

Glendale Heights Police Department

GENERAL ORDER # 2925

SUBJECT: Police Chaplains

ACTIVE DATE: 06-11-2019

RESCINDS: GO #2925, issued 07-26-2018

AUTHORITY: Douglas R. Flint , Chief of Police

RELATED DOCUMENTS:

.01 Purpose

This order establishes a Chaplain program within the Glendale Heights Police Department, defines the Chaplain's authority, responsibility, and duties, and details procedures governing the notification of Chaplains when needed.

.02 CALEA Standards

22.2.3, 22.2.4, 55.2.6

.03 Policy

The Glendale Heights Police Department has established the Chaplain program to provide spiritual guidance and counseling to any member of the Department who desires such guidance or counseling. The Chaplain's duties are not intended to replace the member's own beliefs or clergyman, but rather are intended to assist any member in times of need. Police Chaplains are to aid members of the Department and the residents of Glendale Heights by providing field ministry, spiritual guidance, counseling support, and comfort in times of crisis, and any other assistance utilizing resources available to the Chaplain.

ORDER

.10 Chaplain's Creed

A. Believing that God is the answer to human dilemma, the Chaplain stands ready to bear witness to the forgiving love and redeeming power of God to all people confronted with crisis.

B. Chaplains should always seek to be responsible to God's leadership.

C. Chaplains should pray that God will guide their words, thoughts, actions, so that they are channels of God's love.

.15 Organization of the Chaplain Program

A. The Deputy Chief of Support shall be in charge of the Chaplain program and shall serve as Chaplain Coordinator, reporting directly to the Chief of Police on all matters concerning the Chaplain program.

B. Police Chaplains must be duly ordained/licensed, or duly appointed by their ecclesiastical body, serving in an official capacity within the related denominational organization they are representing.

C. Police Chaplains are not police officers and shall possess no law enforcement authority other than that of a private citizen of the State of Illinois. Chaplains are appointed by the Chief of Police and their duty is to assist members of the Department as outlined in this order. They shall in no way interfere with members of the Department in the performance of their duties.

D. Persons appointed as Police Chaplains shall be issued, by the Chief of Police, a breast pocket emblem and an identification card. The emblem and identification card shall be returned to the Chief of Police when the Chaplain no longer serves the Department.

E. The Police Chaplain shall periodically conduct random ride-along activities with Department members. Chaplains should maintain a high visibility during their tour of duty and ride with a patrol unit.

F. The Police Chaplain shall be available to contact at all times via telephone.

G. Police Chaplains shall not have been convicted of a felony, and must possess a valid driver's license.

.20 Duties of Department Members

A. Members who determine that the services of the Police Chaplain are needed shall immediately notify the Watch Commander.

B. The Watch Commander shall cause the Chaplain to be notified and advise the Chaplain of the specific nature of the request for assistance.

C. When a Chaplain is involved in an incident, the Chaplain will notify the assigned member or reporting officer of his/her involvement, and that Department member shall document the involvement in the appropriate Incident or Supplemental Report.

D. All members of the Department will assist the Chaplains in the performance of their duties so long as the efficient and effective operation of the Police Department is not compromised.

.25 Duties and Responsibilities of Chaplains

A. Police Chaplains shall provide all services indicated in this order's stated purpose to those members requesting the service.

B. Police Chaplains may be called upon to assist members of the Department in all of the following situations:

1. To provide comfort and counseling to members of the Department and their families when they have been involved in a critically stressful situation such as death or serious injury.
2. Death notifications, including homicide, suicide, accident, or natural death.
3. To comfort people injured in accidents as well as their families.
4. To assist members in dealing with persons who are confused or emotionally upset.
5. To counsel persons who are potential suicide risks or who have attempted suicide.
6. To assist in resolving domestic disputes by making appointments for counseling or referring the disputants to the appropriate agency for counseling.
7. To assist Departmental personnel or other persons who seek counseling for personal reasons.
8. To assist alcoholics in gaining admission to a treatment facility.
9. To assist members of the Department and those people they come in contact with in any other function of the ministerial profession as requested.
10. To attend and provide Invocation/Benediction at Departmental functions such as award ceremonies, graduations, memorials, etc., upon request.
11. To assist in training Department personnel in methods of handling sensitive or crisis situations such as delivery of death messages, sexual assaults, family disputes, etc.

- C. When providing field ministry, the Chaplain shall, as soon as practical, notify the involved person's own clergy.
- D. Chaplains shall make referrals to the appropriate agency in those cases requiring specialized attention. These referrals may be made using resources available through the Department.
- E. Chaplains, while on duty, shall be clean and properly attired.
- F. Chaplains shall properly identify themselves when requested and at all times act professional and courteous.
- G. Chaplains shall not release any information on cases they work to the news media or insurance agencies. All information is to be treated with the strictest of confidentiality and is to be used solely for the benefit of the person(s) involved.
- H. Chaplains may make follow up contacts at their discretion or request assistance from other Chaplains as needed.
- I. The degree to which a Chaplain becomes involved in a case is entirely up to the Chaplain.
- J. Chaplains shall request assistance from a patrol unit whenever the Chaplain deems it necessary.
- K. Chaplains are strictly prohibited from participating in any part of normal Department grievance procedures.

.30 Code of Ethics for Police Chaplains

A. The International Conference of Chaplains publishes the following Canons of Ethics for Law Enforcement Chaplains. Glendale Heights Police Department Chaplains are expected to abide by these canons during their service to the Department. Chaplains are not required to be members of the International Conference of Chaplains.

1. The Law Enforcement Chaplain is foremost a member of the clergy and not an officer of the law. If a Chaplain does happen to be a sworn officer as well as a chaplain, he or she must make certain that everyone understands which role he or she is fulfilling at any given time, always conducting himself or herself in an ethical and professional manner. Departmental requirements for reporting matters up the chain of command and the necessity for confidentiality in communication with the chaplain make this imperative.
2. The Law Enforcement Chaplain shall be, and continue in good standing to be, a member of his or her faith group clergy. Any change in such status must immediately be reported to Departmental authorities and to the International Conference of Police Chaplains (if a member).
3. The Law Enforcement Chaplain serves in an ecumenical capacity. He or she is not to use the chaplaincy to proselytize or to preach in order to win adherents to his or her faith group. It shall be assumed that the Law Enforcement Chaplain shall be familiar with the beliefs and practices of the various faith groups represented in his or her Department. It shall further be assumed that the Law Enforcement Chaplain is familiar with the requirements of honesty, integrity, humility, compassion, decency, brotherhood, humanity and love that are overarching concepts among faith groups.
4. The Law Enforcement Chaplain shall not hesitate to seek guidance either from Departmental authorities or clergy of other faith groups when such guidance becomes necessary to the proper discharge of chaplaincy duties.
5. The Law Enforcement Chaplain may from time to time face situations involving members of his or her general community. The chaplain is to discharge his or her duties in such situations with due regard for any Departmental policies and procedures that may apply in such circumstances.

The chaplain is still a member of the clergy and as such may be of service to the entire community as long as he or she does not infringe upon the ministry of another member of the clergy and does not improperly involve his or her Department by such service.

6. It cannot be stressed too strongly that the Law Enforcement Chaplain shall maintain the confidentiality of those who seek his or her guidance and counsel as a chaplain. The Law Enforcement Chaplain shall become familiar with the laws governing confidentiality that apply in his or her state, province, territory or nation.
7. The Law Enforcement Chaplain shall be aware of Departmental regulations concerning favors, gifts and gratuities and follow them rigorously. He or she shall not give or receive any favor, gift or gratuity that has, or has the appearance of having, a basis in special consideration. He or she shall always conduct himself or herself in an ethical and professional manner.
8. The Law Enforcement Chaplain shall not lend his or her presence to any political or social movement in any manner that may suggest Departmental endorsement of such a movement. Any such endorsement or advocacy must be undertaken only as a civilian member of the clergy. Political and social movements are clearly distinguishable from civic office. As citizens, Law Enforcement Chaplains may and do hold public office either by election or appointment. At all times, however, the role of public servant must be held distinct from the role of clergy.
9. The Law Enforcement Chaplain shall maintain timely and accurate records of any resources put at his or her disposal for the exercise of the chaplaincy ministry and be ready at all times to render an account of such resources to the appropriate authority or authorities.