

Chaplains

337.1 PURPOSE AND SCOPE

The San Leandro Police Department Chaplain Program is established to provide the necessary guidance, resources, comfort and support as "caring listeners" to employees, their families, police department volunteers, or members of the community who are in need of such services. The Chaplaincy Program is not intended to replace the City's Employee Assistance Program (EAP) or other police department sponsored psychological programs.

337.2 POLICY

It is the policy of the San Leandro Police Department to assist and support employees, their families, police department volunteers or members of the community who have experienced a traumatic incident or have a need for a caring listener. The Chaplain Program shall be a nondenominational, ecumenical ministry provider by volunteer clergy without financial compensation.

337.3 DEFINITIONS

(a) **TRAUMATIC INCIDENT** - A situation which has the potential to overwhelm a person's ability to cope during or shortly after an incident.

(b) **POLICE CHAPLAIN** - A Police Chaplain is an ordained or licensed minister endorsed for chaplaincy by a local ecclesiastical body, who volunteers to assist the San Leandro Police Department employees, their families, police volunteers or members of the community in personal or professional crisis or during a traumatic event.

(c) **POLICE CHAPLAIN COORDINATOR** - The Police Chaplain Coordinator is a Police Sergeant, designated by the Chief of Police, who will provide oversight to the Chaplaincy Program. This may include acting as a liaison with the police department command staff, preparing the on-call schedules, coordinating call-out duty as well as preparing any needed administrative reports.

337.3.1 ROLE OF POLICE CHAPLAINS

(a) Police Chaplains will provide support when:

1. A member of the San Leandro Police Department is seriously injured or killed.
2. There is any incident involving a death or serious traumatic injury (e.g. homicide, traffic collision, airplane accident).
3. There is any incident in which a department employee is involved in an event causing death or serious injury to another. The Police Chaplain will provide comfort and care for the employee. They are also available for the employee's family members.
4. Employees or police volunteers with professional or personal problems: The Police Chaplain is a trusted confidential source for dealing with professional and personal issues like relationship problems.

San Leandro Police Department

San Leandro PD Policy Manual

Chaplains

5. Counseling family members: the Police Chaplain is available to speak with all family members including children and relatives.
6. Death Notification: Police Chaplains may accompany the officer or make the notification themselves. The Chaplain can stay with the bereaved family until appropriate arrangements can be made.
7. Hostage Negotiators: The Police Chaplain is a support member. They can supply physical and emotional support to the family members at the crisis scene or to the police personnel during prolonged negotiations.
8. Education/Teaching: The Police Chaplain is knowledgeable in the areas of stress management, dealing with death and family life.
9. Other Tasks:
 - (a) The Police Chaplain can officiate religious needs at ceremonies, answer religious questions, interpret religious quotes found at crime scenes, personal religious topics, or any incident in which a supervisor feels the assistance of a Chaplain would be beneficial.
 - (b) The Police Chaplain can provide mentoring support to students and school staff as assigned by school administrators. They will be caring listeners and show genuine friendship to students and staff.
 - (c) The Police Chaplain may respond at the direction of the Police Chaplain Coordinator or the on-duty supervisory officer to any need at a school where care, guidance or support is appropriate and/or required.
10. Liaison with other clergy and community groups:
 - (a) The Police Chaplain can foster good public relations with clergy and religious leaders in the community.
11. Supporting the family of victims:
 - (a) The Police Chaplain is available to speak with all family members, including children and relatives.
12. Victim Assistance:
 - (a) The Police Chaplain can help people start overcoming major traumas in their lives (i.e. rape, serious assaults or fire)."
13. Community Intervention:
 - (a) The Police Chaplain may respond, at the direction of the Police Chaplain Coordinator or the on-duty supervisory officer, to any need in the community where care, guidance, or support is appropriate or required.
14. Liaison with other clergy and community groups:

San Leandro Police Department

San Leandro PD Policy Manual

Chaplains

(a) The Police Chaplain can foster good public relations with clergy and religious leaders in the community.

337.4 REQUIREMENTS

Candidates for the Chaplain Program shall meet the following requirements:

(a) Must be above reproach, temperate, prudent, respectable, hospitable, able to teach, not be addicted to alcohol or other drugs, not contentious, and free from excessive debt. Must manage their household, family, and personal affairs well. Must have a good reputation with those outside the church.

(b) Must be ecclesiastically certified and/or endorsed, ordained, licensed, or commissioned by a recognized religious body.

(c) Must successfully complete an appropriate level background investigation.

(d) Must have at least five years of successful ministry experience within a recognized church or religious denomination.

(e) Membership in good standing with the International Conference of Police Chaplains (ICPC).

(f) Possess a valid California Drivers License.

337.5 SELECTION PROCESS

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

(a) Appropriate written application.

(b) Recommendation from their church elders, board, or council.

(c) Interview with the Police Chaplain Coordinator and/or Program Manager.

(d) Successfully complete an appropriate level background investigation.

337.6 DUTIES AND RESPONSIBILITIES

The duties of a chaplain include, but not limited to, the following:

(a) Assisting in making notification to families of department members who have been seriously injured or killed.

(b) After notification, responding to the hospital or home of the department member.

(c) Visit sick or injured law enforcement personnel in the hospital or at home.

(d) Attend and participate in any department training, when requested.

(e) Assist sworn personnel in the diffusion of a conflict or incident, when requested.

San Leandro Police Department

San Leandro PD Policy Manual

Chaplains

- (f) Respond to natural and accidental deaths, suicides and attempted suicides, family disturbances and any other incident that in the judgment of the Watch Commander or supervisors aids in accomplishing the Department's mission.
- (g) Be on-call and if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of department personnel.
- (h) Counsel officers and other personnel with personal problems, when requested.
- (i) Attend department academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
- (j) Be responsible for the organization and development of spiritual organizations in the Department.
- (k) Respond to all disasters, such as earthquakes, bombings and similar critical incidents.
- (l) Provide liaison with various religious leaders of the community.
- (m) Assist public safety personnel and the community in any other function of the clergy profession, as requested.
- (n) Participate in in-service training classes.
- (o) Willingness to train to enhance effectiveness.
- (p) Facilitate requests for representatives or ministers of various denominations promptly.
- (q) Make referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

Chaplains may not accept gratuities for any service for follow-up contacts that were provided while functioning as a chaplain for the San Leandro Police Department.

337.7 CLERGY-PENITENT CONFIDENTIALITY

Except as otherwise specified, matters of a personal nature that are discussed between chaplains and others shall remain private and confidential. Members of the clergy are not required to reveal penitential communications; however, clergy must report child, elder abuse or dependent adult abuse discovered while acting in any of the following capacities:

- (a) Marriage, family, or child counselor.
- (b) Religious practitioner, who diagnoses, examines or treats children, elders or dependent adults.

337.8 COMMAND STRUCTURE

- (a) Under the general direction of the Chief of Police or his/her designee, Police Chaplains shall report to the Police Chaplain Coordinator.
- (b) The Chief of Police shall make all appointments to the Chaplain Program and will designate a Police Chaplain Coordinator.

San Leandro Police Department

San Leandro PD Policy Manual

Chaplains

337.8.1 DISMISSAL AS A VOLUNTEER POLICE CHAPLAIN

Reasons for dismissal from the San Leandro Police Department Chaplain Program include, but are not limited to:

- (a) Violation of San Leandro Police Department Policies.
- (b) Failure or refusal to respond when called.
- (c) Excessive tardiness/absences.
- (d) Breach of confidentiality.
- (e) Failure to satisfactorily perform duties.
- (f) Failure or refusal to participate in approved chaplain continuing education.
- (g) Failure to maintain ecclesiastical endorsement from the chaplain's judicatory.
- (h) Inhibition to perform clerical tasks (defrocking).
- (i) Chief of Police determines the voluntary chaplain's services are no longer required and/or dismissal of the voluntary chaplain is in the best interest of the Department.
- (j) In the event one or more of the above violations occurs, the chaplain may be subject to counseling with the Chaplain Coordinator and Chaplain Program Manager. It should be noted that any volunteer chaplain may be dismissed as a volunteer police chaplain by the Chief of Police without cause at any time. Volunteer police chaplains, as volunteers, do not retain "property rights" to this position of volunteer police chaplains and are not subject to Civil Service due process procedures.

337.9 POLICE CHAPLAIN EMERGENCY CALL-OUT PROCEDURE

Any department employee, a member of their family or a police department volunteer may telephone or page any Police Chaplain as needed.

(1) POLICE CHAPLAIN EMERGENCY CALL-OUT PROCEDURE:

- (a) Emergency call-outs shall be requested by the on-duty supervisory officer through the Communications Center. The Communications Center shall make the appropriate call(s).
- (b) The on-call Police Chaplain will assess the circumstances of the call-out and determine the appropriate response (e.g. the number of Chaplains that are needed).
- (c) The assigned Police Chaplain will consult with the on-duty supervisory officer or his/her designee to determine the care and/or support service needed.

337.10 UNIFORMS

A distinct uniform and necessary safety equipment will be provided for the Chaplains. The specifications are as follows:

San Leandro Police Department

San Leandro PD Policy Manual

Chaplains

(a) Uniform Tie - The tie shall be black, four-in-hand, made of 55% dacron, 45% wool, manufactured by Samuel Brown, in a snap-away style. A tie shall be worn with the dressjacket, or long-sleeve shirt.

(b) Uniform Tie Bar - The standard tie bar for the dress uniform is a plain horizontal tie bar, to be placed in line with the top seam of the shirt breast pocket. The color of the bar shall be silver.

(c) Uniform Shirt - the long-sleeve shirt shall be the Flying Cross Tropical, 100% wool, 10-10 1/2 oz., lot #20 W 9576, manufactured by Raeford Uniform Fabrics, #8321-610, navy blue or the "Conqueror" regulation tropical form fit, 55% dacron-polyester, 45% rayon, #WPL 2509.

(d) Uniform Trousers - The trousers shall be 100% wool, 19-19 1/2 oz., fabric to be manufactured by Raeford Mills, fabric 13507-96, pre-shrunk, navy blue elastique. The trousers shall be made, using a uniform pattern, having a plain front with straight side pockets, one watch pocket, two back pockets, and two baton/lamp pockets. Each back pocket shall be made without flaps.

(e) Dress Jacket - The dress jacket shall be an "Eisenhower" style, all wool material, Raeford Mills fabric #13507-96, pre-shrunk, navy blue elastique. The jacket shall have a Talon-style 95 brass zipper and gold-colored "P" button on the breast flaps, shoulder straps, and back tabs. A sleeve stripe shall be included, which shall be 3/4" wide with a 1/2" wide royal blue center with a 1/8" gold border on either side. Sleeve stripe to be sewn 3" from the bottom of the sleeve with the stripe ends sewn into the sleeve seams.

1. Fitting for female chaplains shall be achieved by appropriate cutting for ladies sizes, and insertion of bust and waist darts.

(f) Footwear - The footwear shall be black in color of a plain military style approved by the Chief of Police and may be conventional low-quarter cut or high quarter (half boot) cut, with laced closures.

(g) Trouser Belt - the belt shall be full-grain cowhide, black in color, with no ornamentation, not less than 1 3/8" wide. The buckle shall be single-tongue, semi-squared silver colored.

(h) Uniform Socks - Uniform socks shall be black in color. White socks are permissible when boots are worn, as long as the socks do not show.

(i) Name Tag - the name tag shall consist of a metal bar of a color and design designated by the Chief of Police, 2 3/8" in width x 1/2" in height with clutch or pin security backing. the name tag shall be worn on the exterior garment of the uniform, centered over the right shirt or jacket pocket. The bottom of the bar shall rest on the top of the pocket seam, centered over the pocket. The color of the bar shall be silver.

(j) Shoulder Patch - the patch shall be worn on the left sleeve of all uniform shirts, and jackets. The patch shall be placed 1/4" below the sleeve seam and centered vertically on the shoulder strap.

San Leandro Police Department

San Leandro PD Policy Manual

Chaplains

337.10.1 BADGES

The badge shall be the Ed Jones Co. style number 514, or equivalent. The badge shall be chrome plated ("Hi-chrome" finish) with a designated numeral engraved in the center. The numerals shall be 1 - 10, as assigned by the Chief of Police. The upper rocker shall state "Police", the lower rocker shall state "Chaplain". The inner upper rocker shall state "San Leandro", the inner lower rocker shall state "California". The enameling for all characters shall be black.