

GENERAL ORDER

NUMBER:

222



SUBJECT:

POLICE CHAPLAIN PROGRAM

ISSUE DATE:

MAR 25, 2009

RESCINDS:

DISTRIBUTION:

'A'

EFFECTIVE DATE:

MAR 25, 2009

TERMINATION DATE:

INDEFINITE

AMENDED DATE:

JUN 05, 2015

REFERENCES:

PURPOSE:

To establish a Police Chaplain Program within the Arlington Heights Police Department, to include provisions for required qualifications, authority, duties and responsibilities of Police Chaplains.

PROCEDURE:

The Police Chaplain Program is intended to benefit all members of the Arlington Heights Police Department, their immediate families, and the citizens of Arlington Heights, regardless of religious affiliation, by providing a readily available source of spiritual guidance and counseling services upon request or need. This program is not intended to replace an individual's chosen clergy, but is provided as a source of comfort and strength during times of crisis.

I. Chaplain Qualifications

- A. Police Chaplains must be duly ordained, licensed or appointed by their related ecclesiastical body, serving in an official capacity within the denominational organization which they represent.
- B. Subsequent to being accepted into the program, applicants must successfully pass a thorough background investigation. Police Chaplains must have never been convicted of a felony or criminal offense(s) involving moral turpitude.
- C. Applicants must be willing and available to respond to all situations where a chaplain's presence is indicated.
- D. Chaplains should be willing to become involved in training programs that enhance their efficiency in meeting and dealing with people in crisis and should be

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familiar with medical, psychiatric and other resources available in the community.

- E. Police Chaplains must possess a valid driver's license.

II. Program Organization

- A. The Chief of Police shall appoint a member of the Department to serve as a Chaplain Liaison Officer. The Chaplain Liaison Officer shall be responsible for making recommendations regarding the appointment of Police Chaplains and coordinating program activities.
- B. Police Chaplains shall only be appointed by the Chief of Police upon the recommendation of the Chaplain Liaison Officer.
- C. Police Chaplains shall report to the Chaplain Liaison Officer and shall be accountable for matters pertaining to the operation of the Police Chaplain Program.
- D. Police Chaplains will serve on a voluntary basis with no paid remuneration.
- E. Police Chaplains will be subject to call at all times. Contact information for designated Police Chaplains will be maintained in the Patrol Bureau's Operations Office.
- F. Requests for services of the on-call chaplain will be authorized by the On-Duty Patrol Bureau Commander, or designee, at the time the request is received.
- G. Based on availability, in the event of a major incident, as many chaplains as deemed necessary will be utilized to accomplish the objectives set forth in this Order.

III. Authority

- A. Police Chaplains are not law enforcement officers and shall not interfere with an officer in the performance of their duties. It is the chaplain's responsibility to assist all officers, upon request, on matters within the chaplain's realm.
- B. Police Chaplains shall carry on their person and prominently display an identification card issued by the

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Department. When their service with the Department is discontinued, chaplains shall surrender the card to the Chief of Police.

- C. By the very nature of the position, Police Chaplains will be exposed to certain matters that must be held in confidence. To promote trust and ensure anonymity and confidentiality of those seeking chaplain assistance, all communications with a Police Department Chaplain shall be construed as confidential, except when a person is believed to be a danger to themselves or others.
- D. Under no circumstances will chaplains release any information to any news media or insurance company.
- E. Police Chaplains, while on duty, shall be neat and properly attired. They shall properly identify themselves, be courteous, and conduct themselves in a manner becoming a chaplain.
- F. The Chief of Police may withdraw the appointment status of a Police Chaplain at any time, with or without cause, to best serve the interests of the Department.

IV. Duties and Responsibilities

Generally, the duties and responsibilities of Police Chaplains shall include, but not be limited to:

- A. Assisting in making notification to the families of Department members who have been seriously injured or killed.
- B. Responding to the hospital after notification of family when an officer has been seriously injured or killed.
- C. Visiting sick and injured police personnel in the hospital or at home.
- D. Providing comfort and counseling to police personnel and their families when such personnel have been involved in a critically stressful incident.
- E. Providing spiritual counseling to Department members or their immediate families.

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- F. Attending roll calls and participating in "ride-alongs" with sworn law enforcement personnel.
- G. Serving as a department representative at liturgical, ceremonial or festive occasions.
- H. Providing other services as requested by the Chief of Police or the Police Chaplain Liaison Officer.