

Purpose

The purpose of this program is to provide the community with resources to aid their families with spiritual or religious needs during moments of crisis following the death of a loved one, traumatic events and for the employees of the Ahooskie Police Department.

Policy

It is the policy of the Ahooskie Police Department to establish the duties, responsibilities and procedures governing the appointment, direction, and control of Police Chaplains. Police Chaplains may counsel with any department employee within his jurisdiction concerning family, social, moral, employment, or personal affairs.

Procedure

I. Administration of Program

- A. The Police Chaplain Program shall be headed by the Senior Police Chaplain and shall be staffed by as many Police Chaplains as necessary, appointed by, and serve at the discretion of the Police Chief.
- B. Police Chaplains shall be designated to serve as a liaison between the Department and the religious community within his/her assigned jurisdiction.
- C. The Chief of Police shall have immediate management responsibility over Police Chaplains.
- D. The chaplaincy program will be administered by the Senior Police Chaplain designated by the Chief of Police.

II. Duties and Responsibilities

- A. Senior Police Chaplain
 - 1) The Senior Police Chaplain will be appointed by the Chief of Police and shall be held responsible for matters pertaining to the operation of the Chaplains' Program.
 - 2) The administrative duties of the Senior Police Chaplain shall include planning, organizing, and directing the activities of the Chaplains' Program.
 - 3) The Senior Police Chaplain shall be responsible for administrative matters such as:
 - a. recruiting and processing Police Chaplain applications;
 - b. processing requests for services and scheduling assignments;
 - c. advising and keeping the ministry abreast of departmental activities and policies;
 - d. conducting special in-service training classes when necessary;
 - e. and assisting whenever special problems arise.

- 4) The Senior Police Chaplain shall submit statistical reports on the activity of the Police Chaplains' Program as deemed necessary by the Chief of Police.
- 5) The Senior Police Chaplain shall be available to perform any or all duties of Police Chaplain.
- 6) The Senior Police Chaplain shall stand ready to assist the Police Chaplains as the need may arise.

B. Police Chaplains

- 1) Counseling - Police Chaplains are available 24 hours a day to counsel with any department employee within his jurisdiction concerning family, social, moral, employment, or personal affairs.
 - a. He/she is available, upon request, to counsel with any family members of those department employees. His/her counsel will be restricted to areas within his/her ability, and referral will be made for further professional counsel when deemed necessary.
 - b. Conversations between a Chaplain and an Officer will be held in strict confidence.
- 2) Hospital and Sick Calls- Chaplains may call any department employee within his/her jurisdiction who has been hospitalized or confined. He/she may also, upon request, visit any relative of such employee. At such a visit, he/she may offer spiritual counsel and advice and endeavor to be of service to the family while such parties may be confined.
- 3) Funerals- Chaplains may be asked to officiate at the funeral of a department employee or family members within his/her jurisdiction.
- 4) Weddings- Chaplains may be asked to officiate at the wedding of a department employee or family members.
 - a. Chaplains will only marry those parties who meet the necessary requirements and are properly licensed by the State of North Carolina.
 - b. The Chaplain will also be governed by the requirements of his/her church.
- 5) Invocation and Benediction- Chaplains may be asked to give the invocation or benediction for department functions such as dinners, ceremonies or any other official function. He/she may be invited to perform similar functions at community meetings, service clubs, and ceremonies.
- 6) Public Relations- Chaplains may be invited to speak at various church meetings or ministerial meetings to present the department's philosophy of law enforcement. Chaplains are designated to serve as liaison between the department and the religious community within his/her jurisdiction.
- 7) Reporting- Chaplains will report to the Senior Police Chaplain as directed. The types and frequency of reporting will be determined by the Senior Police Chaplain and approved by the Chief of Police.

- C. When approved by the Chief of Police or Senior Police Chaplain, a Police Chaplain may perform services for other local agencies.
- D. The Senior Police Chaplain and Police Chaplains shall make regular (weekly, if possible; monthly required) visits to the police station to get acquainted with department employees on a personal basis.
- E. Police Chaplains are granted pre-approved privileges of the "Ride Along" program, as outlined in General Order Manual 500R-1 and do not need to submit an application per ride.

III. Rules and Regulations

- A. Unless commissioned as a sworn North Carolina police officer, Chaplains are not law enforcement officers and shall possess no law enforcement authority other than that of any private person.
- B. They are commissioned by the Chief of Police as a Police Chaplain, and their responsibility is to assist the Ahoskie Police Department as outlined in the policy. They shall in no way interfere with the officers in the performance of their duties.
- C. All Chaplains, when on duty, shall be clean and properly attired. They shall properly identify themselves, be courteous, and conduct themselves in a manner becoming a Chaplain, a gentleman/gentlewoman, a concerned citizen, and a representative of the Church and the Ahoskie Police Department.
- D. No Chaplain shall release any information on any police investigation or activity to any news media or insurance agencies. All information coming to the attention of any Chaplain shall be held in strictest confidence.

IV. Qualifications and Requirements

- A. Chaplains shall be an ordained minister, priest, or individual licensed by a duly recognized religious body compatible to, and in conformance with, the religious faiths that are represented in the Department.
- B. Chaplains shall have sufficient experience in pastoral and parish work so that he/she may cope with the spiritual, psychological, and social needs of the members of the Department and the community.
- C. Each Chaplain will be required to establish and maintain their own membership and certification credentials through one of the following organizations: International Conference of Police Chaplains (ICPC), International Fellowship of Chaplains (IFOC) or Emergency Chaplains (EChap)
- D. Chaplains shall be willing to conform to Department policy as set forth in the General Orders of the Agency.
- E. Chaplains must possess a valid North Carolina Driver's License.

V. Training

- A. Chaplains shall be willing to undergo special department training and instruction in areas which relate to the role and functions of a Police Chaplain as determined by the Chief of Police.
- B. This training includes, but is not limited to, radio procedures, department organizational structure and Department policies.

VI. Compensation

Unless Chaplains are employed by the Town of Ahoskie as sworn officers, they shall be willing to serve, and shall volunteer their services, without compensation or financial obligation to the Town of Ahoskie.

VII. Carrying Firearms

Unless sworn as a regular or auxiliary North Carolina Police Officer, Chaplains are not law enforcement officers and shall possess no law enforcement authority. As such, they are not authorized to carry any firearm, concealed or otherwise, when in performance of their duty.

VIII. Uniform and Equipment

- A. Chaplains when called out to assist the department will be dressed appropriately and be clearly identified as a Police Chaplain.
- B. Each Chaplain shall carry a Department identification card.

IX. Chaplain Roster

A Chaplain Roster listing the following information shall be published and regularly updated for all departmental personnel. For each Chaplain, the following information is to be listed:

- 1. Name of Chaplain
- 2. Religious affiliation
- 3. Name, address, and phone number of the religious establishment
- 4. Residence address and phone number