

	Operational General Order	19.01 – Chaplain Program	PAGE 1 OF 3
	SUBJECT		EFFECTIVE DATE
	<b>Virginia Beach Police Department General Order Chapter 19 - Chaplain Program</b>		<b>02/21/2013</b>
			ORIGINATOR/REVIEW
DISTRIBUTION		Chaplain Unit	
All		CALEA: 45.3.1, 45.3.2, 45.3.3	
BY THE AUTHORITY OF THE CHIEF OF POLICE:			<i>James A. Coonan</i>

**Purpose**

To establish the Virginia Beach Police Chaplain Program.

**Policy (CALEA 45.3.1 A, 45.3.2, 45.3.3)**

The Virginia Beach Police Chaplain Program exists and operates at the discretion of the Chief of Police, and is directly assigned to the Deputy Chief of Operations scope of responsibility. The Chaplain Program will be in compliance with the Department GO 2.16.Civilian Volunteer and Intern Program as well as Department GO 2.13-Ancillary Personnel.

**Function (CALEA 45.3.1 B)**

The Chaplain Program consists of volunteer professional, commissioned, or vowed men and women from a variety of faiths who devote time and talents to the members of the Police Department, their family, and the citizens. The Virginia Beach Police Chaplains will provide emotional support and crisis intervention to police personnel, their families and the citizens of and visitors to the City of Virginia Beach without regard to race, culture, religion, sex, marital status, age, sexual orientation or disability.

No one is confronted with more situations that demoralize and create emotional, mental, and spiritual burdens than today's law enforcement officer. The police chaplain is aware of the fact that a police officer's job is an extremely difficult one, being constantly in the presence of danger and under pressure and scrutiny. Because these burdens also affect the officer's family and other members of his or her department, the chaplain is also available to the officer's family and co-workers as required. The police chaplain strives to create a relationship with officers such that they feel free to approach the chaplain for counsel at any time without fear of judgment or reprisal.

Police Chaplains have no law enforcement authority and the duties performed include the following dependent upon the individuals' qualifications, certifications, and licensure. Hours of volunteering will often occur during nights and weekends. Duties include but are not limited to:

1. Provide spiritual and emotional assistance as appropriate or requested.
2. Assisting with death notifications.
3. Serve as members of the Department Crisis Response and Peer Support Teams
4. Ride Alongs with Officers
5. Conduct funerals, memorial services, and weddings as requested.
6. Offer invocations, benedictions, etc at official functions
7. Act as liaison with Community clergy
8. Chaplains who have completed City and Department driving requirements may be authorized by the Department Liaison to drive Police Department vehicles.

9. Chaplains are particularly available for special activities that involve crowd interaction such as Oceanfront Patrol, Mt. Trashmore Events, etc.

### **Application**

The Police Chaplain Program accepts applications from any interested party. Applications may be requested from the Department Liaison or the Department Volunteer Coordinator. The Department Liaison will be responsible for processing applicants in compliance with City and Department policy. Upon initial application, a records check will be conducted to determine the suitability of the individual for participation in the program. The Chief of Police or his designee must approve an applicant with minor criminal records. An annual records check/DMV check will be conducted for all volunteers on file.

In addition to the application process for Civilian Volunteers, GO 2.16, the Chaplain Program Applicants will provide:

- Religious Body Endorsement for Police Chaplaincy
- Applicable Ordination, Licensure, Commissioning,
- Documentation for those with professional licensing,

### **Structure and Definitions**

The Administrative Chain of Command for the Police Chaplain Program is as follows:

Chief of Police  
Deputy Chief of Operations  
Department Liaison  
Administrative Chaplain  
Chaplain Supervisors  
Police Chaplains

### **(CALEA 45.3.2)**

#### **Police Chaplain**

An adult representative of a religious or philosophical tradition, who is ordained, licensed, commissioned, or vowed within the organization of their faith as a representative member. Lay individuals who have received training in chaplaincy or counseling may also be designated as a Chaplain. Chaplains must have successfully completed the background check, Chaplain Academy, and Field Training requirements prior to being sworn in as a Police Chaplain.

#### **Police Chaplain Candidate**

Candidates for the police chaplain program are in the process of completing their background checks and attending the required training. They may be accompanying appointed chaplains or acting as a ride along with police officers, but are not permitted to conduct activities or act in a solo capacity.

#### **Chaplain Supervisors**

A member of the chaplain corps assigned to a command and who acts as team leader and liaison for the other chaplains assigned to that command.

### The Administrative Chaplain

A member of the chaplain corps who acts as program coordinator and conduit between the Chaplain Program and the Department Liaison. The administrative chaplain oversees the individual chaplains and chaplain supervisors.

### Department Liaison

The Department Liaison is the designated sworn member of the Police Department to supervise and coordinate the Chaplain program in partnership with the Administrative Chaplain.

### Police Chaplain Emeritus

A police chaplain who has served 20 years or more as a police chaplain and maintained minimum required duty hours for 18 of the 20 years may be awarded the title of Chaplain Emeritus upon leaving the Chaplain Corp. Chaplain Emeritus may perform ceremonial functions in accordance with Department Liaison approval and directives.

### **Workman's Compensation**

Police Chaplains injured while in the performance of their volunteer duties are covered under Workman's Comp and the appropriate forms should be completed by the duty supervisor when and where the first report is made.

### **Call Outs**

The Police Department Liaison will approve and provide the ECCS and the Department with a list of Police Chaplains available for call out. It will be each chaplain's responsibility to advise the ECCS of their specific availability or unavailability.