

TITLE: Volunteer Chaplain Unit

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RESCINDS/AMENDS: New Policy
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PURPOSE

The Santa Fe Police Department Volunteer Chaplain Program is established for the purposes of providing spiritual and emotional support to all members of the Department, their families and members of the public.

DISCUSSION

The Santa Fe Police Department's goal is to ensure the departmental employees as well as the community receive an emotional/spiritual peer support system in times of emergency of any magnitude.

POLICY

It is the policy of the Santa Fe Police Department to establish and maintain a Police Chaplaincy Program. The program relies on members of area clergy who act in a non-sworn voluntary status under the direction of the Chief of Police. The Police Chaplain would provide: ministry, guidance, counseling, comfort and help. Such services are available to the community and active and retired officers as well as their families. The Department does not endorse any particular religious affiliation. Under no circumstances do the contents of this directive create a contract or guarantee of employment between the Santa Fe Police Department and any police chaplain.

PROCEDURE

38.2.1 Police Chaplain Unit Structure

- A. The Santa Fe Police Department's Chaplain Unit operates at the direction of the Chief of Police. The Police Chaplain Unit is overseen by a Commanding Officer designated by the Chief of Police. The Commanding Officer monitors activities of the Police Chaplain Unit and ensures that all members adhere to the policies and procedures of the Unit. No more than two active Police Chaplains shall be in the Unit at any one time.
- B. A Chaplain Coordinator will assist the Commanding Officer with the daily operations of the Police Chaplain Unit.
- C. The Chaplain Coordinator will be selected from one of the two assigned Chaplains and will be designated by the Chief of Police. The Chaplain Coordinator will be selected by interest, experience and background.
- D. It is the policy of this Department that the Chaplain Program shall be a non-denominational ministry provided by volunteer clergy without financial compensation.

38.2.2 Chaplain Requirements

- A. All Police Chaplains selected for this program must meet the following standards:
 - 1. Must be ecclesiastically certified and/or endorsed, ordained, licensed, or commissioned by a recognized religious body.
 - 2. Be active in the pastorate or any related agency within his/her own faith community.
 - 3. Must exhibit and maintain high spiritual and moral standards.

4. Must possess a valid New Mexico Driver's License.
5. Must pass an oral interview and criminal background check prior to appointment.
 - a. The selection process will be completed in the same manner as outlined in *Directive 12.1, Lateral and Entry Level Selection*, specifically as it applies to oral interviews and background investigations.
6. Must indicate a willingness to be involved in training that might enhance his or her efficiency in meeting and dealing with the needs of police personnel, their families, and the public.
7. Must be willing to accept the liability conditions of a Santa Fe Police Department ride-along.
8. Must accept and abide by all rules, regulations, policies, and procedures of the Santa Fe Police Department.
9. Must accept and abide by the Law Enforcement Police Chaplains Code of Ethics.
10. The Police Chaplain must be willing to give at least 24-hours each month in service.
11. The Chaplain Coordinator and the Commanding Officer would submit their recommendation and selection process of each candidate to the Chief of Police. The final approval of all Police Chaplains is the Chief of Police.

38.2.3 Duties and Responsibilities

- A. Police Chaplains will assist employees when asked to do so by providing emotional and spiritual support and guidance to the injured, ill or distressed, in such crisis situations. This

Unit will not take the place of the Employee Assistance Program (EAP), but will serve to augment such programs. Responsibilities and general duties include, but are not limited to:

1. Police Chaplains, upon request, will provide pastoral support and assist in the notification to employees and their families at times of crisis, such as line of duty injury or death.
2. Police Chaplains, upon request, will assist with funeral arrangements for the line-of-duty death of a police officer.
3. Police Chaplains, upon request, will respond to the established command post and seek out the officer in charge for direction at critical incident scenes.
4. Police Chaplains, upon request, will accompany officers when delivering death notifications.
5. Police Chaplains, upon request, may officiate at religious services such as weddings, funerals, etc.
6. Police Chaplains, upon request, will conduct Invocations and/or Benedictions at police ceremonies.
7. Police Chaplains will periodically attend roll calls and ride-along in order to develop partnerships with police officers.
8. When requested, assist the training of police officer's in such areas as ethics, human relations, family life, and spiritual priorities.
9. When requested, provide counsel, comfort and consolation to persons involved in such experiences as; domestic violence, attempted suicide,

desertion, runaways, lost persons, alcohol and drug related incidents, juvenile conflicts, and the loneliness and confusion of the elderly.

- B. Police chaplains are not law enforcement officers and possess no law enforcement authority other than that of an ordinary citizen.
- C. Police Chaplains shall in no way interfere with members of the department and the performance of their duties.
- D. Police Chaplains will be expected to come to the aid of an officer in trouble.
- E. Police Chaplains shall not release information to the news media, other citizens, or insurance agencies, on any case which had been brought to their attention, or in which they participated while on assignment with the police department. Public detrimental statements towards police activities should be avoided. A sense of loyalty should be maintained.
- F. Police Chaplains will be allowed the privilege of engaging in follow-up work as a pastor or faith leader, not as a representative of the Santa Fe Police Department. There is a need to be concerned that follow-up work is not interpreted as police harassment. Likewise, chaplains should refrain from expressing religious philosophy while on duty unless an individual specifically requests such information. Police chaplains should encourage individuals to contact or follow-up with their own pastor or faith leader.
- G. Confidential communications, including confessions to a criminal act, made to any police chaplain will be considered privileged communication and shall not be violated.

Such communication shall include, but not be limited to, any communication made in confidence by a member of the department. Verbal and written communication between police chaplains and employees, including family members shall be privileged unless expressly waived by the employee of concerned family member. Any statement to a police chaplain in the presence of a third person, whether or not the third person is a police officer, shall not be construed privileged communication. Under such circumstances it is the responsibility of the police chaplain to inform the individual that any statements made to him/her are not considered privileged relating to a third party person/presence.

- H. Whenever a police chaplain is asked to perform any of the previously listed official functions, he/she shall prepare a written report of the incident and submit it to the Chief of Police. An intra-departmental memorandum will suffice for the written report.

38.2.4 Training

- A. In addition to the initial orientation training, chaplains will receive ongoing training throughout their tenure. The areas to be covered (general overview) in their training should include, but not limited to, the following subjects:
 1. Officer safety;
 2. First Aid;
 3. Crisis Intervention;
 4. Department Policies and Procedure;
 5. Mental Ill Impairment Act;
 6. Familiarization with police organizations;
 7. Stress management;
 8. Death notifications;
 9. Post-traumatic stress syndrome;
 10. Burnout for officers and chaplains;

11. Legal liability;
12. Confidentiality;
13. Ethics;
14. Responding to crisis situations;
15. The law enforcement family;
16. Substance abuse;
17. Suicide;
18. Officer injury or death; and
19. Sensitivity and diversity.

38.2.5 Authorized Chaplain Uniforms

A. Chaplains shall wear attire for duty use such as:

1. Identification badge
2. Traditional clerical attire or business suit.
3. The Department Polo Shirt, as authorized in Directive 88.1 *Uniform Regulations and Appearance*. "Police Chaplain Unit" shall be embroidered below their name in accordance with Directive 88.1.
 - a. Baseball style caps are authorized for use with the Department Polo shirt. The ball cap will be a black, Flex-Fit brand displaying the embroidered Santa Fe Police Department logo centered on its front. Chaplains will wear baseball style caps in accordance with Directive 88.1.
4. Chaplains may wear a uniform coat/jacket as authorized in Directive 88.1 *Uniform Regulations and Appearance*.
 - a. Chaplains will have the option of placing a reflective patch with the words "CHAPLAIN" across the back of the uniform coat.
5. Chaplains are not authorized to wear any other uniforms and uniform items that

have not been exclusively authorized in this Directive. Such items include:

- a. Patrol Uniform, whether it be a Class A, Class B, or any Utility Uniform worn by sworn members of the Department.
- b. Any Santa Fe Police shoulder patch worn by sworn personnel.
- c. Any Santa Fe Police Badge, whether metal, cloth, or similar construction.

38.2.6 Vehicle and Equipment Issue

A. The Chief of Police may authorize the issuing of the following equipment to Police Chaplains:

1. A department vehicle;
2. WEX Fuel card;
3. Handheld radio;
4. Handheld flashlight;
5. Officer Down Kit and First Aid Kit;
6. Reflective Vest.

B. Police Chaplains may use the department vehicle to conduct business at the request of the Santa Fe Police Department. Vehicles will not be used for personal business or on behalf of any other organization without approval of the Chief of Police.

C. Police Chaplains shall abide by the following Department Directives as they relate to the operation and maintenance of department vehicles and maintenance of issued equipment:

1. Directive 23.1 *Personnel Code of Conduct*;
2. Directive 86.1 *Issuance of Equipment*;
3. Directive 87.1 *Police Department Vehicles*;
4. Directive 98.1 *Vehicle Mounted Camera System*;
5. Directive 103.1 *WEX Inc. Fuel Card*.

38.2.7 Separation from Chaplaincy Program

- A. When a Police Chaplain discontinues his/her service with the faith community organization and the department, the chaplain will surrender his/her police issued equipment to the Chief of Police. The Police Chaplain will then be removed from the program.
- B. Members of the chaplaincy program are volunteers who serve at the discretion of the Chief of Police and may be removed from membership at any time without cause and without right to appeal.
- C. A Police Chaplain shall be suspended or removed from the Police Chaplain program if he/she abuses the privilege of participation in the program by:
 1. Assuming too much authority;
 2. Failure to abide by established policies and procedures;
 3. Failure to honor an employee's authority or privacy;
 4. Hindering an officer in the fulfillment of his or her duties or verbalizing confidences.
- D. Failure to adhere to the principles of the Police Chaplain's Code of Ethics shall be grounds for consideration of removal from the program.
- E. Failure to be active on a regular basis with the Police Chaplain's assignment will also result in the termination of the participant.

38.2.8 Police Chaplain Code of Ethics

Article 1: Primary Responsibilities of Police Chaplains

The Police Chaplain must represent to all members of the department morality, justice, fidelity, and peace. Therefore, to all police

officers he/she shall guide and direct them through counseling and personal examples to that end.

Article 2: Duty to be Well-Versed in Moral Laws and Departmental Regulations with Responsibility to Self and Other Personnel

The Police Chaplain shall assiduously apply him/herself to a greater understanding of moral laws (including ethnic differences), departmental regulations, as well as the ethics by which he/she must live and guide others. The chaplain will make certain his/her responsibilities in these particulars, seeking aid, advice and enlightenment from his/her religious and civil superiors in matters of their respective fields.

Article 3: Utilization of Proper Means

The Police Chaplain shall be mindful of his/her responsibility to pay strict heed to the selection of proper means on the discharge of his/her position. Violating the laws of God, personal religious beliefs, and/or departmental regulations may instill in the minds of department personnel and the public like dispositions. The employment of improper means, no matter how worthy the end, is certain to destroy all respect toward the chaplain and the program itself. If laws are to be honored by others, they must be honored by the chaplain who represents morality and justice.

Article 4: Cooperation with Departmental and Religious Officials of All Faiths in the Discharge of Chaplaincy Duties

The Police Chaplain shall cooperate with department and other religious officials of all faiths in the discharge of his/her duties, regardless of affiliation. The chaplain shall be meticulous in guarding against the use of his/her office or person in a way that may bring disrepute to him/herself, the program or the department. In any situation open to question, the police chaplain shall seek counsel from the respective religious and/or department authority.

Article 5: Conduct toward the Community

The Police Chaplain, performing his/her duties, shall inevitably deal with members of the community. On these occasions, the police chaplain shall perform ministerial services in such a manner befitting the office the chaplain. The Police Chaplain will give service to the community where he/she can without interfering with police procedure or infringing upon the ministry of other. While dedicated to the service of law enforcement officers, their families, and other members of the department, a police chaplain also have a responsibility to all humanity.

Article 6: Professional Conduct of the Police Chaplain

Privilege – Because of the nature of information received in personal counseling and through confidential reports or observations, the police chaplain will maintain strict professional privilege in these matters.

Ecumenism – The Police Chaplain’s own personal convictions do not give him/her the right to disdain the faith of others or attempt to proselytize them for his/her own church or faith. The Police Chaplain shall strive for an unbiased understanding of all faiths and be acquainted with their liturgies. The Police Chaplain shall conduct him/herself in a manner that will foster great ecumenism with churches and faiths other than his/her own and will attempt to win the good will of all.

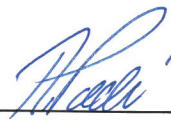
Gifts and Favors – The Police Chaplain bears the heavy responsibility to foster integrity and honor within the department. The Police Chaplain shall guard against placing him/herself in a position in which any person can expect special consideration through him/her or in which the public can reasonably presume that special consideration has been given. The Police Chaplain should refuse gifts, favors, or gratuities, large or small, which the public could interpret as being offered to influence others.

Professional Attitude – The Police Chaplain shall always discharge his/her duties with a

feeling of serious responsibility. By diligent study for self-improvement and dedicated service toward police personnel, he/she shall strive for effective morale leadership and high-spirited morale. The Police Chaplain shall appreciate the importance and the responsibility of the department and hold his/her office as essential in assisting all officers to render valuable service to the department and the community.

DRAFTED (mlw) 11/19

APPROVED: _____



ANDREW PADILLA
Chief of Police

DATE: _____

8/4/20