

## Chaplaincy Program

### 338.1 PURPOSE AND SCOPE

It is the policy of the Berkeley Police Department to implement a vibrant, interfaith chaplaincy program to support the men and women of the Berkeley Police Department, the employees of the City of Berkeley, and the Berkeley community. In addition, the program will help establish a strong link between the police department and the faith-based community.

### 338.2 POLICY

The chaplain's purpose is to render, on request, spiritual, practical and social guidance and comfort to members of the Berkeley Police Department and its ancillary support agencies. Chaplains shall also provide such services to the citizens of Berkeley at large.

### 338.3 DEFINITIONS

**Police Chaplain:** A volunteer who is an ordained/lay/spiritual leader from the community and a member in good standing of a recognized religious denomination or group. The police chaplain is not a law enforcement officer.

**Program Manager:** A sworn member of the Berkeley Police Department responsible for the overall management of the Chaplaincy Program. The Chief of Police will assign the Program Manager. The Program Manager will report directly to the Personnel and Training Bureau Lieutenant.

### 338.4 PARTICIPATION IN THE PROGRAM

Police chaplains will be chosen based on the following criteria:

- (a) High standards with regard to moral and ethical character.
- (b) Skill in ministry and pastoral care.
- (c) Commitment to the policies, regulations and mission of the Berkeley Police Department and goodwill towards the citizens of Berkeley.
- (d) In good standing as an ordained/lay/spiritual leader in a recognized religious denomination or group.
- (e) Obtained written approval of the pastor or governing body of their particular denomination or group to become a Police Chaplain.
- (f) Approved and appointed to the Police Chaplaincy Program by the Chief of Police.

### 338.5 POLICE CHAPLAINCY STRUCTURE

The Police Chaplaincy Program will be governed by the Chief of Police, and administered through the Professional Standards Division and the designated Program Manager. Assistant Chaplaincy Program Manager(s) may also be appointed.

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#### **338.6 DUTIES OF THE PROGRAM MANAGER**

The Program Manager's duties include, but are not limited to:

- (a) Arranging training, overseeing equipment, ensuring scheduling, providing an avenue for problem/conflict resolution, and developing policy and procedures for the program under the guidance and supervision of the Berkeley Police Department administration.
- (b) Considering complaints or problems associated with the program and assisting the Chief of Police in any decision to terminate the services of a chaplain who abuses privileges or fails in his/her responsibilities.
- (c) Maintaining all files related to the program.
- (d) Serving as a planner and consultant to the Personnel and Training Bureau Lieutenant and the Professional Standards Division Captain by providing recommendations to the Chief of Police regarding the appointment, background investigation and recruitment of prospective chaplains.
- (e) Evaluating the performance of all assigned chaplains on an annual basis and maintaining those evaluation records.

#### **338.7 DUTIES OF POLICE CHAPLAINS**

The Berkeley Police Department's Chaplaincy Program is designed to respond to the needs of Berkeley Police Department personnel and their families. It is also designed to respond to the needs of all others in our community.

Typical duties of a police chaplain include:

- (a) Providing spiritual or pastoral counseling or aid requested by Department employees, their families, or a member of the community.
- (b) Responding when incidents of on-duty injuries or death occur.
- (c) Visiting sick or injured employees, or family members, at their home or hospital when requested.
- (d) Participating in funeral or memorial services for active or retired employees. Assist family members in preparation of funeral arrangements.
- (e) Providing comfort, aid and assistance in the field for Berkeley Police Department personnel.
- (f) Assisting Department officials in providing death or serious injury notifications.
- (g) Responding to and assisting victims of major accidents, both at the scene and at the hospital.
- (h) When requested, participating in Department promotion functions, award ceremonies, dinners and social events.
- (i) Attending assigned training and program meetings.
- (j) Becoming familiar with, and adhering to, the applicable policies and procedures of the Berkeley Police Department.

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- (k) Working under the direction and assistance of the personnel administering the Police Chaplain Program.
- (l) Maintaining high credibility within the program with regard to honesty and confidentiality.
- (m) Complying with the orders and instructions of the officer-in-charge of any department function.
- (n) Conversing with department employees when the need for ministerial services is requested or is apparent provided such communication does not interfere with department operations. Police chaplains are authorized to visit department facilities and incident scenes where activities indicate a need for ministerial services.
- (o) Not verbalizing, while functioning as Berkeley Police Department Chaplains, any theology or doctrines particular to any individual group or denomination unless requested.
- (p) Providing assistance, upon request, to the Peer Support / Critical Incident Stress Management Team.

### **338.8 CALL-OUT SITUATIONS**

The following are examples of situations where a Police Chaplain call-out may be appropriate:

- (a) Officer injury/death/accident
- (b) Death notifications
- (c) SIDS death
- (d) Suicides
- (e) Homicides
- (f) Major disasters - natural or accidental
- (g) Major injury vehicle collisions
- (h) Death scenes
- (i) Major structure fires
- (j) Any other situation deemed appropriate by the Watch Commander or on-duty supervisor

### **338.9 CALL-OUTS**

#### **338.9.1 POLICE PROCEDURES**

When an officer or supervisor determines a police chaplain is necessary, they shall contact Dispatch, request a call-out, and advise the following:

- (a) Where the chaplain is needed, giving a specific location as to where the chaplain should respond, and
- (b) A contact name and phone number for the chaplain to use upon his/her arrival.

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#### **338.9.2 POLICE CHAPLAIN PROCEDURES**

Police chaplains shall, upon a call-out notification from Dispatch, shall do the following:

- (a) Obtain information regarding the call location, circumstances and contact person.
- (b) Advise Dispatch by radio/telephone of their ETA, when they arrive on scene, any changes of location, etc.
- (c) Upon arrival, contact the person, officer or supervisor as indicated by Dispatch.
- (d) Assess the need for additional police chaplains, and if needed, call them directly.

#### **338.10 DOCUMENTATION**

After a call-out, the assigned chaplain shall provide the Program Manager with the following documented information:

- (a) A summary of the call, covering the basics of who, what, when, where, why and how.
- (b) A description of any problems associated with the call-out.

#### **338.11 UNIFORMS**

All chaplain uniform items will be approved by the Chief of Police. The police chaplain's uniform is outlined in the chaplain's uniform letter. All chaplain uniforms shall be maintained in good repair and worn in neat and clean fashion.

#### **338.12 IDENTIFICATION**

A BPD identification card shall be issued to each chaplain and shall be worn as identification when they are not in uniform and are performing chaplain duties. The identification card is the property of the Berkeley Police Department and is to be surrendered at the time of separation from the program. Loss of the identification card is to be reported to the on-duty shift supervisor or Program Manager immediately.

#### **338.13 COMPLAINTS**

All complaints about police chaplains shall be brought to the attention of the Program Manager and shall be forwarded to the Chief of Police via the chain of command.

#### **338.14 SEPARATION**

Separation of police chaplains will be done at the direction of the Chief of Police and may result from the following:

- (a) Failure by the chaplain to knowingly abide by the established the International Conference of Police Chaplains' Canon of Ethics, or the Berkeley Police Department's policies, orders and procedures. The Program Manager shall keep an updated copy of all the aforementioned documents for reference.
- (b) Failure to honor and abide by the authority of an "officer-in-charge" in the field.
- (c) Failure to practice good, professional, ethical, and moral standards which may bring discredit to the program and the Berkeley Police Department.

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