



Chaplaincy Program

FC No.: 226
Date: 04-20-17

If a provision of a regulation, departmental directive, or rule conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

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I. Policy:

- A. It is the policy of the department to immediately provide services to employees who are involved in traumatic incidents and to ensure that follow-up and appropriate after-care is included. Assistance and support shall also be provided as appropriate to all employees on a routine basis to promote overall emotional and psychological wellness. The Chaplaincy Program provides department employees and their families with support including spiritual guidance, counseling, comforting in times of crisis, and other such assistance as the Chaplain is able to render in times of emergency.

II. Definitions:

- A. Critical Incident – Sudden, powerful and often traumatic event that falls outside the range of ordinary human experiences. This can include, but is not limited to line of duty deaths or serious injury of a departmental employee, officer-involved shooting, life threatening assaults, or other events that may impact employees' psychological and emotional wellness (e.g., crash scenes, scenes of major crimes, etc.).
- B. Police Chaplain Coordinator - The Coordinator of the Chaplaincy Program will provide program oversight and is designated by the Chief of Police or their designee. The coordinator is selected by interest and background, not by assignment. In addition, the coordinator assures that chaplaincy members adhere to the policies and procedures of the Chaplaincy Program.
- C. Police Chaplains – Clergy members who received training in their own religious practice and general training certifying them as a Police Chaplain. They are full service members of their practice that function within their respective faith background, but will assist with other practices if called upon. Police Chaplains are appointed by the Chief of Police or their designee and assigned to a bureau, division or station and voluntarily provide employees with emotional and spiritual support, both during and after a

critical incident. The police chaplain, through their presence, strengthens the service rendered by the department to the community.

- D. Police Senior Chaplain – A member of the Police Chaplaincy Program who has a minimum of seven (7) years' experience in the Montgomery County Police Chaplaincy Program.

III. Qualifications

- A. Candidates must be willing to submit to and successfully complete a background investigation, to including fingerprinting, before being assigned to the unit. A law enforcement chaplain must not have any convictions of a criminal offense, or have previously engaged in criminal conduct, which would be disqualifying for a police officer.
- B. A Police Chaplain must possess a valid driver's license.
- C. A Police Chaplain must be ordained, invested, or a certified member of the clergy in good standing of a recognized religious ecclesiastical denomination with at least five (5) years of full-time experience in the ministry.
- D. A Police Chaplain must submit an endorsement from their denomination allowing for participation in the program. This endorsement will be submitted on a bi-yearly basis.
- E. A Police Chaplain should be available to serve on a 24-hour on-call basis as determined by the Coordinator of Police Chaplaincy Program.
- F. It is preferred that a Police Chaplain reside in Montgomery County or be associated or affiliated with a religious institution in Montgomery County. On a case by case basis, the Chief of Police or their designee may allow a chaplain not residing in or having an affiliation with a religious institution in Montgomery County to be a member of the program.
- G. The Police Chaplain Coordinator and a Senior Chaplain must approve and recommend a Police Chaplain.

IV. Responsibilities

- A. Police Chaplains will, upon request, assist employees by providing emotional and spiritual support and guidance to the injured, ill, or distressed, in such crisis situations as:
 - 1. Death or injury to a sworn officer
 - 2. Officer involved shootings
 - 3. Traffic accidents
 - 4. Death or injury to a non-sworn co-worker
 - 5. School violence
 - 6. Workplace violence
 - 7. Suicide
 - 8. Drowning
 - 9. Homicide
 - 10. Domestic violence
 - 11. Hostage situations
 - 12. Community disasters
- B. Police Chaplains, upon request, will:
 - 1. Be available to employees and/or their families for confidential counseling and/or spiritual support. This program will not take the place of the Office of Stress Management or Peer Support, but will serve to augment such programs.

2. Provide pastoral support and assist in the notification to employees and their families at times of crisis, such as line of duty injury or death.
3. Assist with funeral arrangements for the line-of-duty death of a police officer.
4. If requested, respond to the established command post and seek out the officer in charge for direction at critical incident scenes.
5. Accompany officers when delivering death notifications.
6. Provide for religious services when requested.
7. Conduct opening and/or closing prayers at police ceremonies.

- C. Police Chaplains will not initiate proselytizing and will only provide a ministry when called upon to do so by the employee or community member in need of their services.
- D. Police Chaplains will periodically meet with their respective District Commanders and attend roll calls and ride-alongs in order to develop partnerships with employees.
- E. Police Chaplains will attend regular meetings of the Chaplaincy Program.
- F. Police Chaplains, who are civilians, shall not exercise or assume the duties of sworn officers.

V. Notifications

- A. Requests for chaplain services as a result of operational needs will be by the authorization of any supervisor. The supervisor will make personal contact with the chaplain via telephone or refer notification to ECC. For routine requests, an e-mail may be sent directly to the Coordinator of the Chaplaincy Program.
- B. Police Chaplains can be called upon as a resource to be used on calls for service where the investigating officer feels that the chaplain would have a calming and beneficial effect.
- C. Employees or family members may contact the Police Chaplain directly about personal needs for chaplaincy services.
- D. The Coordinator of the Chaplaincy Program will ensure that each command and ECC have an up-to-date contact list of all members in the chaplaincy program.

VI. Selection and Assignment of Chaplains

- A. The Montgomery County Police Department's Chaplaincy Program operates at the direction of the Chief of Police and is overseen by the Coordinator of the Chaplaincy Program. It is a non-standing, specialized unit whose members are assigned to a district station, division, bureau, or designated as at-large members. Police chaplains are considered to be honorary members of the command staff. Chaplain selection will be based on review of qualifications as listed in section III, experience in public safety chaplaincy services, and an oral panel interview.
- B. The Coordinator of the Chaplaincy Program will establish the oral panel. The panel will be comprised of:
 1. The Coordinator of the Chaplaincy Program.
 2. One member designated as a Senior Chaplain.
 3. One member of the Executive Staff.
 4. One member of the Fraternal Order of Police.

VII. Confidentiality

- A. All information communicated to the Police Chaplains will be recognized as confidential and privileged information in accordance with law and ethical requirements.

- B. Each Police Chaplain will treat each contact with the utmost level of confidentiality. Unauthorized disclosure of information concerning specific incidents or employee involvement in such incidents learned as a result of Chaplaincy Program involvement shall not occur unless such disclosure is required by exigent circumstances or permission is received from the involved party(s).
- C. Police Chaplains will sign a non-disclosure agreement.
- D. Police Chaplains involved in a criminal or serious administrative incident or investigation shall not be assigned to provide assistance as a Chaplaincy Program member until the matter is resolved. Members are required to advise the Coordinator of the Chaplaincy Program if they become involved in a criminal or serious administrative investigation.
- E. Chaplaincy Program members shall not be routinely interviewed by investigative authorities concerning matters in which they obtained information as a direct result of their assignment as a Chaplaincy Program member. Absent exigent circumstances, requests to interview Police Chaplains shall be directed to the Chief of Police.
- F. Employees receiving Chaplaincy Program services shall be advised as to the limits of this confidentiality prior to any discussion.
- G. No information obtained on a confidential basis during assessment and intervention may be introduced into any hearing. Rights under the Law Enforcement Officer's Bill of Rights will not be abridged.

VIII. Education and Training

- A. The Police Chaplain will be required to apply for membership with the International Conference of Police Chaplains, or equivalent as determined by the Chaplain Coordinator and Senior Chaplain(s), in order to receive proper training in the ministry of Police Chaplaincy. The fee will be paid for by the Montgomery County Department of Police subject to available funding.
- B. The Police Chaplain, with permission of the Police Chaplain Coordinator, will also take part in ongoing training programs designed to increase their knowledge of the department and the duties of the Police Chaplain.

IX. Equipment

- A. All equipment issued to the Police Chaplain will remain the property of the department and will be surrendered at the time of separation from the program.
- B. Equipment issued by the Supply Section includes the following:
 - 1. Police Chaplain badge
 - 2. Police Chaplain uniform (polo shirt and cargo pants)
 - 3. Baseball cap (black with Montgomery County Seal)
 - 4. Windbreaker (with "Chaplain" on the rear)
 - 5. Raincoat
 - 6. Reflective vest
 - 7. Yellow armband with white lettering labeled "Chaplain"
 - 8. Flashlight
- C. Police Chaplain identification card will be issued by the Security Services Division.

X. Compensation and Benefits

- A. Chaplains enter the program as volunteers. Illness and injuries are covered under the County's Administrative Procedure 3-1.
- B. Chaplains will sign a voluntary agreement indicating they will not receive payment, benefits, or otherwise be compensated for hours worked or services performed in connection with their position as a Montgomery County Police Chaplain.
- C. Police Chaplains will receive a mileage reimbursement for the use of their personal vehicle. Chaplains will submit this request on the MCP 305 Request for Payment form on a monthly basis.

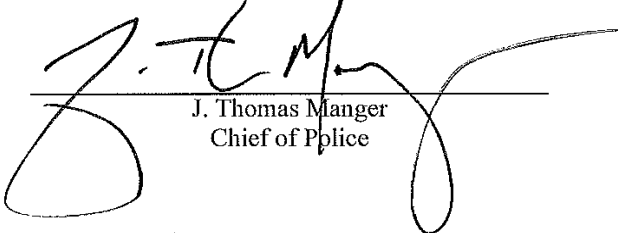
XI. Termination

- A. Failure to abide by established policies and procedures, failure to honor an employee's authority or privacy, or failure to practice good professional ethics may result in the termination of the participant.
- B. Failure to be active on a regular basis within the Chaplain's assignment may result in the termination of the participant.
- C. Any complaint about a chaplain's performance shall be referred to the Coordinator of the Chaplaincy Program.
- D. If the chaplain's endorsement from their religious denomination is withdrawn, the chaplain will no longer be allowed to participate in the program.
- E. The Coordinator of the Chaplaincy Program will have the authority to terminate participating chaplains.

XII. CALEA Standards: 16.4.1, 16.4.2, 16.4.3

XIII. Proponent Unit: FSB Administration

XIV. Cancellation: No Cancellations



J. Thomas Manger
Chief of Police