car wash locations, the Chaplain needs to sign the receipt and turn it in to the Chaplain Liaison or the Senior Chaplain.

DIGITAL PAGER

The on-duty Chaplain is contacted by the Police Department through a digital pager. The number 449-3579 is maintained by the front desk, the detective Bureau and 911. In most instances, the on-duty Chaplain will be contacted by the front desk and given a specific assignment. Upon receiving a page, the Chaplain should return the call as soon as possible.

Home numbers have been removed from the call out sheet given to the front desk, therefore, the ability to reach the Chaplains via pager is imperative. Many calls are received at night. The on duty Chaplain should place the pager in a location where it will be readily heard in the event of a call-up assignment. It is important to note that in the event that the front desk cannot locate the duty Chaplain via pager, an attempt will be made to contact the Senior Chaplain.

VEHICLE SUPPLIES

The Chaplain's vehicle has been equipped with various items that will assist the Chaplain in situations that are generally encountered.

- Child protective seat.
- Teddy bears, to be given to children who have been through an emotional or traumatic situation.
- Blanket.
- Fire extinguisher.
- Rubber gloves.
- Air borne contamination mask.
- CPR mask.
- Calstat waterless hand cleaning jell.
- Resource Manuals.
- Flashlight.

EMERGENCY FUNDS

The Police Chaplains have an emergency fund at the Police Credit Union. The fund is supported by donations from interested individuals and is used with great discrimination. The Senior Chaplain has the Credit Union Cash card and checkbook. If a Chaplain finds him/herself in a situation where personal funds are used, the Chaplain may be reimbursed by submitting a receipt and note outlining the expense. Expenses should be limited to \$25 or less for any single incident. Either the Chaplain Liaison or the Senior Chaplain must first approve expenses exceeding this limit.

EMERGENCY LIGHTS

The emergency lights located on top of the Chaplain's police car have several functions. Each Chaplain should become familiar with what each light does and how to turn them on. The switching center to activate the lights has been mounted in the dashboard. The yellow and white rotating lights are the most visible and reflect off of a mirror to enhance the visibility. The rear amber lights are alternating flashing lights and work well at alerting an on-coming motorist of your presence. The front, center, solid white lights are called "take down light" and serve to light up a vehicle, person or area directly in front of the vehicle. The alley lights are located on either end of the light bar. These lights, when activated, flood the areas on either side of the squad car. They work well lighting up an alley, address or areas at right angles to the cruiser. The hand held spot lights on the driver and passenger side are high power units which aid in looking for addresses, pin point spotting of a specific area or looking for an object.

There is no siren in the Chaplain vehicle. Police Chaplains are not authorized to engage in emergency or high speed driving. Involvement in pursuits by Police Chaplains is strictly forbidden.

REPORT LOG

After a Police Chaplain receives an assignment or initiates an assignment (i.e. Death notification, traffic control, or assisting a stranded party) a report log needs to be completed on each incident for accountability and tracking purposes. This is a simple log which the Chaplain completes in narrative form which gives a synopsis of the assignment. Date, time, location and Chaplain called to the assignment should be included in every log. Multiple entries can be placed on a single report log form. The forms should be turned over to the Chaplain Liaison or the Senior Chaplain at the next meeting. The logs are used to track the data of Chaplain use throughout the year.

RADIO PROCEDURE

The police radio is probably one of the most significant tools of the police profession. The radio serves as a link between the community and the police. The 911 radio system is responsible for tracking and for officer accountability. Radio transmissions on a police radio are meant to be short with a goal of disseminating necessary information quickly and accurately without tying up the airways. This is done primarily because several officers share the same channel. If the airway is tied up and an officer needs to call for assistance, tragedy can occur.

The police chaplain is one of very few non-law enforcement entities authorized to be on the police radio. Because of the infrequency of radio use, Police Chaplains are perceived as foreign and this is one of the criticisms Police Officers express. Because of this awkwardness, Chaplains have expressed reluctance in utilizing the radio. In actuality, the Chaplains use very little radio time. Therefore, it is important to be consistent and concise when utilizing the police radio. **Primarily, the Chaplain uses the radio to advise the 911 dispatcher that he or she has received an assignment.** By radioing the 911 dispatcher and providing the following information:

- **Who** you are, (*Chaplain 1*)
- **What** you are doing (*10-7 Assignment*)
- **Where** you are going (*address of assignment*).

This series of events starts a process in motion. By initiating radio contact, 911 dispatch enters the Chaplain into the CAD (computer aided dispatch) system and begins tracking the Chaplain's status.

The necessity to track the Chaplain's status is important for a number of reasons. It lets 911 dispatch and other officers know that you are in a particular area. This can be extremely helpful in the event of an unforeseen set of circumstances. For example, if upon a Chaplain's arrival, the person to be notified suffers a heart attack, the Chaplain would simply need to say on the radio,

- ***“Chaplain 1, send me a medic to my location, party complaining of chest pains.”***

Because of the earlier **Who, What, Where** radioed at the beginning of the call, 911 dispatch has all the information it needs to dispatch an ambulance to the Chaplain's location.

The last important bit of information is to remember that 911 dispatch needs closure and a disposition on any and all calls generated and entered into the 911 system. In most cases the disposition code will be:

- **Chaplain 1, 10-8 Code 7.** (Code 7 means assignment completed).

Radio codes, signals, channels and other valuable information follow this section.

A major component of the Police Chaplain's initial training is devoted to radio communication.

The feelings of apprehension fade with continuous radio use and listening to the Police radio while driving the Police car.

OMAHA POLICE DEPARTMENT RADIO CHANNELS

1. Northwest Precinct
2. Northeast Precinct
3. Southeast Precinct
4. Southwest Precinct
5. Information Operator
6. Not used at this time.
7. City Wide
8. Talk-Around (Car to Car)
9. Traffic (Car to Car)
10. Surveillance
11. Tactical 1 (Car to Car)
12. Training (Car to Car)

SERVICE STATUS CODES

10-7 OUT OF SERVICE

10-8 IN SERVICE, AVAILABLE FOR CALLS

SIGNAL 8 zero LUNCH

SIGNAL "88"

The Signal "88" is used to indicate that the situation is secure. It is used by the field officer to advise the radio operator that extra measures have been taken to ensure his/her safety and that he/she is in complete command of the situation.

When the officer is in complete command of the situation, he/she responds: "1 Adam 12, Signal 88." The word Signal shall be used as a prefix to all of the response numbers to distinguish it from the disposition code procedure.

DISPOSITION CODES

- CODE 1: Made a report
- CODE 2: Made an arrest
- CODE 3: Issued a citation
- CODE 4: Gone upon arrival
- CODE 5: Unable to locate
- CODE 6: Civil matter
- CODE 7: Assignment completed
- CODE 8: Turned over to . . . (which agency, unit, etc.)

OMAHA POLICE DEPARTMENT RADIO SIGNALS

(For information purposes, used on Channel 5 by officers only)

- Signal 1 -No record
- Signal 1A -Traffic only
- Signal 1B -Misdemeanor only
- Signal 1C -Traffic and misdemeanor
- Signal 2 -Felony record (not wanted at this time)
- Signal 2C -Convicted felon (not wanted)
- Signal 3 -Misdemeanor warrant on file (traffic or criminal)
- Signal 4 -Suspended driver's license
- Signal 5 -Stolen
- Signal 5R -Stolen vehicle taken during a robbery
- Signal 6 -Wanted for a felony and/or felony warrant on file
- Signal 7 -Failure to appear (court)

Signal 8	-Prepare Field Observation (F.O.) Card
Signal 9	-Bomb Threat
Signal 46	-Lifetime suspension of driving privileges (felony)
Signal 66	-Suspected gang member or other dangerous offender
Signal 66A	-Associate gang member
Signal 66M	-Gang member
Signal 66H	-Hard core gang member
Signal 66H	-Hard core gang member
Signal 88	-Situation secure
Signal D	-Refers to domestic situation and accompanies another code
Signal X	-Consider extremely dangerous and accompanies another signal
Signal AA	-Possible mental person
Signal ATF	-ATF Violent Felon File
Signal SHO	-Serious Habitual Offender- Comprehensive Action Program (SHOCAP)

RESCUE SQUAD TRANSPORTATION CODES

- Code 1:** Minimal or no apparent disease or injury, patient transported for examination.
- Code 2:** Obvious illness or injury, not serious but needs medical attention.
- Precautionary Code 3:** Strongly suggestive of serious injury.
- Code 3:** Apparent serious injury or illness needing immediate medical attention.
- Code 4:** Fatal injury.
- Code 99:** Life-threatening situation, CPR in progress.

PHONETIC ALPHABET

A - Adam	N - Nora
B - Boy	O - Ocean
C - Charles	P - Paul
D - David	Q - Queen
E - Edward	R - Robert
F - Frank	S - Sam
G - George	T - Tom
H - Henry	U - Union
I - Ida	V - Victor
J - John	W - William
K - King	X - X-Ray
L - Lincoln	Y - Young
M - Mary	Z - Zebra

RADIO CALL SIGNS

The following name designations/call signs shall be used when transmitting on the radio:

Able	Air Support Unit
Adam	One Officer District Patrol Car
5 Alpha	Auto Theft Unit
Baker	Two Officer District Patrol Car
5 Bravo	Burglary/Fraud Unit
Charles/90 Series	Crime Lab Unit
Command	Uniform Patrol Bureau Lieutenants and Sergeants
3 Command 100	Northwest 10-Hour Shift Sergeant
3 Command 200	Northeast 10-Hour Shift Sergeant
3 Command 300	Southeast 10-Hour Shift Sergeant
3 Command 400	Southwest 10-Hour Shift Sergeant
Edward	ERU/Bomb Unit
5 George	“B”-Shift Operations Unit
	“C”-Shift Operations Unit
	“A”-Shift Field Investigations Unit
	Prosecutor Liaison
5 Henry	Homicide/Assault Unit
5 Ida	Intelligence Squad
	Special Operations Squad
	Vice Squad
	Fugitive Task Force Squad
	Fire Department Arson Investigators
Ida/40 Series	FBI Agents

John	Front Desk Squad Information Services Squad Misdemeanor Warrants Squad Telephone Response Squad Special Events
King	Canine Squad
Lincoln	Special Operations Section Training Academy
Mary	Mounted Patrol Squad
5 Nora	Narcotics/Intelligence Unit Narcotics Squad
Ocean	Crime Prevention Unit TEAM Nebraska Prevention Programs Community Resource Center Nuisance Operations Task Force
3 Paul 1	Northwest "C" Shift Adm. Sergeant
3 Paul 2	Northeast "C" Shift Adm. Sergeant
3 Paul 3	Southeast "C" Shift Adm. Sergeant
3 Paul 4	Southwest "C" Shift Adm. Sergeant
5 Robert	Robbery Unit
5 Sam	Special Investigations Unit Child Victim Sexual Assault Squad Domestic Violence Squad Victim Assistance Squad Senior Administration:
Car 1	Chief
Car 2	Executive Officer
Car 3	Police Operations Division Deputy Chief
Car 4	Police Services Division Deputy Chief
1 Car 5	"A"-Shift Staff Duty Officer
3 Car 6	"C"-Shift Staff Duty Officer
2 Car 7	Information Services Section Commander
2 Car 8	Northwest Precinct Commander
2 Car 9	Northeast Precinct Commander
2 Car 10	Southeast Precinct Commander
2 Car 11	Southwest Precinct Commander
2 Car 12	Investigative Operations Section Commander
2 Car 13	Background/Investigations Unit Commander
2 Car 14	Internal Affairs Unit Commander
2 Car 15	Public Information Officer
3 Car 16	"C"-Shift Public Information Officer
2 Car 17	Special Operations Section Commander
2 Car 18	Crime Lab Unit Manager
2 Car 19	Detention Unit Manager

2 Car 20	UPB Administrative Sergeant
2 Car 21	Police Supply
Solo	Selective Enforcement Squad
Tom	Traffic Unit
	Accident Investigation Squad
Union	Internal Affairs Unit
Victor	Nebraska State Probation Officers
William	Background Investigations Unit
X-Ray	Vacant
Young	Vacant
Zebra	Off-Duty Officer

TRANSMITTING:

Officers must often repeat radio transmissions which is an unnecessary use of air traffic time. Many repeat requests result from officers' initiating their conversation prior to the mike button's being properly pushed. Chaplains are reminded to hold the mike button down to allow the transmitter to fully open before they begin talking to avoid clipping their radio transmission.

CLEARING THE AIR

Whenever an extremely dangerous situation exists, the dispatcher shall immediately clear the air for emergency traffic only. The dispatcher shall turn on the Marker Tone at this time. This activation of the intermittent Marker Tone will indicate to everyone on the channel that an extremely dangerous situation exists.

If an officer is aware of an extremely dangerous situation which the dispatcher is not aware of, then the officer shall clear the air for emergency traffic only. The officer has the discretion of clearing the air whenever it is deemed necessary.

Until this extremely dangerous situation is resolved, the air should remain clear. As soon as the situation is secure, the officer shall give a "signal 88" to the radio dispatcher and the air will be returned to normal. The Marker Tone will be deactivated at this time.

ALERT TONES

To alert officers to calls for service of a serious nature, Communications dispatchers shall broadcast a high frequency “alert” tone.

One Tone	Will be broadcast for personal injury collisions or serious accidental injury.
Two Tone	Will be broadcast for felony crimes in progress.
Siren Tone	Will be broadcast for “Help an Officer” or “Help a Firefighter”.

RADIO PROCEDURE

Officers and non-sworn personnel who use the radio will use the following format:

1. Shift: 1=A; 2=B; 3=C; 4=d
2. Name designations (for appropriate assignment)
3. Number (assigned by bureau commander)

Example:

Officer:	“2 Ida 17” (wait for radio to acknowledge)
Radio:	“2 Ida 17”
Officer	“2 Ida 17, 10-8”
Radio:	“2 Ida 17, (time)”

LIEUTENANTS will use designation “Command” with the following format:

1. Shift: 1=A; 2=B; 3=C; 4=D
2. “Command”
3. Northwest: “Command 1”
Northeast: “Command 2”
Southeast: “Command 3”
Southwest: “Command 4”

Example: “2 Command 1, 10-8” indicates the “B” Shift, Northwest Precinct Lieutenant is in-service.

SERGEANTS will use designation “ Command” with the same format as Lieutenants:

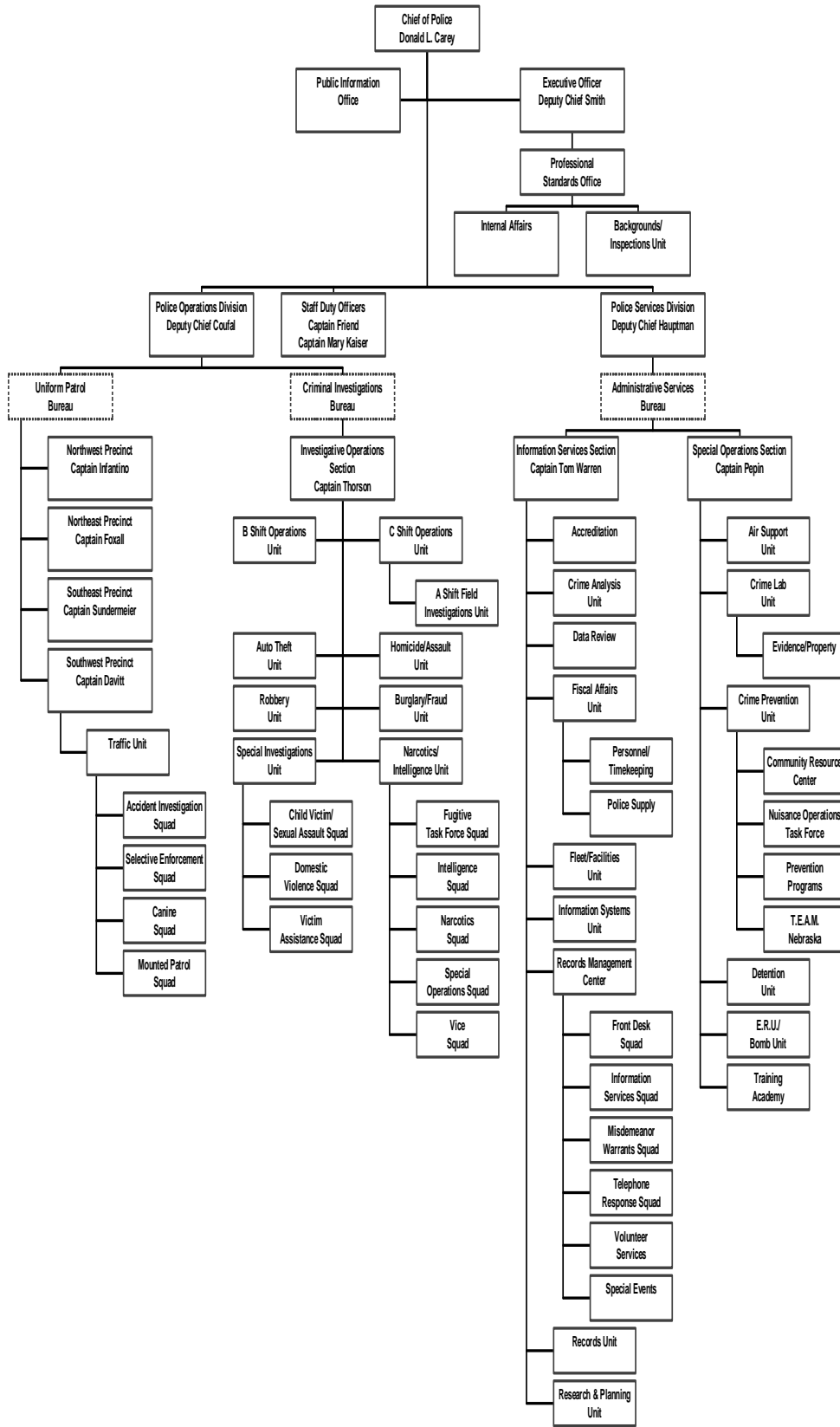
1. Shift 1=A; 2=B; 3=C; 4=D
2. “Command”
3. Sergeant’s Area (10, 20, 30, 40, 50, 60, 70, 80)

Example: “3 Command 40, 10-8” indicates the “C” Shift Sergeant in the 40 area is in-service.

ORGANIZATIONAL CHART

Follows on the next page:

OMAHA POLICE DEPARTMENT



R&P
2/00



OMAHA POLICE CHAPLAIN CORPS

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