

JOPLIN POLICE DEPARTMENT	11-03 STANDARD OPERATING GUIDELINE
SUBJECT: Police Chaplain Corps	REVIEW MONTH: November
EFFECTIVE DATE: 12/17/2020	ACTION DATE:
AMENDS/SUPERSEDES: 11/11/2019	AMEND DATE: 12/17/2020
ACCREDITATION INDEX: 16.4.1 a, b, 16.4.2, 16.4.3	APPROVED:  Chief of Police

I. POLICY

The Police Chaplain Corps is sponsored by and accountable to the Department. The Corps is staffed by volunteer ministers of various faiths and is under the direction of the Assistant Chief. The Assistant Chief will serve as a liaison to directly supervise the members of the Corps. The "Lead Chaplain" serves at the direction of the Chief of Police and will ensure the Chaplains are trained in accordance with the duties required. Chaplains are not commissioned as sworn officers and have no law enforcement authority. Chaplains shall not intervene in any part of a police investigation without the permission of a Supervisor (i.e., allowing family members to view a body at the hospital, entering a crime scene, etc.). (16.4.1 A)

II. PURPOSE

The Police Chaplain Corps provides immediate availability of clergy to offer comfort, counsel, and guidance in emergency/crisis situations to members, their families, and/or the community, upon request. It also serves as a resource to law enforcement agencies in Southwest Missouri during situations that merit immediate intervention. It assists in serving death notifications and participates in ceremonial functions, when appropriate. (16.4.1 B)

III. DEFINITIONS

A. Auxiliary

A civilian who is affiliated with the department in a part-time, without compensation, sworn or non-sworn capacity.

B. Chaplain

Volunteer members of the clergy, approved by the Chief of Police, who agree to serve one (1) week of duty shift per month toward Police Chaplain duties.

C. Chaplain Credential Review Committee

Consists of the Chaplain Coordinator, the Chaplain Liaison and the Chief of Police.

D. Chaplain Coordinator

One member of the Chaplain service appointed annually by the Chief of Police to coordinate all services and maintain duty schedules.

E. Chaplain Liaison

Police Department employee designated by the Chief of Police.

IV. PROCEDURES

A. Duties (16.4.1 B)

1. Chaplain Coordinator

- a. Prepare and submit copies of duty schedule each month.
- b. Be responsible for coordinating training of all chaplains in all required areas.
- c. Maintain lines of communication with Chaplain Liaison.

2. Police Chaplains

- a. Serve on assigned duty from Monday, 0900 to the following Monday, 0900.
- b. Notify communications officer immediately upon reporting for duty.
- c. Respond to the following types of calls as requested:
 - i. Deliver death message.
 - ii. Assist with mental cases.
 - iii. Respond to serious accidents and fires to comfort the injured and/or relatives.
 - iv. Assist parents and/or relatives of victims during the locating of children, the elderly or disaster victims.
 - v. Assist on family disturbances at officer's or family's request.
 - vi. Counsel prisoners upon request.
 - vii. All other incidents as outlined within the Standard Operating Guidelines or upon request by a supervisor.

B. Admission qualifications

1. Must be an ordained clergy member in good standing with the church and/or denomination he represents and have the written consent to serve as a police chaplain from the governing authority of the same.
2. Must have three years minimum experience in ministry related work.
3. Must evidence a vital and mature spiritual experience in his own life.
4. Must show compassion, understanding and love for his fellow man and relate easily to people.
5. Must maintain high spiritual and moral standards.
6. Must be tactful and considerate in his approach to all people regardless of race, creed, sex or national origin.

7. Must be over 25 years of age.
8. Must be able to demonstrate more than average ability and interest in crises ministry.
9. Must be a citizen of the United States.
10. Candidates with prior military service must furnish a copy of an honorable discharge.
11. Must live within reasonable distance to respond in a timely manner to the corporate city limits of the City of Joplin and have a phone installed at home or a cell phone.
12. Must have no felony convictions.
13. Must have no conviction of a crime of moral charges, or illegal use, carrying or possession of a dangerous weapon, or have any past or present history of any mental or emotional impairment, unless, in the opinion of a licensed psychiatrist or psychologist such impairment would not adversely affect the applicant's ability to carry out the duties of Police Chaplain.
 - a. Moral charges include: prostitution, pimping, indecent exposure, illegal use, possession or sale of narcotics or non-narcotic drugs, sodomy, incest, gambling, adultery, bigamy, and crimes against nature.
14. Must have no convictions of a crime of violence or the use of physical force or threat thereof.
15. Must possess a current and valid driver's license.
16. Must evidence good general health and be clean and neat in personal appearance and dress.
17. Must answer all questions on the application form truthfully and fully. Falsifying or omitting any information requested on the application may be a basis for denying appointment.
18. Must be willing to serve one (1) week per month, or designated period determined by number of chaplains and shifts required.
19. Shall be required to satisfactorily complete a prescribed course of training, including a personality profile administered by the coordinator, and the profile of same made available to the Chaplain Liaison.
20. Upon appointment, shall be required to obtain membership with The International Conference of Police Chaplains (ICPC) paid by the department.
21. Chaplains are encouraged to obtain membership with the International Critical Incident Stress Foundation (ICISF) upon appointment as well.

C. Application procedure

1. The applicant will request and receive from the Chaplain Coordinator, an application form. The application form will be completed and returned to the coordinator.
2. The applicant will be interviewed by the Chaplain Coordinator and Chaplain Liaison.

3. The applicant will be scheduled for an orientation session at which time the Chaplain Services Program will be explained to him in depth.
4. The applicant's application will be considered by the Application Review Committee consisting of the Chaplain Coordinator and Chaplain Liaison and/or command staff members after completion of a background check.
5. The applicant will be notified of his acceptance or disqualification.
6. Upon acceptance, the applicant will be designated as a Chaplain Trainee until he has successfully completed the required course of training.

D. Training (16.4.2)

All Chaplains upon acceptance shall attend such training as required by the Chief of Police to include:

1. Report Writing.
2. Familiarization with department regulations, including a signed affidavit-indicating applicant has read the Standard Operating Guidelines of the Joplin Police Department.
3. Riding with a police officer or officers a minimum of four hours during the first two weeks of the Chaplain Trainees acceptance.
4. Special instruction on the function and responsibility of the Police Chaplain.
5. All Chaplains shall be responsible for the satisfactory completion of all additional authorized in-service training for Chaplains. Failure to do so within reasonable time limits can be considered cause for termination of appointment as Chaplain.

E. Dress Code (16.4.3)

There is no formal uniform for members of the Police Chaplain Corps. The appropriate dress for an on-duty Chaplain will be business attire, which may include polo shirt and slacks or tactical pants. Members shall not wear any clothing that would lead the public to confuse them with commissioned officers.

F. Identification card and badge

1. Every Chaplain shall be issued an identification card, which includes a photograph and signature of the holder. This identification card will be the form approved by the Chief of Police.
2. Every Chaplain will be issued a badge that will identify him as a Joplin Police Department Chaplain.
3. The I. D. card and badge will be the Chaplain's means of identification and evidence of his appointment to the position. He will have both in his possession whenever he is functioning as a Police Chaplain.

G. Chain of Command

Each member of the Chaplain Service Program shall have a supervisory employee, namely, the next above him or her in line of command. The supervisor employee shall assume the responsibility for the

supervision of all members subordinate to him or her and shall be held accountable for the proper execution of every order. The chain of command for the Chaplain Service Program shall be as follows:

1. Chief of Police
2. Chaplain Liaison
3. Chaplain Coordinator
4. Chaplain

H. Report writing

1. Each Chaplain will log their activities in the Chaplain Activity Sheet, which is accessible to each chaplain online.
2. When a Chaplain is involved in a police action where a number is assigned by dispatch, it is that Chaplain's responsibility to include that case number on the Chaplain Activity Sheet.

I. Ministerial privilege and responsibility of Chaplains

1. The Police Chaplain has the ministerial right to give spiritual counsel to any individual on any assigned activity he works, according to his own best judgment without criticism from any other Chaplain for denominational or theological reasons.
2. If additional follow up is necessary, it will be with the following priorities:
 - a. Counselee's pastor, minister or other spiritual leader is to be contacted and the case released to him unless the counselee chooses to refuse such help.
 - b. If there is no church relationship, the Chaplain working the case has the freedom to follow-up as he deems wise and profitable. These follow-ups should be included on the Chaplain's incident report.
 - c. If the Chaplain feels follow-up is needed, but for some reason does not wish to do it himself, the facts of the case are to be reported to the Chaplain Coordinator who will assign the case to another Chaplain. At that point, the Chaplain relinquishes his responsibility for the case.
 - d. The Chaplain Coordinator has no right to give advice or counsel in follow-up work, contrary to the initial Chaplain's counsel, for denominational or theological reasons alone.
 - e. If, in the judgment of the Chaplain Coordinator, poor procedure was used by the Chaplain in the initial case, the matter is to be discussed by the Coordinator with that Chaplain, without the counselee involved being present.
 - f. If the Chaplain feels at this point the Chaplain Coordinator's judgment is unacceptable, he has the right of a hearing before the Chaplain Liaison and the Chief of Police.
3. The Chaplain Coordinator has the responsibility of supervision. The Chaplain's work is subject to his investigation. The Chaplain Coordinator is expected to know of cases

handled and is responsible to the Police Department for the performance of any Chaplain while on duty. Specifically, he shall know:

- a. How many calls have been assigned to each Chaplain.
- b. What time the action took place, and how long the Chaplain was involved in each call.
- c. Where the activity took place.
- d. General knowledge of the type of cases worked and the overall disposition of the matter.
- e. All problems or policies needing discussion or attention will be handled by proper chain of command.

J. Termination of appointment

1. A Chaplain's appointment may be terminated at any time in writing by the Chaplain to the Chief of Police or by the Chief of Police to the Chaplain, with or without the recommendation of the Chaplain Command Staff.
2. The following general categories will be considered by the Chaplain Command Staff as cause for consideration or recommendation to the Chief of Police for termination of the appointment of a Chaplain:
 - a. Improper personal conduct.
 - b. Inadequate and/or incompetent handling of assignments.
 - c. Repeated failure to accept tours of duty.
 - d. Repeated failure to attend required Chaplain meetings.
 - e. Failure to comply with the Police Chaplain Service regulations and/or other applicable Police Department and City regulations.
3. Immediately upon termination of appointment, the Chaplain will surrender his I. D. card and badge along with other City owned equipment issued to him or in his possession to the Chaplain Coordinator and will receive a written receipt for the same.

V. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies shall comply with this policy.

VI. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only form a basis of a complaint by this department, and then only in a non-judicial administrative setting.