



Policy 1718

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POLICE CHAPLAIN PROGRAM	
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By Order of the Police Commissioner

POLICY

Police Chaplains shall provide non-denominational support services and counseling to Baltimore Police Department (BPD) employees and their families who request such assistance. They shall not disparage other religions, use public resources to aid any church, sect, religious denomination, or sectarian institution, or in any manner impose their religious beliefs upon others. Only when specifically requested to do so may Police Chaplains provide spiritual counseling or guidance consistent with a certain religious orientation.

GENERAL

Law enforcement work can result in substantial strain on BPD employees and their families. Spiritual or emotional needs can arise which may be better met by clergy familiar with the issues and difficulties unique to law enforcement.

Consistent with the guidelines set forth by denominational doctrines, Police Chaplains shall maintain the confidentiality of their communications with persons requesting their assistance. Disclosure of privileged communications may only be made in accordance with applicable law.

Police Chaplains serve in a volunteer status, at the pleasure of the Police Commissioner, without remuneration, and may be dismissed from the Police Chaplain Program at any time, with or without cause. The participation of clergy in the Police Chaplain Program shall in no way be interpreted as a promise of future employment.

The Police Commissioner shall appoint one Police Chaplain to serve as the Program Coordinator. The position of Program Coordinator will rotate.

PURPOSE

The purpose of this Policy is to provide for an ecumenically diverse group of chaplains who volunteer their time to support law enforcement functions, and to assist BPD employees and their family members who may seek compassionate support or pastoral guidance.

REQUIRED ACTION

Member

1. Contact the Police Chaplain Coordinator or any Police Chaplain to seek counsel.
2. When seeking the emergency services of a Police Chaplain, contact the Communications

Section Shift Commander if unable to reach the Police Chaplain Coordinator.

Communications Section Shift Commander

1. Notify the on-call Police Chaplain, or the Police Chaplain Coordinator, for:
 - 1.1. Police-involved shootings.
 - 1.2. The death or serious injury of an on-duty member.
 - 1.3. A death in the family of an on-duty member.
 - 1.4. Any other time that Police Chaplain services may be deemed necessary or appropriate.
2. Upon receipt of a call from a member seeking the immediate response of, or contact with, a Police Chaplain:
 - 2.1. Do not require the caller to reveal the purpose or circumstances surrounding their request for Police Chaplain services.
 - 2.2. Determine if the caller has a preference as to which Police Chaplain is notified, or what religious denomination the caller desires.
 - 2.3. If no religious preference is expressed, notify the designated on-call Police Chaplain.
 - 2.4. If a religious preference is expressed, contact the appropriate Police Chaplain.
 - 2.5. If unable to make immediate contact with the requested Police Chaplain, notify the caller and explain that contact efforts will continue until the Police Chaplain is reached.
3. Upon making contact with the Police Chaplain, advise him/her of the following:
 - 3.1. A telephone number where the requesting member can be reached.
 - 3.2. If required, a location to which the Police Chaplain should respond.
 - 3.3. The type of service requested (such as hospital call, death notification, counseling, etc.).
4. Receive and record all notifications to Police Chaplains who are called to duty to respond to unscheduled, emergency requests by members of the BPD in immediate need of Police Chaplain-related services.
5. Maintain a log of all unscheduled, emergency requests for Police Chaplain-related services, to include the name of the Police Chaplain, the date and time he/she responded, and the time their duties were concluded. Forward a weekly report to the Chief, Administrative Division.

Police Chaplain Coordinator

1. Coordinate Police Chaplain-related activities for the BPD.
2. Be available to the Police Commissioner in an advisory capacity in all matters pertaining to the moral and spiritual welfare of members of the BPD.

3. Develop an on-call duty schedule for Police Chaplains.
4. Ensure all program activities are appropriately documented, and obtain statistical data from all Police Chaplains regarding services rendered. Prepare and submit a quarterly Police Chaplain Progress Report to the Chief, Administrative Division.
5. Advise Police Chaplains of any training opportunities that may arise, whether within the BPD or through outside entities, which would facilitate or enhance their services to the BPD.
6. Preside at Police Chaplain meetings.
7. Evaluate potential Police Chaplain candidates and submit recommendations to the Chief, Administrative Division.
8. Upon request, set appointments for members seeking consultation with a Police Chaplain.
9. Ensure the return of all agency-issued credentials and equipment whenever a clergy member resigns or is terminated from the Police Chaplain Program.

Police Chaplain

1. Be available to members and their families, as requested, in times of personal stress and crisis. Make referrals in any situations that require specialized attention.
2. In instances of the serious injury or death of a member in the line of duty, and any time a member dies as the result of illness:
 - 2.1. Respond immediately to the hospital or other appropriate location.
 - 2.2. Provide assistance in keeping with ethical standards and courtesies.
 - 2.3. Assist BPD officials in making notifications to the member's family.
3. Upon request, visit sick or injured members convalescing at home or in the hospital.
4. Attend and participate in the funerals or memorial services of active and retired members.
5. Participate as needed in ceremonial functions such as award ceremonies, academy graduations, etc.
6. Function as a liaison with other religious leaders in the community and at each district.
7. Attend roll calls of the various bureaus, divisions, districts, sections, and units of the BPD so that Police Chaplains and members may become acquainted. Participate in ride-alongs and other agency functions as requested.
8. Attend meetings scheduled by the Police Chaplain Coordinator.
9. Provide training to academy and in-service classes, addressing personal stress, family crisis intervention, and the services offered by the Police Chaplain Program.
10. Request BPD identification, soft body armor, and vehicle placards when needed.

11. Rules and Regulations:

- 11.1. Police Chaplains shall read and follow BPD written directives, participate in Police Chaplain training, and obey all procedures defined for Police Chaplains.
- 11.2. Police Chaplains are not authorized by the BPD to carry firearms, and shall not carry firearms or any other weapon while functioning as a Police Chaplain.
- 11.3. Police Chaplains are not Police Officers and are not vested with police powers of arrest. Police Chaplains shall not take any direct action in matters warranting police attention, but shall immediately bring such matters to the attention of the Communications Section Shift Commander, or directly notify a police officer for appropriate response.
- 11.4. Police Chaplains shall maintain all information exchanged with members of the BPD in a confidential manner.
- 11.5. Police Chaplains shall not take part in the BPD grievance procedure.
- 11.6. Police Chaplains shall be neat and clean in appearance and conduct themselves in a courteous and professional manner.
- 11.7. While on-duty, Police Chaplains may participate as a ride-along without the need for a Release and Indemnity Agreement, Form 286/05.
- 11.8. Police Chaplains called to duty for unscheduled requests by members of the BPD, where an immediate need exists for Police Chaplain-related services, shall notify the Communications Section Shift Commander prior to responding, and then again upon completion of the requested service.

12. Departmental Equipment:

- 12.1. Police Chaplains are to be issued a BPD Police Chaplain's badge and identification card. When performing their duties as Police Chaplain they shall properly identify themselves using these credentials. However, under no circumstances will a Police Chaplain use these credentials to represent themselves in any fashion as a sworn member of the BPD vested with police powers of arrest.
- 12.2. Police Chaplains may be issued vehicle placards as necessary. These placards are solely for the purposes of official identification when a Police Chaplain's vehicle is parked. The vehicle placard shall not be displayed when the vehicle is in motion, and the placard does not entitle a Police Chaplain to disobey or otherwise disregard any portion of the Maryland Transportation Article or any other applicable law, regulation, etc.
- 12.3. Police Chaplains are responsible for all BPD property issued to them, and must return these materials to the BPD upon leaving the Police Chaplain Program.

Chaplain Program Liaison

1. Provide staff supervision for, and coordinate the activities of, Police Chaplains.
2. Coordinate the recruitment and interviewing of Police Chaplain applicants.

3. Ensure that Police Chaplains participate in BPD activities and events as required.
4. Ensure that Police Chaplain Program Information Sheets are prepared, and copies are disseminated to each bureau, division, district, section and unit of the BPD. These Information Sheets are to be permanently posted in a conspicuous location for ready use by members and their families. The information sheet shall contain the following:
 - 4.1. Police Chaplain Coordinator's name, ordained title, photograph, and contact phone number.
 - 4.2. Each Police Chaplain's name, ordained title, photograph, and contact phone number.
 - 4.3. Summary of each Police Chaplain's religious background and denominational membership.
5. Ensure the scheduling of Police Chaplain meetings and verify attendance. Forward a summary by administrative report to the Chief, Administrative Division.
6. Ensure Police Chaplains are issued BPD Police Chaplain's badges and identification cards, vehicle placards and when required, soft body armor.
7. Ensure Police Chaplains participate in assigned training the Professional Development and Training Academy.

Director, Personnel Section

1. Ensure Police Chaplain applicants meet the following minimum eligibility requirements:
 - 1.1. Licensed or ordained, practicing member of the clergy in good standing with a recognized religious organization.
 - 1.2. Positively recommended by an appropriate authority within the individual's respective denomination, such as a Bishop, District Superintendent, Head of Convention, etc.
 - 1.3. Graduate of an accredited University, College, Bible College, or Seminary.
 - 1.4. No previous involvement in any conduct, criminal or otherwise, that would adversely reflect on the candidate's character or integrity.
 - 1.5. Minimum of five years' ministry experience.
 - 1.6. Citizen or legal resident of the United States, as well as a resident of the greater Baltimore area.
 - 1.7. Possesses a valid and current driver's license.
 - 1.8. Has a valid application on file with the Personnel Section for the position of Police Chaplain.
2. Conduct a truth verification examination, psychological examination, and background investigation on each Police Chaplain applicant. Forward all findings, with a recommendation report, to the Chief, Administrative Division.

3. Maintain personnel records on each Police Chaplain.

Director, Professional Development and Training Academy

1. Coordinate the Police Chaplain Training and Orientation Program, consisting of one four-hour training session every six months.
2. Ensure that the Police Chaplain Training and Orientation Program is designed to explain the policies and procedures of the BPD and the duties of its members. The Training and Orientation session shall include:
 - 2.1. Tour of facility – Acquaint the Police Chaplain with the Headquarters building.
 - 2.2. Departmental Organizations – Explain the organizational principles, command structures, authority, and responsibility of the BPD's various bureaus, divisions, districts, sections, and units.
 - 2.3. Departmental Rules and Regulations – Acquaint Police Chaplains with rules, regulations, and the Code of Ethics.
 - 2.4. Law – Provide an overview of basic criminal offenses and legal enforcement actions.
 - 2.5. Programs, Services and Benefits – Explain the various programs, services and benefits available to BPD members, such as: medical leave, health insurance and death benefits, the Fire and Police pension system, counseling and psychological services, the Signal 13 Foundation, and any other forms of assistance provided by Baltimore City or local private organizations.
 - 2.6. Ride-Along – Participate in a ride-along training session conducted by a certified Field Training Officer.
3. Maintain Police Chaplain training records.

Commanding Officers

1. Ensure that a Police Chaplain Program Information Sheet is posted in a conspicuous location for ready use by members and their families.
2. Allow Police Chaplains to attend roll call and other activities as appropriate.

RESCISSION

Remove and destroy/recycle Policy 1718, *Police Chaplain Program*, dated 11 January 2010.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Commanders are responsible for informing their subordinates of this policy and ensuring compliance.