



Apex Police Department General Order



Title Chaplain Program		Order Number 1307-20
Effective Date: July 16, 2020	Amends: 1307-14	
CALEA Standard: 45.3.1, 45.3.2, 45.3.3, 22.1.4, 22.1.5, 55.2.6	Rescinds:	
Reference:	Pages: 5 + addendum	
Forms: F907 – Ride-along Application F907a – Waiver of Liability		

Chaplain Program

Purpose

The purpose of this directive is to establish procedures and guidelines for the volunteer position of Chaplain for the Apex Police Department.

Policy

It is the policy of the Apex Police Department to provide, upon request or need, spiritual guidance and counseling services to police personnel and their families, as well as to the residents of the Town of Apex, through the use of a Chaplain. The department does not endorse any particular religious affiliation.

Definitions

Chaplain – An individual whose responsibility is to provide a ministry of guidance, counseling, and support to all members of the police department and the public upon request.

Senior Chaplain – Chaplain appointed by the Chief of Police or his/her designee to maintain the Chaplain program. The Senior Chaplain serves as the leader to additional Chaplains participating in the program. The Senior Chaplain will act as a liaison between department Chaplains and the Chief of Police or his/her designee.

Procedure

The Apex Police Department's Chaplain Program is designed to provide guidance, counseling, and support to all members of the department, their families, and the community, as requested by the department. Guidance, counseling, and support may be provided in spiritual, personal, family, health, employment, and financial matters. (22.1.4) (45.3.1(b))

Authority and Restrictions

1. Chaplains are not sworn police officers and have no police authority or jurisdiction. (45.3.1 (a))
2. Chaplains reports directly to the Administrative Division Commander or his/her designee.
3. Chaplains may be contacted directly by any full-time, part-time, retired, or reserve employee of the department, or family member.
4. Chaplains are recognized as volunteer workers and receive no injury/death benefits or insurance coverage through the Town of Apex. Chaplains do not receive any compensation from the Town of Apex for hours worked to include salary or benefits.
5. During field operations, Chaplains will comply with the orders and instructions of the officer in charge of the scene, event, or operation.
6. Chaplains are not authorized to carry any firearm, baton, or other weapon while on departmental business.
7. Chaplains may accompany officers in patrol vehicles as an observer with the consent of the officer and the on-duty supervisor. Chaplains who wish to accompany officers in patrol vehicles must complete forms F907 – *Ride-along Application* and F907a – *Waiver of Liability in accordance with* General Order 907 – *Ride-along Program, on an annual basis.*
8. Chaplains will not release information to any news media outlet or representative, any non-involved individuals/agencies, or the general public. All requests for information will be referred to the on-duty supervisor or Public Information Officer.

Qualifications

Chaplains must meet the following requirements:

- Be an ordained member of the clergy with an endorsement or letter from their governing body or most recent affiliation
- Have at least five years of experience as a member of the clergy

Chaplain Program

- Be willing and available to respond to any and all situations where a Chaplain's presence is requested
- Be able to partake in training programs that enhances their efficiency in meeting and dealing with people in crisis
- Be familiar with medical, psychiatric, and other healthcare resources available in the area
- Possess a valid North Carolina Driver's License
- **Submit to and pass a Fingerprint Check**
 - Fingerprinting will be completed by the City-County Bureau of Identification (CCBI) in accordance with applicant/contractor background investigation procedures
 - The Fingerprint Check will be completed by the NC State Bureau of Investigation (SBI)

Selection

1. Chaplains will be recruited and selected to meet the needs of the department.
2. Individuals interested in serving as a Chaplain must submit a formal letter of interest in addition to any other information requested by the Chief of Police.
3. Acceptable candidates will be interviewed by a panel board consisting of, at minimum:
 - Chief of Police
 - Deputy Chief of Police
 - Administrative Division Commander
 - Chaplain from an adjoining law enforcement agency
 - Active member of CAPA
4. The Chief of Police may make a formal appointment.
5. Chaplains are volunteers and serve at the pleasure of the Chief of Police.

Ethics and Confidentiality

1. Chaplains are expected to demonstrate behavior consistent with the Mission, Vision, and Values of the Apex Police Department, as outlined by departmental policy and all applicable written directives.
2. Apex Police Department Chaplains will treat all whom they minister with dignity and respect, as well as, uphold an individual's right to privacy and protect the confidentiality of all personal information shared with the Chaplain. Confidentiality will be maintained within the limits of the law.
3. All communications between any Chaplain acting in a professional capacity and an employee will be considered privileged and confidential.

4. Chaplains may only disclose any information learned during a counseling session or conversation in circumstances where there exists a significant safety concern.

Duties and Responsibilities (45.3.1 (b))

Chaplain duties may include, but are not limited to:

- Completing a Ride-along with officers on routine patrol during various shifts
 - Directives regarding the administration, authorization, application process, requirements, activities and responsibility related to the Department's Ride-along Program are addressed in General Order 907 – *Ride-along Program*
- Accompanying a police officer to assist with notification of any suicide, death, or serious injury (55.2.6)
- Working with police officers to assist in any kind of crisis situation where the presence of a trained Chaplain might help
- Counseling departmental personnel in response to stress or family crisis problems (22.1.4)
- Visiting with sick or injured members of the department at their home or in the hospital (22.1.4)
- Assisting the police department in the performance of appropriate ceremonial functions at special occasions such as Swearing-In and Award Ceremonies, etc.
- Advising the Chief of Police in all matters of a religious nature involving the department and performance of law enforcement duties in the community
- Acting as a liaison with local ministerial associations and on matters pertaining to the moral, spiritual, and religious welfare of police personnel
- **Assisting in other situations as necessary at the discretion of command-level officers**

Insignia and Clothing

1. Any uniform items worn by a Chaplain to indicate his/her position with the department (i.e., collar pins, badge, or any other department approved item), will be clearly distinguishable from the uniform worn by a sworn police officer. (45.3.3) Refer to General Order 306 – *Appearance and Uniform Regulations* for the uniform description of a Chaplain.
2. Chaplains will be issued an access and identification card consistent with other departmental policies. (22.2.7 (b))
3. The identification card and all other issued items will be surrendered to the Apex Police Quartermaster at the time of separation from the department. Loss of an access and/or identification card, or any other issued items will be reported to the Chief of Police, through the chain of command immediately.

Chaplain Program

Training (45.3.2)

1. At the time of their appointment, the Training Unit will be responsible for ensuring all Chaplains receive four hours of orientation training at the police department. The training will include, but not be limited to:
 - Chaplain's duties and responsibilities
 - All applicable departmental policies and practices
2. Specialized chaplaincy training may be made available to Chaplains through the International Association of Police Chaplains and/or other equivalent police chaplaincy programs.

Line of Duty Death (22.1.5)

Chaplains may provide assistance and support to families affected by a line of duty death. Chaplaincy services may include, but are not limited to the following:

- In the event of a line of duty death of a police officer, and with the approval of the Chief of Police, the Chaplain may personally contact family members, activate other support systems, and make referrals as needed
- The Chaplain may serve as an advisor to the Chief of Police on all matters pertaining to, but not limited to:
 - The needs of the family
 - Funeral arrangements
 - Assessing the impact the line of duty death has had on departmental personnel
 - Assisting with planning and leading group crisis intervention (22.1.4)

Text in "Green" denotes a significant change in policy

BY ORDER OF:



John W. Letteney
Chief of Police