

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 519-S

REFERENCE STANDARDS: 55.2.6

SUBJECT: Police Chaplain Program

PURPOSE: To establish guidelines and define the responsibilities of the Police Chaplain Program.

POLICY: It is the policy of the Hanover Park Police Department to aid the members of the department and the residents of Hanover Park by providing guidance, counseling, support and comfort in crisis and stress situations. The program is not intended to replace an individual's own clergyman or counselor, and such aid is to be given regardless of race, sex, creed or religion.

I. ORGANIZATION

- A. The Chaplain Program will be part of the Community Service function of the police department and will report to the Deputy Chief of Support Services.
- B. The Chaplain Program will augment the Social Services function and be a resource for the Village Employee Assistance Program.
- C. The Chaplain Program will be staffed by volunteer members of the area clergy.
 - 1. The Village President with the concurrence of the Board of Trustees shall appoint a Chaplain Coordinator.
 - 2. The Chaplain Coordinator will utilize as many additional Chaplains as are necessary to accomplish the objectives of this program.
- D. Requirements For Membership
 - 1. Police Chaplains shall be duly ordained or duly appointed by their ecclesiastical body, serving in an official capacity within the related denominational organization which they are representing, or they shall be persons having training, skill or certification in crisis counseling and intervention.
 - 2. Interested Police Chaplains shall be subjected to an application process that will include a background check to include, at a minimum,
 - a. Computerized criminal history inquiry as a convicted felony charge would negate their participation, and
 - b. To establish that the chaplain possess a valid driver's license.

II. DUTIES AND RESPONSIBILITIES

A. Police Chaplain Coordinator

1. The Police Chaplain Coordinator shall submit periodic reports pertaining to the operation of the Chaplain Program to the Deputy Chief of Support Services.
2. Requests for Chaplain services shall be made through the supervisor in charge of the duty shift who will determine if the Social Services Coordinator should be contacted or the duty Chaplain.

B. The Police Chaplain

1. The Police Chaplain may be called upon in a variety of situations including, but not restricted to:
 - a. Providing comfort and counseling to police personnel and their families.
 - b. Delivering death notices, such as murders, suicides, accidents or natural deaths.
 - c. Accidents involving serious injury; comfort to the injured and their families.
 - d. Persons who are confused or emotionally upset.
 - e. Attempted suicides or potential suicide victims.
 - f. Prisoners or other persons who seek support for personal concerns.
 - g. Persons addicted to alcohol or drugs; aid in gaining admission to treatment facilities.
 - h. Assisting officers in quieting an upset person, or to aid when a person is being committed to a hospital.
 - i. Assist police officers and the people they contact in any other function of the ministerial profession as requested.

C. Notification of Death, Serious Injury, or Serious Illness (55.2.6)

1. Police chaplains, officers, and other police employess should make notifications of death, serious injury, and/or serious illness using the suitable sections of Directive 199-A, Section II and/or the Hanover Park Social Services Unit Operating Procedures-Crisis Response, Section II.D. (Death Notification). If a police chaplain is not available, the assistance of other appropriate persons or agencies may be utilized.

III. AUTHORITY AND PROCEDURE

- A. The Chaplains are not law enforcement officers and shall possess no law enforcement authority other than that of a private citizen. They shall in no way interfere with the officers in the performance of their duties.

- B. When providing field service, the Chaplain should notify the involved person's clergyman as soon as practical. The Chaplain should confer with the Social Services Coordinator to make referrals for those cases that need specialized attention.
- C. The Chaplains shall be properly attired while on duty. They shall properly identify themselves, be courteous, and conduct themselves in a manner becoming a Chaplain, a concerned citizen, and a representative of the Hanover Park Police Department.
- D. The duty Chaplain shall make a report on all field service cases. This form shall be forwarded to the Social Services Coordinator.
- E. All information secured will be held in confidence and used only for the benefit of the persons involved.
- F. The Chaplain shall not hesitate to ask a police officer for assistance when advisable.
- G. The Chaplain can make follow-up calls at his discretion. The degree to which a chaplain becomes involved in a case is his decision to make, along with the approval of the person seeking counseling.
- H. The Chaplain shall not take part in or become a part of normal departmental grievance procedures.