



Greenbelt Police Department – General Orders

	Title: Police Chaplains		Order #: 405	
	Effective Date: April 4, 2004	Review Date: June 8, 2007-No Changes		
	<input checked="" type="radio"/> New <input type="radio"/> Amends <input type="radio"/> Rescinds			
Approved by: Chief James Craze				CALEA 5 th Edition
CALEA Standard: 22.2.3				Pages: 2

01 POLICY: The Greenbelt Police Department shall have an established list of Police Chaplains to assist agency personnel in emotional, moral and spiritual matters.

02 CHAPLAIN CORPS: The Chief of Police will establish and appoint a volunteer chaplain corps within the agency for the purpose of:

- A. Enhancing employee morale;
- B. Enhancing the emotional, moral and spiritual health of employees;
- C. Reducing demands on employees for conducting non-police services; and,
- D. Enhancing public relations.

03 CHAPLAIN COORDINATION: The Chief of Police will designate a supervisor to serve in an ancillary capacity as the agency’s chaplain corps liaison officer. Duties and responsibilities of the chaplain corps liaison officer include, but are not limited to:

- A. Reporting directly to the Chief of Police in matters relating to the management and operations of the chaplain corps;
- B. Presiding at any chaplain corps meetings;
- C. Coordinating and facilitating chaplain recruitment, training programs, and logistical needs;
- D. Facilitating chaplain involvement in critical incident management and debriefing;
- E. Evaluating chaplain performance;

F. Facilitating all requests for chaplain services to ensure they are responded to promptly and appropriately.

04 CHAPLAIN QUALIFICATIONS:

- A. Must be an ordained minister of their faith;
- B. Undergo a background screening to ensure they have not been involved in conduct that undermines, or is prejudicial to, the good order, efficiency, or discipline of the agency, or which reflects discredit upon the agency or the City.
- C. Chaplains are appointed for indefinite terms by the Chief of Police. They serve at the pleasure of the Chief of Police.

05 CHAPLAIN DUTIES AND RESPONSIBILITIES: Duties and responsibilities of the agency’s chaplains may include, but are not limited to:

- A. Conforming to their professional and ecclesiastical beliefs and/or code of ethics;
- B. Building trust and rapport within the agency via participation in ride-alongs, community service presentations, and attending intra-departmental meetings as requested;
- C. Being available as a resource for employee counseling in matters potentially affecting job performance; critical incident stress, marital or relationship problems, financial troubles, unresolved feelings or issues resulting from job trauma, etc.;

- D. Serving as victim/witness assistance referral and/or resource points;
- E. Assisting with death notifications;
- F. Providing emotional/spiritual support for families of agency employees killed or seriously injured;
- G. Conducting hospital or home visitations of sick or injured employees as requested;
- H. Being present at and/or participating in funerals of employees or immediate families thereof;
- I. Reporting superior performance of agency employees;
- J. Being available, in an advisory capacity, to the command and senior staff in matters pertaining to the emotional, moral and spiritual welfare of agency personnel;
- K. Making social services referrals at the request of employees;
- L. Conferring with and referring employees to other members of the clergy as appropriate;
- M. Attending in-service or other specialized training as appropriate;
- N. Familiarizing themselves with agency administration and operations; and,
- O. Being present at agency functions such as academy graduations, award ceremonies, etc. and offering public prayer as requested.
- P. Chaplain corps members will not:
 - 1. Unethically or illegally intrude on employee's constitutional rights of freedom of religion;
 - 2. Assume such a role as to interfere with the administration and operations of the agency; or,

- 3. Unethically or illegally release information from any case or incident in which they were involved.

06 CONFIDENTIAL MATTERS:

Chaplains will provide confidential assistance to all agency employees.

- 1. Individuals' legal rights to confidentiality and privacy will be protected.
- 2. Information revealed by employees to chaplains will remain confidential and will not be released unless:
 - a. Consent has been granted by involved employees; or
 - b. The information involves matters of life or death, violations of law, or threats of national security.