



<b>WRITTEN DIRECTIVE</b>	No. PD16-0215	Page: 1 of 7
Subject:  POLICE CHAPLAIN PROGRAM	Effective Date:	03-14-16
	Supersedes/ Amends:	PD12-0215
	Reference:	16.4.1, 16.4.2, 16.4.3, 22.2.3, 22.2.4, 55.2.6

## I. Purpose

Lynchburg Police Department chaplains are skilled and committed to ministering to all people, regardless of their religious beliefs, and shall respect the beliefs of those whom they serve.

In recognition of the cultural and religious diversity within the City of Lynchburg, a Volunteer Chaplain Program has been established to administer spiritual guidance and support to Lynchburg Police Department personnel and their families. Volunteer Chaplains may also serve the citizens of the City of Lynchburg by assisting police personnel in stressful situations involving trauma, serious injury or death. The police chaplain is duly ordained and appointed as an approved and experienced member of the clergy.

Police Department members are often confronted with incidents and situations that demoralize and create emotional, mental and spiritual burdens. These burdens affect the police employees who dealt with the incidents, their families, and the citizens involved. As a result, police officers and police employees often need to express their frustration and problems to someone who fully understands the circumstances surrounding their duties, without fear of repercussions.

## II. Policy

### 16.4.1

Lynchburg Police Department chaplains, by virtue of the chaplaincy, are not sworn law enforcement officers and have no law enforcement power. A police chaplain is considered a volunteer member of the department. The Chaplain functions as a non-sworn volunteer assistant to the Chief of Police, or his designee, and comes under the authority of the Chief of Police. Police chaplains are in a unique position to listen to a police employee's problems with empathy and offer advice, counseling, and assistance when appropriate. When functioning in the performance of counseling duties, the communications between the chaplain and the counseled are privileged, and the chaplain may not be compelled to disclose the issues discussed.

1. The goal of the Volunteer Chaplain Program is to provide 24 hour response and assistance to the Lynchburg Police Department and its employees. A police chaplain may be called to respond whenever there is an incident involving trauma to a police employee or others in order to bring comfort and consolation to the emotionally distraught.

2. The services of a police chaplain may be requested by any Police Department employee for any incident where such services might be deemed helpful. Chaplains are also encouraged to routinely participate in ride-alongs, attend staff meetings and briefings and participate in department training as possible. Interaction with department members at special and social events and functions is encouraged.
3. The use of the term “chaplain” or “police chaplain” refers to members of the Lynchburg Police Department Volunteer Chaplain Program.

### **III. Procedure**

#### **A. SELECTION**

1. The Volunteer Chaplain Program is established and directed by the Chief of Police or a designee. Upon request of any employee of the Police Department, a chaplain may be contacted to assist with the needs of that employee or their family:
  - a. Chaplains will not be covered by nor entitled to any injury or death benefits provided to full time employees.
  - b. Chaplains will not receive payment, benefits, or other compensation for hours worked.
2. Candidates for Department Chaplain will be interviewed and selected by the Chief of Police or a designee. Additionally, in order to provide meaningful support and assistance, Chaplains will:
  - a. maintain high moral standards,
  - b. be skilled in personal ministry and pastoral care, and
  - c. demonstrate a commitment to ministry with department employees.
3. Any person serving in the capacity of Department Chaplain must:
  - a. be an ordained minister in good standing within a recognized religious organization,
  - b. sign the agency’s Chaplain Participation Agreement
  - c. upon appointment, join, at the department expense, the International Conference of Police Chaplains.
4. Chaplains will be prohibited from engaging in any unsolicited effort to convert or modify any employee’s religious convictions or beliefs.

**B. APPOINTMENT**

1. Appointments to the position of Department Chaplain will be made by the Chief of Police.
2. Chaplains will serve at the pleasure of the Chief of Police.
3. Chaplains will report directly to the Special Operations Division Captain.
4. The Chief of Police or a designee will be responsible for ongoing evaluation of the Chaplain program.
5. Upon appointment, Chaplains will be:
  - a. given access to applicable Lynchburg Police Department written directives,
  - b. be expected to familiarize themselves with policies, procedures and regulations applicable to their department role
  - c. be issued a Lynchburg Police Department identification card, to be conspicuously displayed while within departmental facilities or engaged in departmental functions.
6. Chaplains should be familiar with community agencies and resources so that appropriate referrals can be made to assist those in need.

**22.2.3 C. DUTIES OF DEPARTMENT CHAPLAIN**

1. Services offered by Lynchburg Police Department Chaplains may include, but are not limited to:
  - a. Assisting department employees in making notification to families of officers or citizens who have received serious injuries, or death.
  - b. Visiting or otherwise maintaining contact with sick or injured police personnel or their families.
  - c. Providing counseling services and pastoral care for law enforcement officers, their families and other department personnel if requested.

- d. Providing sources of emotional and spiritual encouragement, which may include devotionals, classes on marriage, parenting, finances, etc.
- e. Assisting department employees as a referral source in handling domestic situations, family disputes, etc.
- f. Assisting department employees in the development and implementation of programs to address problems or needs in the community.
- g. Conducting and/or participating in religious services for deceased department employees when requested by the family.
- h. Attending funerals of deceased department employees.
- i. Serving as a mediator between citizens and the department or its various components and units.
- j. Attending and providing invocations/benedictions at department functions such as award ceremonies, graduations, etc.
- k. Representing the department before official gatherings.
- l. Providing assistance to individuals involved in critical incidents.
- m. Furnishing expert responses to religious questions.
- n. Being on call during any major disturbance, event or demonstration in the city requiring the presence of a large number of police officers.
- o. Providing a liaison for the city with other religious leaders in the community.
- p. Making presentations for the Police Academy, the Citizen's Police Academy, Briefing, New Employees or other requested events.
- q. Providing other services as requested such as baptisms, weddings and funerals.

2. For communication purposes:
  - a. Chaplains may be issued a police radio.
  - b. Chaplain contact numbers will be maintained by the department and will be available to agency employees.
  - c. the Chaplain should advise LynComm when out of the area or unavailable for any extended time,
3. Chaplains will not have police powers, duties or responsibilities, and will not take any form of police action unless specifically directed to do so by a police officer pursuant to COV § 18.2-463.
4. Chaplains will comply with all orders and instructions given by the officer in charge at all times.

D. CONFIDENTIALITY OF INFORMATION

1. Chaplains will not disseminate any restricted law enforcement information that comes to their attention in performance of their assigned functions to any person other than sworn employees of the Lynchburg Police Department.
2. When functioning in the performance of counseling duties, the communications between a chaplain and the counseled are privileged, and a chaplain may not be compelled to disclose what has been heard.
3. Confidentiality of chaplain services to Police Department personnel is a matter of extreme sensitivity and importance to the Chaplain Program and the administration of the department.
4. Virginia law does not prohibit testimony by a chaplain with knowledge of relevant admissible facts. Example: A chaplain may testify regarding a public incident they have witnessed while acting in the role of chaplain (not related to III D.1 & 2).
5. It is the policy of the Lynchburg Police Department that all department personnel confiding in a police chaplain will be covered by the confidentiality privilege.
  - a. The content of any confidential communication may only be released with the consent of the involved person.
  - b. Exemptions to this confidential communication policy will include the following:

- 1) Communications concerning any type of criminal act: Chaplains will report such information immediately to a Police Department staff member of Lieutenant or higher rank.
- 2) Communications that indicate the potential of harm to oneself or another person: Chaplains will report such information immediately to a Police Department staff member of Lieutenant or higher rank.
- 3) Communications made in the presence of a third party, whether or not the third party is a police officer.

E. RIDE-ALONG PROGRAM PARTICIPATION

1. Chaplains may participate in the department's Ride-Along Program whenever they elect to do so.
2. Chaplains will coordinate the scheduling of the ride-alongs with the shift supervisor. Chaplain ride-along requests will be accommodated whenever possible.
3. Chaplains will comply with established departmental ride-along program procedures and will follow the directions of the officers to whom they are assigned.
  - a. Ride-alongs may begin and end at any time mutually convenient to the Chaplain and the involved officer,
  - b. Chaplains will display their issued department identification card while participating in ride-alongs.
4. Chaplains will direct any citizen question related to incident handling or law enforcement issues to an officer.

F. TRAINING

1. The department may require the Chaplain to participate in a DCJS approved General Instructor class.
2. The department may request Chaplains to lead designated training sessions or seminars.

**16.4.3**

G. UNIFORM

1. Uniforms will not be issued to department Chaplains. Chaplains will perform their assigned functions in civilian attire appropriate to the function or occasion at hand.

2. Chaplains will display their issued Lynchburg Police Department identification card while within department facilities or engaged in departmental functions.

H. TERMINATION OF SERVICE

1. A Chaplain's services may be terminated at any time the Chief of Police believes it is in the best interests of the Police Department to do so.
2. Any complaint regarding a Chaplain's performance will be brought to the attention of the Chief of Police.
3. All equipment or property issued to a Chaplain remains the property of the Lynchburg Police Department and will be returned to the department upon request or upon termination of service as a Chaplain.

*Original Signed*

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Raul M. Diaz  
Chief of Police

March 14, 2016

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Date