

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

DEPARTMENTAL CHAPLAIN
SUBJECT

DATE: July 1, 2011

NO: K-3

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Chaplain Program
Department Chaplains
Stockton Police Chaplaincy Program

I. POLICY

- A. The Police Chaplains will serve the Department as volunteers donating available time.
- B. The appointment of qualified persons to the position of Police Chaplain is at the discretion of the Chief of Police.

II. OBJECTIVES

- A. The primary role of the Chaplain is to serve as a "Law Enforcement Chaplain."
 - 1. Chaplains will provide non-denominational physical, mental and spiritual support to Stockton Police Department personnel and immediate family, to assist law enforcement officers on the scenes of crimes/tragedies within the City of Stockton on a 24-hour basis.
 - 2. Chaplains may also serve as a School Resource Chaplain, as designated by the Sr. Chaplain and the Personnel and Training Section Lieutenant.

III. APPLICATION AND SELECTION REQUIREMENTS

- A. The applicant must:
 - 1. Be credentialed by a recognized ecclesiastical body and be ordained or licensed.
 - 2. Possess a valid California driver's license or be eligible to receive one by the date of appointment.
 - 3. Possess current individual auto insurance coverage.
- B. Qualified applicants must pass the following:
 - 1. Pass an interview with at least (3) board members of the Stockton Law Enforcement Chaplaincy Board of Directors and the Sr. Chaplain
 - 2. Oral and Personal History Statement interviews
 - 3. Background investigation developed for the Stockton Police Chaplaincy Program
 - 4. Ecclesiastical credential review
 - 5. Stockton Volunteer Police Chaplain Academy

IV. ASSIGNMENT AND TRAINING

- A. The Stockton Police Chaplaincy Program shall be administered by the Personnel and

Training Section Lieutenant, who is the designated liaison officer.

- B. The Sr. Chaplain will report directly to the Personnel and Training Lieutenant.
- C. The Sr. Chaplain shall be responsible for the day-to-day operations of the Chaplaincy Program.
- D. The Personnel and Training Lieutenant shall ensure an academy consisting of a minimum of 64 hours of law enforcement-related training leading to International Conference of Police Chaplains certification (I.C.P.C.) is conducted for all new Volunteer Police Chaplains prior to being placed in work assignments.
- E. The Stockton Police Chaplains shall be required to participate in continuing education in order to retain their status as Chaplains in the program. This training shall be conducted monthly at the monthly Chaplains meeting. Additional training may be approved by the Personnel and Training Lieutenant.
- F. Stockton Police Chaplains shall devote at least one (1) shift monthly to ride-alongs/sit-alongs with Stockton Police Department personnel and be available for emergency response as directed by the Senior Chaplain.
- G. A Stockton Police Chaplain on-call duty schedule and ride along schedule will be posted in the Watch Commander's Office, Patrol Sergeant's Office and Telecommunications Center. The schedules will be updated on a monthly basis and will include the names of the on-call Chaplains and their assigned duty week.
- H. When Chaplains are on a ride along with an officer, the Chaplain should be considered on-call. When no Chaplains are on a ride along or otherwise assigned at the Police Department, an on-call Chaplain should respond within 45 minutes from the time of dispatch.

V. DUTIES

- A. The primary role of a Law Enforcement Chaplain is to support sworn and civilian law enforcement personnel and their families. Their role is not one of providing long term support to victims. Chaplains may make initial contact with victims to help facilitate follow-up assistance. S.J. County Victim/Witness maintains the role of both short and long-term victim support of individuals within their program guidelines. The Chaplain duties will not replace or interfere with the duties of the S.J. County Victim/Witness Program.
- B. A Chaplain may be requested to assist with the following types of incidents and special events, with approval of supervisory personnel:
 - 1. Providing assistance to families in the event an officer is injured or killed in the line of duty.
 - 2. Hospital calls and home visits to SPD personnel in cases of long confinement.
 - 3. Attend and participate in funerals of active as well as retired members and employees of the Stockton Police Department.
 - 4. Attend departmental graduations, promotions, award ceremonies, dinners, social events, etc. and offer invocations and benedictions.
 - 5. Conduct memorial services.
 - 6. Periodically attend briefings throughout the Department.
 - 7. Assist in Critical Incident Stress Debriefings.
 - 8. Major demonstrations involving large numbers of law enforcement officers.
 - 9. Delivery of death notices.
 - 10. Attempted or actual suicides.
 - 11. Hostage situations.

12. Lost child.
 13. Sexual assaults.
 14. Child Abuse
 15. Major family disturbances.
 16. Major traffic accidents involving serious injuries or death.
 17. Accident situations involving serious injuries or death at homes, construction sites, fires, drowning, etc.
 18. Enhance public relations.
 19. Major disasters within the County.
 20. Special duties requested by the Chief of Police or his/her designated representative.
- C. Requests for Chaplains
1. Requests for Chaplains regarding on-duty incidents shall be via the Telecommunications Center with prior approval from the Watch Commander.
 2. Employees wishing to contact a Chaplain for personal reasons may refer to InfoCad for a listing of all Chaplains' contact numbers.

VI. REGULATIONS AND PROCEDURES

- A. Volunteer Police Chaplains are not law enforcement officers, but are experienced representatives of their denomination, duly ordained or licensed. The Stockton Police Chaplains' responsibility is to assist all employees, upon request, in matters within the Chaplain's realm. They shall not, in any way, interfere with an officer in the performance of his/her duties, and are subject to the authority of the requesting officer (refer to the Chaplains Operations Manual).
- B. The Chaplain, when on-duty, shall properly identify himself/herself, be courteous, and conduct himself/herself in a manner that is in accordance with the Stockton Police Department's General Orders.
- C. The Chaplain shall have a basic knowledge of the duties of law enforcement officers, be aware of new procedures, and be required to attend training sessions and programs conducted by the Police Department, as assigned.
- D. The on-call Chaplain shall normally be available to the dispatcher at all times, either by pager, radio, or telephone. If the Chaplain is on vacation or out of town, he/she will designate a Chaplain to act in his/her behalf and will notify the Telecommunications Center supervisor of any changes. If the dispatcher fails to reach the on-call Chaplain on the posted schedule, the Senior Chaplain shall be notified.
- E. It should be understood that members and employees of the Stockton Police Department who request counseling sessions with the Volunteer Chaplain are entitled to a privileged communication (Evidence Code Section 1032) which will not be reported to a supervisor or have any bearing on job status. Confidentiality will be strictly maintained except in the following circumstances:
1. A volunteer Chaplain who, as a consequence of obtaining any information from a member or employee, believes that the member/employee is an immediate danger to himself/herself or others shall first notify the Personnel and Training Lieutenant who shall, in turn, notify the duty Command Officer. If the Personnel and Training Lieutenant cannot be reached within 15 minutes of the initial call, the Volunteer Chaplain shall notify the duty Command Officer directly.
- F. For statistical purposes only, a Chaplain's Activity Report must be completed after each incident, where a Chaplain has responded. The entry shall include the date, time of occurrence, time the incident is completed, and type of activity. (Chaplain Activity Reports shall be kept in the Senior

Chaplain's office located at the Police Department. All contacts with Department personnel shall remain confidential and employees shall not be identified on Chaplain Activity Reports. Referral sheets requesting Chaplain assistance shall be controlled and maintained under the supervision of the Personnel and Training Lieutenant with the assistance of the Senior Chaplain.

- G. The Personnel and Training Section shall be responsible for the training.
- H. The Personnel and Training Section Lieutenant shall:
 - 1. Ensure completion of all administrative tasks related to the program.
 - 2. Ensure training for Chaplains.
 - 3. Maintain Chaplains' personnel files.
 - 4. Monitor and counsel Chaplains regarding their volunteer service.
 - 5. Ensure each Chaplain's license, ordination or ministerial status is reviewed annually. A current copy will be kept in the Chaplain's personnel file.

VII. REASONS FOR DISMISSAL/PROCEDURE

- A. Violations of Chaplain conduct include, but are not limited to:
 - 1. Violation of the Stockton Police Department General Orders.
 - 2. Repeated failure to respond when called.
 - 3. Excessive tardiness.
 - 4. Excessive absence from on-going training and/or meeting requirements.
 - 5. Breach of confidentiality.
 - 6. Failure to perform duties.
 - 7. Inappropriate conduct which could bring discredit to the Stockton Police Department.
- B. If one or more of the above actions are performed, the Chaplain may be subject to:
 - 1. Counseling with the Personnel and Training Lieutenant.
 - 2. Review by Administration.
 - 3. Dismissal from the program.

VIII. UNIFORM REQUIREMENTS

- A. When in an on-duty status, all Chaplains shall wear appropriate on-duty Chaplain's uniform clothing.
- B. Uniforms are to be approved by the Chief of Police.
- C. Each Chaplain will be issued an official City of Stockton Police Chaplain picture identification card. Upon resignation or dismissal from the program, the identification card and any department issued uniforms/equipment must be surrendered to the Chief of Police or his representative.