

 <b>NORFOLK</b> Department of Police	<b>Administrative General Order - 468: Chaplain Program</b>		
	Office of Preparation: Strategic Management Division (jah)		
	<b>CALEA:</b>	16.4.1, 16.4.2, 22.2.7	
	<b>VLEPSC:</b>	None	
LEGAL REVIEW DATE:	October 15, 2014	PRESCRIBED DATE:	10/22/14
City Attorney:	Wayne Ringer	City Manager/Director of Public Safety:	Mary Ann
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		Michael G. Holdsworth	

**Purpose**

The purpose of this order is to establish policies and procedures for the Chaplaincy Corps Program.

**Policy**

The Norfolk Department of Police will make the services of volunteer chaplains available to the members of the Norfolk Police Department and their families and under certain circumstances, members of the public, for the purpose of providing services of a secular nature such as crisis intervention, counseling, emotional support and comfort and non-sectarian spiritual support, in times of need.

**Supersedes:**

1. G.O. ADM-468, dated May 14, 2009
2. Any previously issued directive conflicting with this order

**Order Contents:**

- I. Organization
- II. Qualifications
- III. Functions of Chaplains
- IV. Scheduling of Services
- V. Regulations and Procedures
- VI. Identification Cards
- VII. Service Related Injuries

I. Organization

A. The Chaplaincy Board

1. Duties

The Chaplaincy Board will consist of five members who have the necessary training and experience to screen prospective chaplains and to recommend selection or removal of chaplains to the Chief of Police. Members need not be members of the clergy. In addition, the Board will recruit and provide orientation and training for new chaplains entering the program. It will not discriminate against any applicant on the basis of race, sex, color, creed, age, religion, national origin, or disability. The Chaplaincy Board will meet quarterly, or more frequently, or at the request of the Chief of Police. It will elect one of its members as Chair and Chaplaincy Coordinator, and one member as Assistant Chaplaincy Coordinator. In the event of disagreement the Chief of Police shall make the selection.

2. Selection

The Chaplaincy Board will consist of five members, two appointed by the Chief of Police and three elected by the board members.

3. Term of Service

Board members shall serve a minimum term of two (2) years, unless sooner removed by the Chief of Police.

B. The Chaplaincy Corps

The Chaplaincy Corps will consist of a Chaplaincy Coordinator, an Assistant Chaplaincy Coordinator and appointed chaplains. All chaplains, including the Coordinator and the Assistant Coordinator, will be volunteers.

C. Chaplaincy Coordinator

1. Will be responsible to the Chief of Police, via the Chaplaincy Liaison Officer, for all matters pertaining to the Chaplaincy Corps.
2. Will oversee the indoctrination, qualifications, training, duty assignments, and any other administrative or operational matters pertaining to chaplains, particularly when departmental policies are concerned.

3. Will serve as the Chair of the Chaplaincy Board and will schedule meetings of the board.

D. Assistant Chaplaincy Coordinator

1. Will assist the Chaplaincy Coordinator, as he/she deems necessary.
2. In the absence of the Chaplaincy Coordinator, will assume the responsibilities of the Chaplaincy Coordinator.

E. Chaplaincy Liaison Officer

Will be appointed by the Chief of Police to act as a liaison between the Chaplaincy Corps and the Police Department.

F. Chaplains (CALEA 16.4.1.a)

1. All chaplains must agree to serve as unsalaried volunteers for the City of Norfolk and will not be considered law enforcement officers for any purpose. Chaplains will hold no rank within the departmental chain of command, but will have access to the Chief of Police, the Deputy Chief of Police and the Assistant Chiefs through the Chaplaincy Coordinator. Normal administrative matters will be handled through the Chaplaincy Coordinator/Assistant Coordinator and the Chaplaincy Board.
2. All chaplains will serve at the pleasure of the Chief of Police, and may be removed from the Chaplaincy Corps by the Chief of Police at any time without cause.

II. Qualifications (CALEA 16.4.2)

Each Chaplain in the Chaplaincy Corps must:

- A. Satisfy the licensing requirements or be exempt from the requirements of licensure set forth in the Code of Virginia for "professional counselors."
- B. Participate in training that will acquaint chaplains with police work.
- C. Agree to and cooperate with careful background screening by the Police Department, including a complete criminal background check. Applicants will be disqualified for any of the following:
  1. Felony conviction.

2. Conviction of sex-related crimes.
3. History of mental illness.

III. Functions of Chaplains (CALEA 16.4.1.b)

- A. Provide counseling and emotional support to members of the Police Department and their families, upon request.
- B. Comfort personnel and families in times of departmental tragedy.
- C. Provide crisis intervention and assistance to members of the Police Department and their families, and when appropriate, to members of the public, in time of community disasters and/or tragedies, civil unrest, suicide attempts, barricaded hostage situations and other crisis situations where a chaplain's presence is deemed beneficial by the department.
- D. When requested by the Police Department, chaplains will respond to:
  1. Incidents involving serious injury or death of department personnel or member of their families, and will assist victims of crime and their families in times of need.
  2. Accidental deaths, suicides, homicides and any other situations deemed appropriate by a police supervisor or the field commander.
- E. Participate, when appropriate, in departmental functions, interdepartmental activities and community events.
- F. Participate in training sessions deemed necessary by the Police Department.
- G. The chaplains' responsibilities are to be considered primarily short-term in nature (i.e., crisis intervention). In situations involving trauma, serious injury, or death, chaplains will make referrals to the involved person's clergy and/or appropriate assisting agencies as soon as possible.
- H. Chaplains are to respect the personal religious beliefs of any beneficiaries of the program, and must be willing to provide services to all in need, without regard to any person's individual beliefs. (See Section V, which describes relevant regulations and procedures).

IV. Scheduling of Services

The Chaplaincy Corps Coordinator will furnish a duty roster which will be incorporated into the Field Command Schedule. The duty roster will provide a listing of the names, and telephone numbers of the chaplains who will serve.

- A. The duty chaplain(s) will agree to be available on call on a weekly basis. During such periods, the services of the chaplain will be coordinated via the Public Information Office (PIO).
- B. If a chaplain is not available to serve on an assigned shift, he/she will be responsible for notifying the Chaplaincy Coordinator, who will secure a replacement and notify the PIO.

V. Regulations and Procedures (CALEA 16.4.1.a/b)

- A. Chaplains are not to be considered law enforcement officers for any purpose. They will in no way interfere with officers, directly or indirectly, in the performance of their duties.
- B. Chaplains will not carry weapons or otherwise be armed while rendering services.
- C. Chaplains will not undertake activities, which involve the risk of physical injury.
- D. A police chaplain will equally serve all people and will not discriminate against any person based upon that person's sex, race, religion, creed, national origin, age, or disability.
- E. Police chaplains are to provide services in the form of crisis intervention, counseling, and emotional support and comfort.
  - 1. A chaplain is to serve in a secular capacity as a volunteer with the Police Department, and not as a representative of his/her respective religious affiliation or denomination (if the chaplain is a clergy member).
  - 2. Chaplains will not use their position as an opportunity to convert or change any religious belief or opinion, but rather will, in a neutral manner, comfort and assist persons of any faith or group in time of need.
  - 3. The secular nature of the Chaplaincy Corps as well as the specific regulations and procedures which govern their activities shall be emphasized in each chaplain's Departmental training.

4. The Chaplaincy Board shall be responsible for oversight of the services provided by the chaplains. The Police Department will not provide oversight into such matters.
- F. Any chaplain with a complaint against any officer, departmental official, fellow chaplain, or any departmental policy or action, will report the matter through official channels.
- G. Chaplains will treat the official business of the Police Department as confidential. Information regarding official police business will be disseminated only in accordance with established departmental procedures.

VI. Identification Cards (CALEA 22.2.7)

Identification cards issued to the members of the Chaplaincy Corps will be the same as those issued to volunteers, except that each will identify the bearer as a Volunteer Chaplain.

VII. Service-Related Injuries

Persons selected as police chaplains must register as City volunteers with the City's Department of Human Resources.

Chaplaincy Corps members injured in accidents during the course of their service to the City should report the accident to the Department of Human Resources. Pursuant to Resolution No. 1038 adopted by the City Council on March 14, 2000, injuries sustained by volunteer chaplains while performing duties as volunteer chaplains in accordance with this general order shall be governed by the Virginia Workers' Compensation Act.

Related Documents

1. G.O. OPR-410: Deadly Force Incidents
2. G.O. OPR-620: Line of Duty Deaths