

SUBJECT: Chaplain's Auxiliary		NUMBER: 6.11
DIRECTIVE TYPE: General Order	EFFECTIVE DATE: 04-10-2023	RE-EVALUATION DATE: Annually
DISTRIBUTION: All Personnel	AMENDS/SUPERCEDES: 900.11	LAST REVISED DATE: 09-27- 2019
RELATED STANDARDS/STATUTES/POLICIES: SCLEA Standards 4.8 - 4.10		

Purpose

The purpose of this policy is to provide a counseling and support system to employees through an established Departmental Chaplaincy Program.

I. Procedure

A. Authority and Responsibility

1. The departmental Chaplain position is a voluntary, non-compensated one that is occupied by a qualified non-sworn person.
2. The Chaplain position is a non-commissioned status. *(SCLEA 4.8a)*
3. The Chaplain shall display a caring and concerned attitude to all members of the department regardless of religious background.
4. The Chaplain shall be available to serve on a 24-hour on call basis, determined and governed by the Head Law Enforcement Chaplain or Chief of Police.
5. The Chaplain is a support person to the Chief of Police and reports to the Chief. The Chaplain is authorized to visit personnel and have access to all buildings and scenes where the presence of law enforcement officers indicates appropriate involvement.
6. The Chaplain shall assist all Law Enforcement Officers and their families in matters within the Chaplain's realm. The Chaplain shall not in any way, interfere with an officer in the performance of their duty nor assume the duties of a sworn and certified police officer.

B. Qualifications

1. The Chaplain shall be an ecclesiastically certified (ordained) person in good standing and endorsed by a recognized religious body, with five (5) years in the ministry.
2. The Chaplain shall have a minimum of a bachelor's degree in related fields of study, with strong emphasis in counseling.

C. Selection Criteria

1. The Chaplain may be selected through active recruitment by the Chief of Police or other Departmental personnel.
2. Interested persons must submit a written Letter of Interest and Qualifications to the Chief of Police.
3. All Letters of Interest and Qualifications will be reviewed by the Chief of Police.
4. The Chief of Police will make the final decision for selection and approval.
5. Upon selection, the Chaplain will be assigned a Command Staff radio call sign.

D. Background Investigation

1. All interested persons will be subject to a criminal background check which consists of:

- a) Verification of Certification (Ordained)
- b) Verification of Bachelor's Degree
- c) Criminal History Check
- d) Driver History Check
- e) Contact with references, friends, and acquaintances

E. Uniforms and Equipment

- 1. The Chaplain shall be issued a wind breaker with "Police Chaplain" on the back to be identified by law enforcement personnel. (SCLEA 4.10)
- 2. The Chaplain will be issued equipment as approved by the Chief of Police.
- 3. The Chaplain shall be issued Departmental identification.

F. Duties and Responsibilities (SCLEA 4.8b)

- 1. The Chaplain is encouraged to ride with an officer as often as possible or at least twice a month.
- 2. The Chaplain will be available for the following:
 - a) Counsel Police Officers.
 - b) Counsel the families of Police Officers and Department Personnel.
 - c) Visit sick and injured officers and department personnel in home and hospital.
 - d) Make death notifications.
 - e) Provide assistance to victims.
 - f) Serve as part of the crisis response team.
 - g) Assist at suicide and other unnatural death incidents.
 - h) Serve as liaison with other Clergy in the community.
 - i) Furnish answers for religious questions.
 - j) Serve in ceremonial functions, i.e. funeral, religious, and civil ceremonies, academy graduations, swearing in of new officers, awards ceremonies, and others as requested by the Chief.
 - k) Serve on review boards, award boards, and other committees.
 - l) Act as a consultant to the officers in family crisis and stress situations.
 - m) When there is an accident in the community involving injury and when there is need to provide comfort to injured parties and their families.
 - n) Be an advisor to the Chief of Police in all matters pertaining to moral, spiritual, and religious welfare of the department.
 - o) Coordinate and plan any religious service or educational programs for the department or community as appropriate.
 - p) Give presentations to the agency's training and recruit orientation.
 - q) Attend shift briefings, when possible.
 - r) Other duties as assigned by the Chief of Police.

G. Training (SCLEA 4.9)

- 1. Prior to field assignment, the Chaplain must receive employee orientation briefings or training in each of the assigned duties and responsibilities listed above.
- 2. Orientation and training will be conducted by the Chief of Police.
- 3. The Chaplain is not required to be a certified police officer. However, Chaplains should become familiar with the police environment in order to develop an understanding of the pressures of the profession.
- 4. The Chaplain should attend seminars and training applicable to the challenges encountered by law enforcement as available.

5. The Chaplain is encouraged to become a member of the South Carolina Public Safety Chaplains Association (SCPSCA) or International Conference of Police Chaplains (ICPC).

H. Confidentiality - Employee Counseling

1. The Chaplain is expected to maintain a level of confidentiality concerning what is discussed with employees.
2. The exceptions are only when the employee is involved in situations of danger either to themselves or others. The Chaplain shall use sound judgment in reporting such situations. The Chaplain shall advise the employee if the matter is to be brought to the attention of the Chief of Police.

I. Requests for Chaplain Assistance

1. Any employee of the Florence Police Department may request the assistance of the Chaplain for personal or professional reasons.
2. The Chaplain may be reached through Administrative Services personnel by telephone, radio.
3. Administrative Support Services personnel will immediately contact the Chaplain, when requested by the department or citizens and confirm such contact.
4. Supervisors may contact the Chaplain for assistance when situations involve the general duties and responsibilities of the Chaplain.
5. The field supervisor will instruct Administrative Services personnel to immediately notify the Chaplain for the following situations:
 - a) When an officer is personally involved in an accident
 - b) Potentially serious community crisis
 - c) Homicide, suicide, or other unnatural deaths
 - d) Serious injury or death of a member of the department
 - e) Major fire or other disaster
 - f) When requested by a member of the department
 - g) Other emergencies as outlined in the duties and responsibilities of the Chaplain.

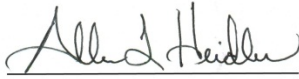
J. Chaplain Ride-A-Long

1. The Chaplain is authorized to ride with departmental officers at any given time.
2. The Chaplain shall notify the Central Communications Center and Administrative Services personnel via radio when they are in service.
3. Central Communications Dispatchers will enter all activities of the Chaplain into the CAD System and be aware of the location of the Chaplain in the same manner as is followed for all in-service police personnel.

K. Selection and Recruitment of Additional Chaplains

1. The appointment of additional Chaplains is at the discretion of the Chief of Police.
2. The Chief of Police, in consultation with the Head Departmental Chaplain, will review the current situation or circumstances to determine the need for additional support personnel.
3. All interested persons must meet the established selection criteria.

By Order of:

A handwritten signature in black ink, appearing to read "Allen J. Heiden", written over a horizontal line.

Chief of Police