

## **SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 22.5**

### **CHAPLAINCY PROGRAM**

**ISSUED JULY 2007**

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#### **22.5.1 Responsibility of Chaplains**

Chaplains will need to be available to all employees on an on-call basis at any hour of the day or night should an emergency arise. Chaplains will give support and counsel to the employee as needed, and all conversations with a Chaplain will be considered confidential. Chaplains should be well trained in personal matters such as marital relationships, parent/child relationships, alcohol/substance abuse matters, issues affecting their personal and/or work ethic, as well as handling critical incident situations.

Chaplains must show a high level of interest in the employees of the Police Department and the community of Santa Clara.

Chaplains must be willing to be trained if needed, and have a desire to understand the law enforcement environment. Attending the Citizens Police Academy is encouraged

Chaplains must be willing to ride along with different officers in the Department, and gain rapport with them. They must be allowed to attend patrol musters, have access to the Department, and be regarded as highly as an officer.

Chaplains must also maintain a positive image with the officers and employees, as well as the community.

Chaplains may be asked to attend Critical Incident Debriefings, and any situation where his/her assistance may be needed.

#### **22.5.2 Costs of the Chaplaincy Program**

The program is initially designed to exist and operate on a voluntary, non-funded basis. Chaplains will operate voluntarily and donate his/her time to the Department. Chaplains are part-time and subject to callback as needed. The Chaplaincy board will also operate on a voluntary basis.

#### **22.5.3 Constitutional Guidelines**

The following are constitutional guidelines the Chaplaincy program must operate under:

- The Chaplaincy program will operate in a non-denominational setting as stated in the case of *Lemon vs. Kurtzman*, 403 U.S. 602 (1971).

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- The three-prong test to determine if “establishment Clause” is violated by governmental act or program. To pass constitutional muster the act or program:
  - must reflect a clearly secular legislative purpose;
  - the primary effect neither advances or inhibits religion;
  - result in “excessive entanglement” of government with religion.

Judicial determination that a program or act (i.e., Chaplaincy program) violates any of the three parts of the test renders the program unconstitutional.

### **22.5.4 Relationship to City of Santa Clara**

The Chaplaincy program will not be in conflict with the statutes of the City of Santa Clara or the State of California. It will be closely supervised and monitored by a Board of Directors that consists of highly interested volunteer officers. Meetings will be conducted primarily on off-duty time, or when approved, on duty with benefit of CTO.

The Board of Directors will ensure the program operates with a high level of integrity, and under the constitutional guidelines set forth. The Board will provide any and all training for all Chaplains unless otherwise directed by the Chief of Police. The program will represent the City of Santa Clara with the highest integrity.

### **22.5.5 Requirements and Numbers of Chaplains Needed**

The requirements of the Chaplains will vary, but the first priority is to the employees of the Police Department. Chaplains’ availability to the citizens of the community of Santa Clara may be explored after successful implementation within the Police Department.

The Chaplains will provide an alternative form of support and/or counseling for the employee and his/her family. This would be an alternative to Affiliated Psychologists or any other form of counseling provided by the City of Santa Clara. As with other forms of counseling, meetings with a Chaplain will be confidential.

The Chaplains will provide assistance with family, personal or job-related issues. They will be available to any officer in a critical incident debriefing if desired. They will not replace Department mandated debriefing requirements, but will assist if requested.

The Chaplains must be willing to work at gaining rapport with the officers and employees of the Police Department, and be willing to ride along with officers on a regular basis and attend briefings. They must be willing to further their personal training to meet the needs of the officers. There must be a willingness to support the officer and help him/her achieve or maintain a high level of integrity. The Chaplains must be able to maintain a calm, professional attitude in stressful situations. There must be a flexibility and willingness to be accountable to the Board of Directors.

### **22.5.6 Chaplaincy Board of Directors**

The Board of Directors will be made up of employees who are highly interested in the Chaplaincy program. The Directors must be willing to donate the time needed to select Chaplains, oversee the program, and act as liaison between Department employees and the Chaplains. The Directors will be given the responsibility of maintaining the program and ensuring it operates as intended. The Directors will select only Chaplains who are ordained ministers affiliated with churches in the City of Santa Clara or surrounding area.

The Chaplains will report to, direct concerns to, and be supervised by the Board of Directors. Any desires to bring matters to the attention of the Chief's office should first be directed to the Board for its action.

The Board of Directors will be selected from among the employees of the Police Department. They will total from three (3) to (5) in number, preferably two or three from the Police Officers Association and one or two from the non-sworn associations. If no non-sworn members express an interest, then all members may be from the POA. As determined by the Board, one member will act as the Chaplaincy Board Coordinator. A board member may be removed by a majority vote of the board after a showing of good cause.

POA and non-sworn representatives will select the initial nominees for the Board. The Chief of Police shall concur with the appointments. The Chief of Police will also have the authority to remove a member from the Board for the betterment of the program.

Potential Board Members will express a desire to be on the board and serve a term of two years. After the two-year term expires, the board member may apply to renew his/her term. Reappointment will be based on the number of employees volunteering to serve, and the desire to involve as many people as possible in this program.

Board Membership will be based upon an employee's enthusiasm, desire, and motivation to assist the program in any way necessary. The member will be required to maintain the highest degree of integrity as is possible, and be willing to be an example of a mature, service-oriented employee.

Board meetings may be monthly or quarterly depending on the need. Board members will develop specific operating guidelines for the program, ensuring that a high level of quality is maintained throughout.

As the program matures, this policy will be reviewed and modified as necessary. All officers and employees of the Police Department will be encouraged to support and assist the program if they so desire.

### **22.5.7 Confidentiality**

Chaplains have a confidentiality privilege when counseling employees and their families, and for that reason they should not be considered as witnesses to an officer-involved event, or a party to

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an Internal Affairs investigation. Chaplains will not be solicited for information on any member of the Police Department or other city employee. Any Chaplain violating their privilege of confidentiality will be dismissed from the program.

By law, however, Chaplains are required to report incidents of child abuse, imminent suicide threats by employees or families, or the threat of danger to other persons as expressed by those that are being counseled.

### **22.5.8 Equipment**

The Chaplains, with the approval of the Chief of Police, may be supplied various types of equipment as needed to assist in their duties. This may include, but not be limited to: Identification Card, jacket, and keys to the facility.

If additional equipment or compensation is needed at a later date, individual/group donations may be considered as a funding source.

### **22.5.9 Dress Code**

In order that the chaplains represent the department in a professional manner the following guidelines are established. These guidelines are consistent with CMD113 regarding Dress and Grooming Code for city employees.

For planned events a chaplain will wear neat and clean clothing consistent with business attire. This would include a dress shirt or approved SCPD chaplain logo shirt and slacks. A tie is preferable but not required. Attire consistent with the chaplain's religious affiliation is also permitted. The nature of the assignment may require call outs during "off" hours (unplanned events). At such times, a chaplain's presence and timeliness is placed at a higher priority than appearance. An exception to the above dress code can be made in these circumstances.

When not actually representing the police department in the capacity of his or her duties, a chaplain will not display any department related insignia, badge, or name tag on his or her outer clothing. When acting in official capacity a badge and nametag should be worn to readily identify the chaplain and his or her title. Official capacity includes ride-a-long, official ceremonies, meetings, training sessions, calls-out, and any time a chaplain is on police property.