

DEKALB POLICE DEPARTMENT

Subject: **Chaplain Program**

Policy # **201.5**

Effective Since: 7-10-06

Revision Effective: 1-1-19

Field Training Task: # 8

Reference Material: NA

ILEAP Standards Covered: NA

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PURPOSE: The purpose of this policy is to establish a Chaplain Program within the DeKalb Police Department, define areas of responsibility of Chaplains, and to set forth basic rules governing the procedure.

POLICY: The facilities and resources of the Police Department shall be made available to aid the Chaplain's Program whenever practical to do so.

DEFINITIONS: N/A

PROCEDURE:

I. Chaplain Position

- A. A chaplain shall provide spiritual guidance and counseling to all members of the department, both sworn and civilian, and their families.
 - 1. The services of the chaplain are to be available on the basis of need and desire.
 - 2. The chaplain is not intended to, nor does the chaplain wish to, replace an individual's own preferred clergy member.
- B. A chaplain shall be an aid to employees and the people of DeKalb through a field service of ministry. The services shall:
 - 1. Provide spiritual guidance, counseling, comfort during crisis, and related help as the Chaplain is equipped to give on an emergency basis
 - 2. Assist in contacting appropriate agencies to help with problems
 - 3. Be provided upon request by or through members of the DeKalb Police Department on behalf of persons living in, near the vicinity of, or passing through the City of DeKalb.

II. Organization of Chaplain Program : The Chaplain Program shall be headed by a Primary Police Chaplain and may be staffed by additional Assistant Police Chaplains to accomplish the objectives and purposes set forth above.

- A. The Primary Police Chaplain shall be appointed by the Chief of Police. The Chief of Police may ask for input from members of the DeKalb Police Department.
- B. Assistant Police Chaplain(s) shall be appointed by the Chief of Police with consultation with the Primary Police Chaplain.
- C. Requirements for membership; Primary and Assistant Chaplains must:
 - 1. Be duly ordained or licensed ministers employed full time in a church or church-affiliated organization.
 - 2. Never have been convicted of a felony.
 - 3. Possess a valid Illinois Driver's License.
 - 4. Understand the need for confidentiality.
 - 5. Be willing to be on call.
- D. A Primary Chaplain identification shall consist of a card issued by the department. Upon discontinuance of service, the Primary Chaplain shall surrender his identification card to the Chief of Police or his designee.

III. Duties and responsibilities:

A. Primary Police Chaplain

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1. The Primary Police Chaplain shall report to the Chief of Police and shall be held responsible for matters pertaining to the operations of the Chaplain Program.
2. The Primary Police Chaplain shall act as Chaplain for the DeKalb Police Department and provide services outlined above in this policy.
3. The administrative duties of the Primary Police Chaplain shall include planning, organizing, and directing the activities of the Chaplain Program and the Assistant Chaplains.
4. The Primary Police Chaplain will submit oral or written reports on the activities of the Chaplain Program as deemed necessary by the Chief of Police.
5. The Primary Police Chaplain shall stand ready to assist the Assistant Police Chaplains in the field service ministry of the division at any time as the need arises.

B. Assistant Chaplains

1. The Assistant Chaplains will report to the Primary Police Chaplain as directed. The types of reports and frequency of reporting will be determined by the Primary Police Chaplain.
2. The Assistant Chaplain identification shall consist of a card issued by the department. Upon discontinuance of service, the Assistant Chaplain shall surrender his identification card to the Chief of Police or his designee.
3. Each Assistant Chaplain will be on call as deemed necessary by the Police Chaplain. During this time, the Assistant Chaplain pledges to be available to answer calls made by the DeKalb Police Department.
4. The Primary Chaplain or Assistant Chaplains may be called on to assist police officers in a variety of situations including but not restricted to:
 - Death notices, including cases of murder, other homicides, suicides, accidents, or natural causes.
 - Accidents involving serious injury for comfort to the injured and their families.
 - Domestic disturbances.
 - Persons wanting to talk about personal problems.
 - Alcohol or drug addiction issues.
 - Stranded persons in need of financial help for travel.
 - Persons in need of food, shelter, or medical services.
 - Assist in calming upset persons or persons being committed for mental evaluations.
 - Comfort to victims or families of victims of sexual offenses.
 - Assist police officers and the people they contact in any other function of the ministerial profession as requested.

IV. Rules of Procedure

- A. The Primary Chaplain and Assistant Chaplains **ARE NOT** law enforcement officers and shall possess **NO LAW ENFORCEMENT AUTHORITY** other than that of any private citizen. They are commissioned by the Chief of Police as Primary Police Chaplain or Assistant Police Chaplains and their responsibility is to assist DeKalb Police officers, family members, and other

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- citizens in the City of DeKalb as outlined in this policy. They shall not interfere with officers in the performance of their duties.
- B. **Confidentiality is of utmost importance.** Conversations between officers or their family members and the Chaplain will be of a confidential nature. The Chaplain will not release the information to the Chief of Police or other members of the police department without consent of the officer or family member unless the Chaplain believes the release of information is necessary to prevent the death or serious harm of an individual.
 - C. Each Assistant Chaplain will be assigned to be on call as assigned by the Chaplain.
 - D. It will be the duty of the Assistant Chaplain to notify the Primary Chaplain if a substitute is needed and to arrange for that substitute.
 - E. A schedule will be distributed to the Assistant Chaplains and Police Command Staff by the Primary Chaplain.
 - F. When providing field service ministry, the Chaplain should as soon as possible, notify the involved persons' preferred clergyman. The Chaplain should make proper referrals for cases which need specialized attention\
 - G. When on duty, Chaplains shall be clean and properly attired in business casual attire. They shall properly identify themselves, be courteous, and conduct themselves in a professional manner, appropriately representing their religious institution and the DeKalb Police Department.
 - H. The Chaplain shall conform to departmental radio procedure if using a police radio.
 - I. The Chaplains will make themselves available to the DeKalb Police Department at all times either via radio or telephone.
 - J. A car may be provided to the Chaplain if necessary.
 - K. The Chaplains shall not release any information on cases they work to any news media, insurance agencies, or any others who may inquire. All information secured will be held in confidence and used only for the benefit of the person(s) involved.
 - L. The duty Chaplain shall not hesitate to ask for a police officer to meet them to assist or be nearby if they think it advisable for the safety of those involved.
 - M. The Chaplains are free to make follow-up calls at their discretion, or they may make a follow-up request to another Chaplain. How involved a Chaplain becomes involved is the discretion of the Chaplain.
 - N. Chaplains shall not take part in or become part of ordinary department grievance procedures.
 - O. If a Chaplain is subpoenaed to give a deposition or for any other reason, the Chaplain will notify the Chief of Police as soon as practical after receiving the subpoena.

Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police.

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall 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 policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.