



GENERAL ORDER ADM-08 POLICE CHAPLAIN PROGRAM

EFFECTIVE MARCH 31, 2015

This General Order contains the following numbered sections:

- I. POLICY
- II. DUTIES AND RESPONSIBILITIES
- III. PROCEDURES
- IV. CANCELLATION

I. POLICY

The Howard County Department of Police (HCPD) recognizes that society in general often acts in accord with religious or spiritual beliefs and customs. Therefore, the HCPD will solicit the services of local clergy from various faiths who wish to volunteer their time to the HCPD in forming and maintaining a Police Chaplain Program. The HCPD does not endorse any religious affiliation.

I. DUTIES AND RESPONSIBILITIES

A. POLICE CHAPLAINS

- 1. When acting in an official requested capacity, chaplains should wear departmentally issued uniform clothing or display identification.
- 2. As part of the official duties, Police Chaplains will perform the following tasks when requested:¹
 - a. Act as advisors to the Chief of Police in matters pertaining to employee morale and religious welfare.
 - b. Provide spiritual and emotional guidance and support to employees and volunteers both on and off duty.
 - c. Provide comfort and aid to employees, volunteers, and their families in the event of a serious injury or death in the family.
 - d. Assist officers in making notifications to families of officers seriously injured or killed.
 - e. Assist officers in making death notifications to citizens.
 - f. Visit sick and injured police employees and volunteers at home and in the hospital.
 - g. Assist with memorial services, ceremonies, and religious activities.
 - h. Provide liaison with other religious leaders in matters which impact the Department and the community.
 - i. Be on call during any civil disturbance, major demonstration, or public function requiring the presence of the police.
 - j. Respond to critical incidents as requested, to offer aid, comfort, and reassurances of faith.

¹ CALEA 22.2.3, 22.2.4 & 55.2.6

3. Police Chaplains shall meet the following requirements:
 - a. Participate in the Citizens Police Academy within two (2) years of appointment to Police Chaplain (this requirement may be waived for former law enforcement officers now serving as a chaplain).
 - b. Complete an annual minimum of eight (8) hours of participation by attending community events, ride-alongs, program meetings, patrol briefings, etc. as directed by the program coordinator.
4. Police Chaplains shall perform other duties that may be requested by the Chief of Police, his designee, or a Commissioned Officer.
5. Police Chaplains will not interfere with any officer in the performance of an officer's duties and will conform to all applicable Departmental directives.

B. CHAPLAIN COORDINATOR

1. The Chaplain Coordinator shall serve as the point of contact with the HCPD and shall coordinate the assignment or utilization of other chaplains.
2. The Chaplain Coordinator may be contacted directly or via the Communications Division.

C. INCIDENT & WATCH COMMANDERS

1. Incident and Watch Commanders are encouraged to request a Police Chaplain at critical incident scenes when assessing manpower and support needs. Critical incidents include, but are not limited to:
 - a. Hostage/Barricade situations
 - b. Suicides
 - c. Violent incidents
 - d. Disaster, building collapses, explosions, airplane crashes
 - e. Mass casualty incidents
2. Incident Commanders should also consider the use of Police Chaplains in post-incident situations to assist officers and citizens in dealing with stress and emotional reactions.
3. Incident Commanders may request Police Chaplains to respond to an incident scene, command post, or district station by contacting the Coordinating Chaplain, via the Communications Division.
4. Watch Commanders are encouraged to request a Police Chaplain to assist with notifications to next-of-kin (including notifications for outside agencies). Police Chaplains are available to assist in making notifications in regards to:²
 - a. Death
 - b. Seriously injured or ill persons whose death may be imminent
 - c. Injured children
 - d. Missing persons
5. In cases where the Criminal Investigations Bureau is conducting an investigation, the investigator must authorize the Chaplain participation.
6. Watch Commanders are encouraged to notify the Coordinating Chaplain whenever an officer receives any type of significant injury (shootings, accidents, assaults, etc.).³

² CALEA 55.2.6

³ CALEA 22.2.4

D. OFFICE OF THE CHIEF OF POLICE

1. The responsibility for the Police Chaplain Program rests with the Office of the Chief of Police.
2. The Chief of Police shall select clergy members to serve in the Police Chaplain Program based on established criteria.
3. Based on the identified need, the Chief of Police shall modify the size and scope of the program and select additional or replacement clergy members.
4. The Chief's staff shall publish the names, addresses, telephone numbers and further information on all chaplains and make that information available to all members.
5. The Chief's staff shall provide credentials and equipment specifically required by the Chaplains to carry out their services.
6. The Chief's staff shall coordinate all necessary orientation and training for Police Chaplains.

III. **PROCEDURES**

A. IMPLEMENTATION

During urgent situations, any supervisor may initiate the request for a chaplain to the scene, command post, or District station.

1. Requests for Chaplain assistance will be directed to the Communications Division.
2. Members desiring off-duty personal or family counseling are encouraged to make appointments directly with the Police Chaplains.

B. SELECTION CRITERIA

1. All individuals interested in becoming a HCPD Chaplain will complete a Personal History Questionnaire (PHQ) for the position.
2. The selection process will adhere to General Order ADM-60, Volunteer Program.
3. All authority for final selections will rest with the Chief of Police.

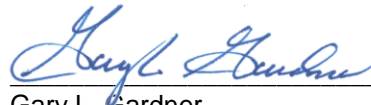
C. CONFIDENTIALITY

Contact between HCPD members, including volunteers, and the Police Chaplains shall remain confidential, as would any meeting between a citizen and a member of the clergy.

IV. **CANCELLATION**

This General Order cancels and replaces General Order ADM-08, Police Chaplain Program, dated September 18, 2003.

AUTHORITY:



Gary L. Gardner
Chief of Police