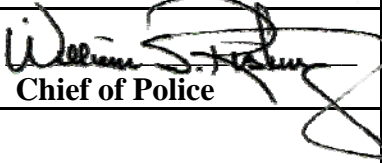


ALLEN POLICE DEPARTMENT		GENERAL ORDERS	
SUBJECT: Volunteer Police Chaplain		NUMBER: 4300	
EFFECTIVE DATE: 01 – 21 – 03		REVIEW DATE: 01 - 2007	
AMENDS/SUPERSEDES: G.O. 4300 issued 06-08-00		APPROVED:  Chief of Police	
CALEA STANDARDS: C.O.P.S. Program			

NOTE: This General Order is for internal use only, and does not enhance an Officer’s civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this General Order, if proven, can only form the basis of a complaint by this Department and only in a non-judicial, administrative setting.

I. PURPOSE

The purpose of the Volunteer Police Chaplain Program is to provide more sensitive responses to the public in times of crisis and to provide members of the Department with any personal assistance they may require. The Volunteer Police Chaplain or his designee will be available on a 24-hour basis.

II. POLICY

This General Order will define the responsibilities of the Volunteer Police Chaplain and Associate Volunteer Police Chaplains of the Allen Police Department.

III. ORGANIZATION

- A. The Volunteer Police Chaplain and Associate Volunteer Police Chaplains will be referred to as Police Chaplain(s) within this General Order.
- B. The Volunteer Police Chaplain Program shall be headed by the Police Chaplain and shall be staffed with as many Associate Police Chaplains as deemed necessary to effectively accomplish the objectives of the Chaplain program.

1. The Police Chaplain shall be:
 - a. Appointed by the Chief of Police;
 - b. Answer directly to the Chief of Police.
 - c. Be a volunteer chosen from the churches within Allen or Collin County.
 2. Associate Police Chaplains shall be:
 - a. Appointed by the Chief of Police based upon the recommendations of the Police Chaplain;
 - b. Volunteers chosen from churches within Allen or Collin County.
- C. The Associate Police Chaplains must:
1. Be ordained ministers or associate ministers who are active, full-time in a church within Allen or Collin County;
 2. Never have been convicted of a felony or any criminal offense involving moral turpitude;
 3. Must complete and submit the Police Chaplain Information Sheet (APD-167) to the Police Chaplain.
 4. Must be willing and able to undergo careful screening, by the Department, before appointment;
 5. Be willing and able to serve the Chaplaincy by being subject to 24 hour call-out when assigned;
 6. Be willing to sign a release of claim releasing the City, the Department, the Chief of Police, or any member of the Department from civil liability should they be injured or killed while conducting duties of a Police Chaplain.

IV. RESPONSIBILITIES AND DUTIES

- A. The Police Chaplain will provide Communications with a current roster of participating chaplains who are on call which will include numbers for contact.

- B. The on call chaplains should leave notification with the Communications Unit whenever he will be away from the phone numbers listed on the roster. When possible a pager will be provided to facilitate contact.
- C. The Police Chaplain will make his services available to Department personnel when they are burdened with personal problems adversely affecting their professional abilities.
- D. Police Chaplain will assist Department officials in notifying member's families and the general public in the event of serious injury or death.
- E. The Police Chaplain shall be come involved in domestic situations only when the investigating Officer's supervisor feels the Chaplain's services may be of help to the family involved.
- F. The Police Chaplain will assist Department officials during major emergency incidents, i.e., major disturbances, natural disasters, major accidents, etc.
- G. When requested, the Police Chaplain will assist Department officials in:
 - 1. The development and implementation of programs and activities designed to address general and specific crime problems within the various communities of the City; and
 - 2. Making presentations at In-Service Training Programs or too new employees concerning various topics, i.e., dealing with personal stress, family crisis intervention, etc.
- H. The Police Chaplain shall not attempt to convert, proselytize or bring into their religious affiliations members of the Department, or the general public while they are assisting the Department, unless a person requests information about the particular faith of the Police Chaplain.
 - 1. The Chaplain will notify the designated person's home faith when that information is available.
- G. When responding to a service call by vehicle, the Police Chaplain will observe all traffic regulations.
- H. The Police Chaplain, when *responding* to a service call, will identify himself verbally and by displaying identification provided by the Department.

- I. The Police Chaplain, when *engaged in* a service call, will identify himself verbally and by displaying identification provided by the Department.
- J. While riding along or when on the scene of a Police incident, the Police Chaplain shall wear the issued windbreaker, hat, or other authorized insignia that clearly identifies him as a Police Chaplain.
- K. The Police Chaplain will carry no firearms on his person, nor in his vehicle, while on call. Additionally, if he observes a crime in progress, he will not intervene, but will notify a dispatcher immediately and observe the offense from a safe viewing area until Officers arrive.
- L. The Police Chaplain is a volunteer of the Department and as such, is not considered a component of the formal chain of command. The Police Chaplain shall not intervene or hinder in any way the actions and decisions made by Department employees in the performance of their duties. However, nothing in this General Order shall prohibit the Police Chaplain from utilizing the prescribed Department complaint process.

V. REPORTS

- A. Any time an Officer utilizes a Police Chaplain in conjunction with official duties, the Officer shall document in his report the role of the Police Chaplain.
- B. Any time a Police Chaplain responds to an incident the Police Chaplain will complete a Police Chaplain Incident Report (APD-221) with details of the incident, which will be forwarded to the Support Services Captain for review and retention.
- C. Sworn personnel and Police Chaplains when responding to death notifications are encouraged to provide families a Deceased Person Brochure.

VI. SAFETY

- A. A Release of Claim Form (APD-168) must be signed by the Police Chaplain wishing to ride along.
 - 1. Once a Police Chaplain has completed the necessary forms, the forms will be kept on file in the Office of the Chief of Police.
 - 2. A list of all approved Police Chaplains will be sent to all supervisors, listing which Police Chaplains are currently approved to ride and will be updated when changes occur.

- B. A Police Chaplain shall only be permitted to ride with personnel approved by the Chief of Police.
- C. The Police Chaplain shall follow the directives of the Police Officer to whom they may be assigned or the Officer with whom the Chaplain is riding.
- D. The Police Chaplain shall remain in the patrol unit unless the Officer directs the Police Chaplain that it is safe to exit the unit. A Police Chaplain shall not exit the vehicle on any high-risk calls to which they may be assigned. This will include family violence calls unless no elements of risk are present, nor are expected, and only a reporting procedure is necessary.
- E. In some rare instances, where circumstances indicate a serious danger due to the nature of a call, the Officer may have the Police Chaplain exit the vehicle in a safe place. The Officer shall notify communications so that the Police Chaplain may be retrieved as soon as possible. Officers should use good discretion and should consider all options in determining an appropriate area in which to release the Police Chaplain.
- F. Under no circumstances will a Police Chaplain be present in a patrol vehicle involved in any aspect of a pursuit.
- G. Police Chaplains may ride with any division pending approval of the Chief of Police.

VII. POLICE RELATED SHOOTINGS

Any time an Officer is involved in a Police related shooting he will be given the opportunity to have a Police Chaplain present as soon after the shooting as possible. If the Officer so desires, the Police Chaplain may stay with the Officer through every phase of the investigation, except, at the discretion of an investigator during the interview of the Officer.

VIII. COMPLAINT AGAINST POLICE CHAPLAINS

- A. Should any Officer have a complaint against a Police Chaplain, the Officer shall document the complaint and forward it to the Chief of Police through the chain of command.
- B. Any citizen complaint will be handled through the prescribed Department complaint process.
- C. Possible termination of participation in the program could result if participants fail to abide by established policies and procedures, abuse of authority or privacy or failure to practice professional ethics.

IX. CONFIDENTIALITY

Any counseling conducted by the Police Chaplains, with either Department members or the public will be held in strict confidence in accordance with state law. Should the Police Chaplain determine he can no longer be effective with a particular person, that person may be referred to another Chaplain or agency by the Department. Information concerning the individual may only be released to the referred counseling source with permission of the person being counseled.

X. NOTIFICATION AND/OR CALL OUT OF POLICE CHAPLAINS

- A. Any notification and/or call out of the Police Chaplains will require the approval of a supervisor. The Police Chaplain may be called to assist in:
 - 1. The death notification and/or acknowledgment of an employee or a member of the employee's immediate family.
 - 2. Any Officer involved in a shooting.
 - 3. Serious injury or illness to an Officer or immediate family.
 - 4. Any traumatic crime scene.
- B. When a Chaplain arrives at a death scene, he will contact a uniformed Officer and identify himself as a Chaplain. The uniformed Officer shall notify the supervisor in charge of the scene (usually the C.I.D. supervisor) of the presence of the Chaplain. The supervisor or his designee shall contact the Chaplain as soon as practical and apprise the Chaplain of the situation.
- D. The Chaplain will act as an intermediary between Police personnel and the victim's family. More than one Chaplain shall be summoned to the crime scene should there be multiple victims. Close communication between the Chaplain and the Police supervisor is essential.
- E. At the scene of a natural death (i.e. hospice care, terminally ill, etc.) the Police Supervisor, in charge of the scene, will have the discretionary power to decide whether or not family members will be allowed to view a body at the scene. Any viewing shall be after the investigation is complete and all evidence has been properly collected.
- F. Any matter pertaining to moral, spiritual and/or religious welfare of Police personnel or a private citizen where religious guidance is needed to address a crisis situation.

- G. After being notified, the Police Chaplain will decide whether to respond or to notify an Associate Chaplain.

XI. TRAINING

- A. It shall be the responsibility of the Police Chaplain to ensure that all new Associate Police Chaplains have been appropriately trained.
- B. All training documents must be forwarded to the Department's Training Coordinator.

XII. EFFECTIVE DATE

- A. Any previous directive, rule, order or regulation that pertains to this subject matter and its amendments shall remain in full force and effect for any violation(s) which occur prior to the effective date of this General Order.
- B. If any section, sentence, clause or phrase of this General Order is, for any reason, held to be invalid, such decision shall not affect the validity of the remaining portions of this General Order.
- C. All training on this General Order will be in accordance with General Order 100, Written Directive System, Chapter VIII, Training.
- D. The effective date is stated in the header block of this General Order.