



G.E. Ratchford
Chief of Police

CRAMERTON POLICE DEPARTMENT

Support Services Division



W.B. Adams
Captain

VOLUNTEER CHAPLAIN POLICY

529 POLICE CHAPLAIN PROGRAM

- A. It is the policy of the Department to maintain and support a volunteer police chaplain program designed to provide emotional, non-sectarian spiritual and professional support to Department members, their families, and the community in emergency situations, times of crisis or as otherwise needed. This will be accomplished without attempting to moralize, evangelize, proselytize or criticize.
- B. Police Chaplain Qualifications:
1. Police chaplains must possess a degree from an accredited seminary or bible college in the field of pastoral ministry, or have the equivalent education, training or experience.
 2. Applicants for police chaplain must be actively involved in pastoral ministry or full-time chaplaincy at the time of application.
 3. Police chaplains must be at least twenty-one (21) years of age.
 4. Police chaplains must possess a valid North Carolina Driver's License.
 5. Police chaplains must be a U.S. Citizen and reside within Gaston County at the time of appointment.
 6. Police chaplain applicants must consent to and successfully pass a criminal and personal background check.
 7. Police chaplain applicants must consent to and successfully pass a drug screening process.
- C. Application and Selection Processes
1. Department Chaplain applicants must complete and submit the Chaplain Application Packet approved by the Department.
 2. The completed application form must be accompanied by a copy of the following:
 - a. Letter of interest in being appointed as a police chaplain by the Department.
 - b. College/Seminary transcripts.
 - c. Certificate of license and/or Ordination.



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- d. Letter of recommendation from the applicant's local congregation governing body.
 - e. Copy of a valid North Carolina Driver's License.
 - f. Signed and notarized release to complete a criminal background check.
 - g. Signed and notarized release for drug screening test.
 - h. Signed and notarized release for ride-a-long participation.
3. The completed application packet shall be submitted to the Chief of Police for review and possible appointment. If the Chief of Police finds the Chaplain applicant to be an acceptable candidate, he will ensure that a background investigation is completed.
- D. Person(s) appointed as Department Chaplain(s) will perform duties at the will of the Chief of Police and may be dismissed from the Department at any time for any reason. Department Chaplains answer directly to the Chief of Police in regards to all matters concerning their appointment to the Department and their duties within the Department.
- E. Person(s) appointed as Department Chaplain(s) are not sworn law enforcement officers and therefore do not have powers of arrest. As such, Department Chaplains are not authorized to carry any weapon, concealed or otherwise, when in performance of their duties.
- F. Active Status Requirements
- A Chaplain accepted into the program must meet the following minimum requirements to remain in an active status:
1. Complete the Department's Chaplain Training Program within 24 months of appointment.
 2. Receive basic certification with the International Conference of Police Chaplains or another recognized accreditation agency.
 3. Complete any continuing education requirements.
- G. Administration
1. Department Chaplains may serve as a neutral person in whom Department members may confide more freely than they would their supervisors, co-workers, family, or their own clergy, especially in times of serious injury, death, or job related crises.
 2. Department Chaplains will be available to counsel or make referrals to aid Department members in resolving family or other disputes.



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3. Department Chaplains will be available to Department members and their families in times of personal stress. Offers of assistance will be made and Department members' wishes to accept or decline will be respected.
4. Department Chaplains will be available to assist Department Command Staff in making notifications to the families of Department members who have been seriously injured or killed in the line of duty.
5. Department Chaplains will be available to visit sick and injured Department members and their immediate families.
6. Department Chaplains may plan and provide programs geared toward prevention of stress related problems.
7. Department Chaplains may plan and/or participate in funerals of active or retired Department members.
8. Department Chaplains may preside over weddings of Department members.
9. All activities performed by the Department Chaplain, in his official duties as a member of the Department, must be approved by the Chief of Police.

A. Emergency Response

The Department Chaplain will only be activated to assist the Department at the direction of the Chief of Police or a member of the Department's Command Staff.

B. Member Family Notification

1. In the event of serious illness, injury, or death of a Department member, the member's family will be offered the support of a Department Chaplain, to include notification of a member's involvement in a critical incident, if appropriate; assistance at hospitals and rehabilitation facilities; and support in matters related to funerals.
2. Department Chaplains may advise Department members and their families of community services available to them.
3. Department Chaplains will not infringe upon the privacy of Department members or their families, nor will they attempt to take the place of the ministers or other supportive persons requested by the Department members and/or their families to assist.
4. Department Chaplains will not be asked to make notifications of less serious injuries to Department members because it may be less traumatic to family members if the Department member is able to do so himself. If the member or Command Staff feel that it is necessary, the Department Chaplain may be asked to escort an injured Department member home.



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- C. Visits to the Sick and Injured
 - 1. Department Chaplains may visit sick or injured Department members and their immediate families in the hospital and/or their homes. When a Department member or a member of their immediate family is hospitalized, the Department Chaplains will be notified. Such visits are tangible expressions of the care and concern of Department members for each other. The visits also provide an opportunity for the sick and injured to discuss any fears or problems related to the illness or injury.
 - 2. Department Chaplains will stop such visits upon the request of the affected Department member or a member of the Department's Command Staff.
- D. Field Work
 - 1. Department Chaplains will be required to ride with patrol officers to become familiar with Department personnel and to become aware of the needs of Department members.
 - a. Department Chaplains will ride with a patrol officer two (2) times per month for a minimum of four (4) hours per month.
 - b. Arrangements for ride-a-long assignment will be made through the Chief of Police.
 - 2. Police Chaplains may be called upon to assist officers in making family notification to community residents of serious injuries or death. Department Command Staff must be notified and arrange for the Chaplain's assistance.
 - 3. Police Chaplains may be called upon to assist Department Command Staff or Department Negotiators during crisis incidents. Department Command Staff must be notified and arrange for the Chaplain's assistance.
- L. Religious Organizations
 - 1. Department Chaplains will be ordained/licensed and in good standing with their own religious organizations.
 - 2. No particular faith or denomination will be represented to the exclusion of others.
 - 3. Department Chaplains will maintain professional relationships with clergy of the community.
 - 4. Department Chaplains will make referrals to the clergy of choice as soon as possible when Department members in crisis request referrals.
 - 5. Department Chaplains will serve as liaisons between local ministerial alliances or associations and the Department.



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M. Community

1. Department Chaplains will be available to minister to the families of Department members in crisis when requested to do so.
2. Department Chaplains will seek to contact, as soon as possible, clergy representing the faith of victims of crisis or emergency situations.
3. Department Chaplains will be available to counsel with youth in the community when requested to do so.
3. Department Chaplains will be available to comfort victims and family members in the event of natural disasters.

N. Chaplain Roster

The Chief of Police shall maintain a roster of appointed Department Chaplains and their contact information. The roster shall be forwarded to each member of the Department's Command Staff.

O. Reporting

1. Whenever the services of a Department Chaplain are utilized, the Department Chaplains will be responsible for reporting their activities on an appropriate Departmental form and submitting same to the Chief of Police within seventy-two (72) hours of such services.
2. Activities requiring documentation include, but are not limited to, field activity while riding with a patrol officer, callouts to assist officers or Command Staff, and scheduled Department personnel contacts.
 - a. To preserve confidentiality of Department members, Chaplains will not use the name of any Department member on a report form when the contact is of a personal nature.

P. Confidentiality

1. Confidential communication made to a Department Chaplain will be considered privileged communication and shall not be violated except in the event of confessed child abuse, where the person is a danger to himself or others, or has confessed to committing a felony or other serious crime.
 - a. In the event a Department member reveals information that is not considered confidential communication as listed in the above paragraph, the Department Chaplain shall notify the Department member that he is required to notify the Chief of Police immediately of the communication. The Department Chaplain may offer the member the opportunity to first provide or reveal the information to the Chief of Police or his designee prior to the Chaplain doing so.



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- b. Any statement made to a Department Chaplain in the presence of a third person, whether or not the third person is a police officer, shall not be considered privileged communication. Under such circumstances it is the responsibility of the Department Chaplain to inform the individual that any statements made to him are not considered privileged.
 - c. In the event a Department member reveals or discloses information that leads the Department Chaplain to believe that the Department member poses a threat to himself or others, the Department Chaplain shall notify the Chief of Police immediately.
2. Department Chaplains shall not release any information on any police matter or activity to any person outside of the Department unless the release is first approved by the Chief of Police.
- Q. Chaplain Uniform
1. Department Chaplains are authorized to wear a Departmental uniform while in the performance of their Department Chaplain duties.
 2. Department Chaplains' uniforms consist of:
 - a. Seasonal uniform shirt. Chaplains may wear pastoral collar with appropriate uniform shirt.
 - b. Uniform pants.
 - c. Uniform shoes.
 - d. Uniform belt with no police paraphernalia attached.
 - e. Chaplain badge (of a kind different than that of sworn personnel)
 - f. Name plate (silver)
 - g. Chaplain collar insignia
- R. Identification
1. Department Chaplains will be issued a Department identification card. The identification is to be worn, if not in uniform, or carried by the Chaplain at any time he is performing his official duties for the Department.
 2. While participating in ride-a-longs on patrol the Department Chaplain will ensure that persons are notified that he is not a sworn law enforcement officer and is present for observation only.



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3. When on duty, Department Chaplains will identify themselves in a manner becoming the Department and the ministry.