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## PERSONNEL MANAGEMENT

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### POLICE CHAPLAINCY PROGRAM

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**Purpose:** It is the purpose of this policy to establish the duties, responsibilities, qualifications, and limitations of the voluntary position of Police Chaplain for the North Little Rock Police Department.

**Policy Statement:** It is the policy of the North Little Rock Police Department to establish a professional chaplaincy program to assist and support members of the North Little Rock Police Department and their families with religious and/or spiritual guidance as needed. The chaplaincy program will also be available to utilize in an official capacity to serve the community as defined in this policy.

**Summary of Changes:** New format.

**Definitions:**

**Police Chaplain:** A minister that provides spiritual and emotional support for agency personnel and family members as well as victims of violent crime.

**Police Chaplain Coordinator:** A senior member of the chaplaincy program appointed by the Chief of Police to act as a liaison between the agency and the chaplains. The Chaplain Coordinator will also serve as the training facilitator for the chaplaincy program, as well as oversee the participants to ensure the adherence of duties and responsibilities are being met.

**Procedure:**

**1 Authority**

- 1.1 Police Chaplains are non-sworn, voluntary members of the Department and do not have any authority to enforce laws or ordinances, or make arrests beyond that of any citizen. [CALEA 16.4.1a]
- 1.2 While in uniform or acting in official capacity, Police Chaplains are not authorized to carry or utilize any firearm or other weapon unless extenuating circumstances exist.
- 1.3 Police Chaplains will support members of this agency and are not to interfere in official police operations.
- 1.4 Police Chaplains are authorized and welcome to visit in any of the buildings and offices of the Police Department, as well as any scene in which a Police Chaplain's services could be rendered.
  - 1.4.1 While on crime scenes in which a secured area has been established, Police Chaplains are not to enter the secured area unless authorized by the highest ranking officer on scene.
- 1.5 Chaplains will be issued proper identification by the Police Department. This identification will be carried at all times while acting in their official capacity.
  - 1.5.1 Police Chaplains will provide official identification at the request of any individual while acting in official capacity.

**2 Duties and Responsibilities**

- 2.1 The duties and responsibilities of a Police Chaplain will include providing spiritual and emotional support to police members, their families, and victims of violent crime. Other duties may include: [CALEA 16.4.1b]
  - 2.1.1 Assisting in death notifications;
  - 2.1.2 Counseling of Department members or family and/or crime victims;
  - 2.1.3 Make hospital calls;
  - 2.1.4 Officiating or assisting with funerals and weddings of Department members;
  - 2.1.5 Delivering Invocations and/or Benedictions at official police functions;
  - 2.1.6 Maintaining public relations at media events;
  - 2.1.7 And any other duties at the request of the Chief of Police.
- 2.2 Police Chaplains must maintain an acceptable level of availability, and be accessible to the Department's members in times of personal stress or crisis.
  - 2.2.1 Private conversations between a Police Chaplain and a Department member are to be held in strict confidence, unless the member divulges information of a criminal nature, or causes a reasonable belief that the member is a danger to himself/herself or others. In those circumstances, the Police Chaplain is mandated to divulge the information to the highest ranking available on-duty supervisor. The supervisor will then document the information and forward it through the Chain of Command to the Chief of Police.

- 2.3 Police Chaplains are encouraged to participate in ride-alongs with the Patrol Division at least once a month. It is also encouraged to interact with other Divisions by visiting them during duty hours and/or during informal divisional gatherings.
- 2.3.1 Each Police Chaplain will record his/her volunteer hours each month and forward it to the Police Chaplain Coordinator. If a situation arises in which a Police Chaplain cannot attend a scheduled function or ride-along, he/she will notify the Police Chaplain Coordinator at the earliest opportunity.
- 2.4 The Police Chaplain Coordinator is responsible for facilitating annual training for the Police Chaplaincy Program. Training should consist of material relevant to law enforcement chaplaincy and be at least four hours in length. All members of the chaplaincy program are required to attend. [CALEA 16.4.2]
- 2.5 When performing an official ceremony, the Police Chaplain will be in proper Department issued uniform consisting of navy pants, navy long sleeve shirt with the NLRPD patch on each sleeve, navy tie, NLRPD Chaplain badge, nametag, and police hat with Chaplain badge. The Police Chaplain uniform will also have two silver crosses worn on the collar of the shirt to distinguish the Police Chaplain's uniform from that of a sworn officer. [CALEA 16.4.3]
- 2.5.1 Police Chaplains are not required to wear a uniform when participating in patrol ride-alongs, however should look professional in appearance. The wearing of body armor while on patrol is mandatory.

### **3 Qualifications**

- 3.1 Members of the chaplaincy program are selected by the Chief of Police.
- 3.2 Individuals that are interested in joining the Chaplaincy Program must express his/her desire in written communication addressed to the Chief of Police.
- 3.3 Minimum qualifications to join the Chaplaincy Program include:
- 3.3.1 Must be an ordained, active staff member of a church in the central Arkansas area;
- 3.3.2 Must have formal training in ministry and/or counseling;
- 3.3.3 Must successfully pass a police background check and have a valid Arkansas Driver's License;
- 3.3.4 Must maintain a standard of ethical behavior and conduct that meets or surpasses that of the acceptable code for the North Little Rock Police Department members in his/her personal life.
- 3.3.5 Must have the ability to work with others of differing beliefs.

### **4 Dismissal**

- 4.1 Members of the chaplaincy program are required to observe and follow all rules, regulations, orders, policies, and procedures of the North Little Rock Police Department. Violation of any of the aforementioned is grounds for dismissal from the program. Other grounds for dismissal include (but not limited to) the following:
- 4.1.1 Releasing sensitive information to the news media, insurance agencies, attorneys, or any other person without the permission of the Chief of Police;
- 4.1.2 Publicly criticizing the actions of any Department member, fellow chaplains, or Department policy or action;
- 4.1.3 Acting in a manner on or off duty that would bring discredit or shame to the position of Police Chaplain; and
- 4.1.4 At the discretion of the Chief of Police.

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Mike Davis  
Chief of Police