



CHAPLAIN PROGRAM

<i>Date of Issue</i> July 18, 2013	<i>General Order Number</i> 13-01
<i>Effective Date</i> November 26, 2014	<i>Section Code</i> SER-07
<i>Reevaluation Date</i> December 2017	<i>Amends / Cancels</i> NEW
<i>C.A.L.E.A.</i> 16.4.1a; 16.4.1b; 16.4.2; 16.4.3; 22.2.7b; 55.2.6	<i>Reference</i> Chaplain; Death Notification; Victim Assistance

INDEX AS:

I. PURPOSE

The purpose of the Chaplain Program is to offer professional, ordained Chaplains or vowed men and women in religious communities, from a variety of faiths, who volunteer their time and talents as Chaplains.

II. POLICY

- A. The Iowa City Police Department (ICPD) will participate in a Chaplaincy Program.
- B. 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.
(16.4.1a, 16.4.2)

III. PROCEDURE

- A. **Role of the Chaplain and Chaplaincy Program**

1. The Chaplain will seek to lighten the burden of Officers by performing tasks that have a spiritual or social nature rather than law enforcement nature. The Chaplain will strive to strike a balance between serving the needs of the Officers in their personal and professional lives and serving the Iowa City area community. (16.4.1b)
2. A Chaplain may provide counseling to employees of the ICPD in both work related and personal matters.
 - a. Personal contacts by employees are confidential and can be made directly with a Chaplain or through the assigned department liaison.
 - b. Employees of the ICPD may page a Chaplain at any time for personal needs.
3. When a Chaplain is needed as an official representative of the ICPD, a Watch Supervisor, Command Officer, or department liaison will make the request either directly to the Chaplain or through the liaison.

B. Chaplain Duties (16.4.1b)

1. Chaplains are assigned to the ICPD and may serve at invocations and benedictions, and provide assistance for employees of the ICPD and their family members in times of illness, bereavement, or for spiritual wellbeing. Chaplain services may include:
 - a. Counseling Officers.
 - b. Counseling other members of Department.
 - c. Counsel families of Officers and other Department personnel.
 - d. Visit sick or injured Officers and Departmental personnel in homes and hospitals.
 - e. Attend and participate, when requested, in funerals for past and present ICPD members.
 - f. Offer prayers at special occasions such as recruit graduations, awards ceremonies, and building dedications.
 - g. Participate in roll-call briefings and ride-alongs to become familiar with ICPD policies and procedures. (16.4.2)
2. The Chaplain may also assist Officers with performing duty related tasks including: (16.4.1b)
 - a. Providing assistance to victims.
 - b. Making death notifications, (55.2.6)
 - c. Crisis response and non-emergency transportation.
 - d. Assisting victims of domestic violence
 - e. Assisting families of suicide victims.
 - f. Serving as liaison with other clergy in the community.
 - g. Providing spiritual counseling to an arrestee.
 - h. Furnishing expert responses to religious questions.
 - i. Assisting with transients and the homeless.

C. Identification

1. ICPD Chaplains will be issued a photo identification card for purposes of identification when acting as an official representative of the ICPD. The ICPD ID card is only authorized for use while acting as a representative of the ICPD. (22.2.7b)

2. If requested by an ICPD Officer, a member of another law enforcement agency, or a citizen, an ICPD Chaplain will provide proper identification. The Chaplain uniform may consist of ICPD issued shirt with insignia or the normal attire worn when acting under the color of faith. (16.4.3)

D. Department Liaison

1. The Department Liaison(s) serves as a sworn law enforcement official(s) with full time responsibilities. The liaison position is a voluntary assignment to the Chaplain service.
2. The Liaison is an advisor to the Department's Administration, Officers, and Chaplains. The Liaison assists with the needs and administrative functions that are necessary for day-to-day operations of the program.
3. The Liaison is available at all times to answer questions raised by a Chaplain.
4. The Liaison will perform all necessary tasks such as:
 - reports to the Administration and the Senior Chaplain,
 - correspondence within the Department,
 - scheduling of ride-a-longs and outside speakers.
5. The Liaison will coordinate resources and equipment upkeep for the Chaplain Program. The Liaison will meet as needed with the Chaplains for dissemination of Department policy, procedures, General Orders and other information as it applies to the Chaplain Program.
6. The Liaison works closely with the Senior Chaplain and assists with the scheduling of meetings, the agenda for meetings, new members, ongoing training, and any publication updates involving the Police Chaplain Program. (16.4.2)

Samuel Hargadine, Chief of Police

WARNING

This directive is for departmental use only and does not apply in any criminal or civil proceeding. The department policy should not be construed as a creation of higher legal standard of safety or care in an evidentiary sense with respect to third-party claims. Violations of this directive will only form the basis for departmental administrative sanctions.