

Chaplains

Effective Date:	08/23/2024
Revised Date:	
Issuing Authority: Chief Dustin Liston	

336.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Iowa City Police Department chaplains to provide counseling or emotional support to members of the Department, their families and members of the public.

336.2 POLICY

The Iowa City Police Department shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

336.3 ELIGIBILITY

Requirements for participation as a chaplain for the Department may include, but are not limited to:

- (a) Certified, licensed, or the equivalent by a recognized religious body, and remain in good standing during their tenure as a chaplain, including retirees;
- (b) Men and women having experienced in counseling in the areas such as stress management, post-traumatic stress disorder, employment burnout, substance abuse, and depression;
- (c) An active lay participant in his/her denomination, parish, synagogue, mosque, temple, or other religious tradition.
- (d) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, free from addiction to alcohol or other drugs, and free from excessive debt.
- (e) Managing his/her household, family and personal affairs well
- (f) Having a good reputation in the community.
- (g) Successful completion of an appropriate-level background investigation.
- (h)
- (i) Possession of a valid driver's license.

The Chief of Police may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

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336.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Iowa City Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as department personnel before appointment.

336.4.1 RECRUITMENT

Chaplains should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity and non-discriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Department in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with department members before and during the selection process.

336.4.2 SELECTION AND APPOINTMENT

Interested individuals who wish to apply with the Iowa City Police Department Chaplain Program must make application in writing to the Iowa City Chief of Police or his/her designee. A resume is appreciated, but not required.

Under the direction of the Chief of Police, the Chaplain Liaison will be responsible to recruit, review applications, vet, and interview interested candidates. The lead Chaplain will also be asked to participate in the interviews. After the interview, the Chaplain liaison and lead Chaplain will present the candidate to the other Chaplains at the next scheduled meeting. Upon consensus, the Chaplain Liaison will make a recommendation to the Chief.

Once accepted by the Chief, the Candidate is welcomed into the Program. Training sessions, policy review and facilities tours and orientation are scheduled and conducted. A ride-a-long with a uniformed Police Officer is scheduled. This training will prepare the new Chaplain for the duties and help to begin to build a rapport with Officers and civilian department members. Upon completion of the training, the candidate will be issued an Iowa City Police Department Chaplain identification card.

Chaplains are volunteers and serve at the discretion of the Chief of Police. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

Only Chaplains approved by the ICPD Chief of Police will be used for service with the ICPD. Chaplains serving the ICPD are not sworn law enforcement officers and must adhere to the practices and conduct set forth in the ICPD Chaplain Manual, as amended.

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The Iowa City Police Department Chaplain Manual, as amended, sets forth the chaplain program in detail and is incorporated herein by reference.

336.5 IDENTIFICATION AND UNIFORMS

As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by officers through the inclusion of "Chaplain" on the uniform. Chaplain uniforms shall not reflect any religious affiliation.

Chaplains will be issued Iowa City Police Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Iowa City Police Department identification cards, with the exception that "Chaplain" will be indicated on the cards. Chaplains shall be required to return any issued department property at the termination of service.

336.6 CHAPLAIN LIAISON

The Chief of Police shall delegate certain responsibilities to a chaplain liaison. The Department Liaison serves as a sworn law enforcement official with full time responsibilities. The liaison position is a voluntary assignment to the chaplain service.

The chaplain liaison shall serve as the liaison between the chaplains, the Department's Administration, and officers. The function of the liaison is to provide a central coordinating point for effective chaplain management within the Department, and to assist with the needs and administrative functions that are necessary for day-to-day operations of the program..

The chaplain liaison may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the liaison or the authorized designee include, but are not limited to:

- (a) Recruiting, selecting and training qualified chaplains.
- (b) Conducting chaplain meetings, including the preparation of meeting agendas.
- (c) Establishing and maintaining a chaplain callout roster.
- (d) Maintaining records for each chaplain.
- (e) Tracking and evaluating the contribution of chaplains.
- (f) Maintaining a record of chaplain schedules and work hours.
- (g) Completing and disseminating, as appropriate, all necessary paperwork and information, including policies as they apply to the chaplain program.
- (h) Planning periodic recognition events.

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- (i) Maintaining a liaison with other agency chaplain coordinators.
- (j) Being available at all times to answer questions raised by a chaplain.
- (k) Scheduling of ride-alongs and outside speakers.
- (l) Coordinate resources and equipment upkeep for the chaplain program.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the liaison.

336.7 DUTIES AND RESPONSIBILITIES

Chaplains assist the Department, its members and the community as needed.

All chaplains will be assigned to duties by the chaplain coordinator or the authorized designee.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as chaplains with this department. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service, or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Iowa City Police Department.

336.7.1 COMPLIANCE

Chaplains are volunteer members of this department and, except as otherwise specified within this policy, are required to comply with the Volunteers Policy and other applicable policies.

336.7.2 OPERATIONAL GUIDELINES

- (a) Generally, each chaplain will serve with Iowa City Police Department personnel a minimum of eight hours per month.
- (b) Chaplains shall be permitted to ride with officers during any shift and observe Iowa City Police Department operations, provided the Watch Commander has been notified and has approved the activity.
- (c) Chaplains shall not be evaluators of members of the Department.
- (d) In responding to incidents, a chaplain shall never function as an officer.
- (e) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.
- (f) Chaplains shall serve only within the jurisdiction of the Iowa City Police Department unless otherwise authorized by the Chief of Police or the authorized designee.
- (g) Each chaplain shall have access to current department member rosters, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential and each chaplain will exercise appropriate security measures to prevent unauthorized access to the data.

336.7.3 ASSISTING DEPARTMENT MEMBERS

The responsibilities of a chaplain related to department members include, but are not limited to:

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- (a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member, when requested.
- (b) Visiting sick or injured members in the hospital or at home.
- (c) Attending and participating, when requested, in funerals of active or retired members.
- (d) Serving as a resource for members who are dealing with the public during significant incidents (e.g., accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse).
- (e) Providing counseling and support for members and their families.
- (f) Being alert to the needs of members and their families.

336.7.4 ASSISTING THE DEPARTMENT

The responsibilities of a chaplain related to this department include, but are not limited to:

- (a) Assisting members in defusing a conflict or incident, when requested.
- (b) Responding to any significant incident (e.g., natural and accidental deaths, suicides and attempted suicides, family disturbances) in which the Watch Commander or supervisor believes the chaplain could assist in accomplishing the mission of the Department.
- (c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.
- (d) Being on-call and, if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of department members.
- (e) Attending department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
- (f) Participating in in-service training classes.
- (g) Training others to enhance the effectiveness of the Department.

336.7.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

- (a) Fostering familiarity with the role of law enforcement in the community.
- (b) Providing an additional link between the community, other chaplain coordinators and the Department.
- (c) Providing a liaison with various civic, business and religious organizations.
- (d) Assisting the community when they request representatives or leaders of various denominations.
- (e) Assisting the community in any other function, as needed or requested.

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- (f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

336.7.6 CHAPLAIN MEETINGS

All chaplains are required to attend scheduled meetings. Any absences must be satisfactorily explained to the chaplain liaison.

336.8 HEART OF A SERVANT AWARD

The Heart of a Servant is awarded to an officer(s) or employee of the Iowa City Police Department whose actions, or series of actions, convey the truest display of a servant's heart. The articulable actions demonstrate selflessness, going above and beyond that which would normally be expected in the performance of their duty. Actions which are considered for this award would be those that contribute to better police/community relations, the welfare and care of the community, or service to the peace officer family in Iowa City. Nominations for this award are accepted by the Chaplains year-round as situations that demonstrate the Heart of a Servant arise.

336.9 PRIVILEGED COMMUNICATIONS

No person who provides chaplain services to members of the Department may work or volunteer for the Iowa City Police Department in any capacity other than that of chaplain.

Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to a non-department counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any Iowa City Police Department member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

336.10 TRAINING

The Department will establish a minimum number of training hours and standards for department chaplains. The training, as approved by the Training Coordinator, may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for members of law enforcement and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations

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- The law enforcement family
- Substance abuse
- Officer injury or death
- Sensitivity and diversity