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<b>Effective Date:</b>	<b>Revision Date: January 2012</b>
<b>Amends/Supersedes:</b>	<b>Approved by: Chief Kevin Higdon</b>
<b>Meets Accreditation Standard:</b>	<b>17.4</b>

## **Section 1300.50 Chaplain**

### **Purpose**

Shively Police Department Chaplains donate their time to the Department and community and are non-sworn volunteers. The purpose of the volunteer chaplain is to provide spiritual guidance and counseling to any member of the Shively Police Department or his / her family based on need and desire during times of crisis.

Through a field ministry, volunteer chaplains are able to reach out to those in need of spiritual services, guidance or support. The service of the chaplains is not intended to replace an individual's own clergy.

### **Qualifications**

Volunteer chaplains should:

- Be licensed or ordained as clergy and in good standing and endorsed as a chaplain by a recognized faith group within one year of being appointed.
- Be able to provide a letter from his/her faith group approving his/her participation as a police chaplain.
- Have the recommendation of an active police chaplain.
- Maintain high moral standards.
- Be able to commit the required time.
- Remain non-denominational in service practice.
- Adhere to the Code of Ethics of the Association of Professional Chaplains.
- Remain active in his/her faith group.

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## **Selection and Appointment**

Chaplains are appointed by the Chief of Police. Chaplains must satisfactorily complete a thorough background investigation which includes driving record, criminal records and drug testing. Once appointed, Chaplains will be provided with a Shively Police Department Chaplain badge and identification card.

## **Duties**

While the primary focus and role of each chaplain is to provide spiritual assistance and guidance, they may also be called upon to assist in a variety of other situations. These situations may include, but are not limited to, death notifications and incidents involving serious injury and / or death.

The chaplain will, when appropriate, contact the clergy of anyone involved in a crisis, but only with that individual's permission. When needed, the chaplain will make the appropriate referrals to other agencies for those needing specialized care.

Communication made between a chaplain and an employee is privileged when both parties agree and understand the need. Chaplains will not disclose any information gained during any counseling session or conversation without permission of the employee involved per Kentucky Rules of Evidence (KRE 505).

Chaplains will not release information regarding any case to any news agency or insurance company except at the direction of the department and in complete compliance with ministerial confidentiality guidelines.

All information will be held in strict confidence and used solely for the spiritual benefit of the individuals involved.

The Chaplain shall be permitted, and is encouraged, to ride with any officer on any shift. The Chaplain does not need prior approval to ride. The Chaplain must have on a department issued / approved bullet resistant vest.

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Any employee who personally needs or desires the services of a Chaplain, may contact the Chaplain directly and need not go through the chain of command.

The Chaplain shall not identify himself / herself as a police officer or act as a police officer and shall take no law enforcement action. The Chaplain shall not provide testimony in disciplinary matters in order to maintain confidentiality.

### **Call-outs**

The telecommunications section will maintain a roster and an on –call list for police chaplains.

An on-call chaplain will be contacted automatically when any of the incidents below have been confirmed. Radio room personnel are not required to wait for chaplains to be requested by a commanding officer. Chaplains will make the determination if they are needed based on their own assessment of the incident. The Telecommunications Section will automatically notify a Chaplain in a timely manner for the following:

- Traffic Fatalities
- Homicides
- Suicides
- Accidental Deaths when the victim has not been transported to the hospital
- Death notifications
- Incidents of officers seriously injured or killed (on or off duty)
- Incidents of a Shively Police Department employee’s immediate family member being seriously injured or killed.
- Officer involved shooting incidents (on or off duty)
- Instances of Hostage/ Barricaded Suspects when SWAT and / or HNT are called out (This will include jumpers or other incidents of attempted suicide)
- Major disaster or disorder

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Telecommunications personnel will give the Chaplain as much information as possible but will not make the determination for the need for assistance.

Telecommunications personnel will also notify additional Chaplains at the request of a responding Chaplain.

Commanding officers may request that a Chaplain be called-out for situations not listed above.