

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120			
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 10/22/19		
Chief of Police: 	Chaplain Program, 104.1			
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Cross Reference: SOP 16.3 Social Media SOP 16.5 Civilian Personnel SOP 22.6 Death/Serious Injury of Employee SOP 54.1 Public Information Uniform & Appearance Guidelines Manual </td> <td style="width: 50%; vertical-align: top;"> Policy Sections: 104.1.1 Eligibility 104.1.2 Recruitment, Selection and Appointment 104.1.3 Recruitment 104.1.4 Selection and Appointment 104.1.5 Identification and Uniforms 104.1.6 Chaplain Coordinator 104.1.7 Duties and Responsibilities 104.1.8 Compliance 104.1.9 Assisting Department Members 104.1.10 Assisting the Department 104.1.11 Privileged Communications 104.1.12 Training </td> </tr> </table>			Cross Reference: SOP 16.3 Social Media SOP 16.5 Civilian Personnel SOP 22.6 Death/Serious Injury of Employee SOP 54.1 Public Information Uniform & Appearance Guidelines Manual	Policy Sections: 104.1.1 Eligibility 104.1.2 Recruitment, Selection and Appointment 104.1.3 Recruitment 104.1.4 Selection and Appointment 104.1.5 Identification and Uniforms 104.1.6 Chaplain Coordinator 104.1.7 Duties and Responsibilities 104.1.8 Compliance 104.1.9 Assisting Department Members 104.1.10 Assisting the Department 104.1.11 Privileged Communications 104.1.12 Training
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PURPOSE

This policy establishes the guidelines for the Elgin Police Department chaplains to provide counseling and emotional support to members of the department, their families and members of the public. It is the policy of the Elgin Police Department to recognize the great personal demands and sacrifices a public safety career places on the employees and their families. Chaplains shall render personal and confidential ethical support, encouragement, and other assistance to employees and their families. Chaplains may also assist department personnel in their service to the citizens of the community.

POLICY STATEMENT

The Elgin Police Department shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

PROCEDURES

104.1.1 ELIGIBILITY

Requirements for participation as a chaplain for the department may include, but are not limited to:

- A. Being above reproach, temperate, prudent, respectable, hospitable, able to teach and to be free from addiction to alcohol or other substances.
- B. Managing their households, families and personal affairs respectfully and respectably.
- C. Having a good reputation in the community.
- D. Successfully pass the screening process which may include application review, background check, fingerprinting and an interview.
- E. Ministry, counseling, or other field transferable to police chaplaincy; must be a trained and licensed, ordained chaplain.
- F. Must never have been convicted of a felony and must possess a valid driver's license.
- G. Manifest a broad base of experience, emotional stability and sectarian flexibility.
- H. Must demonstrate care and acceptance of all and possess the ability to be tactful and tolerant of all people regardless of race, sex, creed or religion.

104.1.2 RECRUITMENT, SELECTION AND APPOINTMENT

- A. The Elgin Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.
- B. All applicants shall be required to meet and pass the same pre-employment procedures as non-sworn personnel before appointment.

104.1.3 RECRUITMENT

Chaplains shall be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity and nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the department in serving the public. Chaplain candidates are encouraged to participate in ride-a-longs with a department member before and during the selection process.

104.1.4 SELECTION AND APPOINTMENT

- A. Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:
 - 1. Submit the appropriate written application.
 - 2. Include a recommendation from employers or volunteer program leaders.
 - 3. Interview with the chief of police and the chaplain coordinator.
 - 4. Successfully complete an appropriate background investigation.
 - 5. Complete a probationary period as designated by the chief of police.
- B. Chaplains are volunteers and serve at the discretion of the chief of police. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the chief of police or an authorized designee.

104.1.5 IDENTIFICATION AND UNIFORMS

- A. As representatives of the department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by officers through the inclusion of "Chaplain" on the uniform and not reflect any specific religious affiliation.
- B. Chaplains will be issued Elgin Police Department identification cards, which shall be carried at all times while on-duty. The identification cards will be the standard Elgin Police Department identification cards, with the exception that "Chaplain" will be included on the cards. Chaplains shall be required to return any issued uniforms or department property at the termination of service.
- C. Chaplains shall conform to all uniform regulations and appearance standards of this department.

104.1.6 CHAPLAIN COORDINATOR

- A. The chief of police shall delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the deputy chief or an authorized designee.

- B. The chaplain coordinator shall serve as the liaison between the chaplains and the chief of police. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the department, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the chief of police or the authorized designee, chaplains shall report to the chaplain coordinator and/or shift supervisor.
- C. The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.
- D. The responsibilities of the coordinator or the authorized designee include, but are not limited to:
 - 1. Recruiting, selecting and training qualified candidates.
 - 2. Conducting chaplain meetings.
 - 3. Establishing and maintaining a chaplain callout roster.
 - 4. Maintaining records for each chaplain.
 - 5. Tracking and evaluating the contribution of chaplains.
 - 6. Maintaining a record of chaplain schedules and work hours.
 - 7. Completing and disseminating, as appropriate, all necessary paperwork and information.
 - 8. Planning periodic recognition events.
 - 9. Maintaining liaison with other agency chaplain coordinators.
 - 10. Shall regularly attend police and chaplain training sessions to enhance effectiveness as a leader and counselor.
 - 11. Shall be reasonably available on a 24 hour basis to personnel and their immediate families in times of personal stress and/or crisis.
- E. An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator.

104.1.7 DUTIES AND RESPONSIBILITIES

- A. The primary responsibility of a chaplain is to stand ready to provide crisis response on an on-call basis. Chaplains assist the department, its members and the community, as needed. Assignments of chaplains will usually be to augment the Patrol Division. Chaplains may be assigned to other areas within the department as needed. Chaplains shall be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the department as determined by the chief of police.
- B. All chaplains will be assigned to duties by the chaplain coordinator or an authorized designee.
- C. Chaplains may not proselytize or attempt to recruit members of the department or the public into a religious affiliation while representing themselves as chaplains with the department. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.
- D. Chaplains may not accept gratuities for any service or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Elgin Police Department.
- E. Chaplains will frequently attend roll call and conduct building walk-throughs and personal visits as appropriate.

- F. All communications with a chaplain shall be construed as confidential, except when a person is believed to be a danger to themselves or others. Information provided to a chaplain by a community member shall not be released to media outlets. Media inquiries shall be directed to the on-duty public information officers. For more information on media relations, refer to Standard Operating Procedure 54.1 Public Information.
- G. Chaplains shall not criticize department members, other chaplains or departmental policy or action. All issues and concerns of chaplains shall be addressed through the chaplain coordinator. Chaplains agree, as a condition of the chaplain position, to refrain from any participation in social media, whether on or off-duty without the specific advance permission of the chief of police.
- H. Chaplains shall not interfere with the performance of an officers duties.
- I. Chaplains are not sworn law enforcement officers and shall possess no law enforcement authority other than that of any other private person.

104.1.8 COMPLIANCE

Chaplains are volunteer members of this department, and except as otherwise specified within this policy, are required to comply with the protocol for interns and volunteers as specified in Standard Operating Procedure 16.5 Civilian Personnel.

104.1.9 ASSISTING DEPARTMENT MEMBERS

The responsibilities of a chaplain related to department members include, but are not limited to:

- A. Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member. For department protocol relating to death/serious injury of an employee, refer to Standard Operating Procedure 22.6 Death/Serious Injury of Employee.
- B. Visiting sick or injured members in the hospital or at home.
- C. Attending and participating, when requested, in funerals of active or retired members.
- D. Serving as a resource for members when dealing with the public in incidents, such as accidental deaths, suicidal subjects, serious accidents, drug and alcohol abuse and other such situations that may arise.
- E. Providing counseling and emotional, psychological and non-denominational support for members and their families.
- F. Being alert and responsive to the needs of members and their families.
- G. Speak at special occasions such as recruit graduations, awards and memorial ceremonies.

104.1.10 ASSISTING THE DEPARTMENT

The responsibilities of a chaplain related to this department include, but are not limited to:

- A. Fostering a familiarity with the role of law enforcement in the community.
- B. Providing an additional link between the community, other chaplain coordinators and the department.
- C. Providing liaison with various civic, business and religious organizations.
- D. Promptly facilitating requests for representatives or leaders of various denominations.
- E. Assisting the community in any other function as needed or requested.

- F. Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.
- G. If requested, provide for the spiritual needs of detainees.
- H. Provide assistance to victims.
- I. Serve on the department's Crisis Intervention Team (CIT).

104.1.11 PRIVILEGED COMMUNICATIONS

- A. No person who provides chaplain services to members of the department may work or volunteer for the Elgin Police Department in any capacity other than that of chaplain.
- B. Department chaplains shall be familiar with the Illinois Freedom of Information Act and state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to a non-department counseling resource.
- C. No chaplain shall provide counsel to or receive confidential communications from any Elgin Police Department member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

104.1.12 TRAINING

The department will establish a minimum number of training hours and standards for department chaplains. The training, as approved by the training officer or chief of police, may include coursework on affectively dealing with issues related to:

1. Stress management
2. Death notifications
3. Symptoms and treatment of post-traumatic stress
4. Burnout for members of law enforcement and chaplains
5. Legal liability and confidentiality
6. Ethics
7. Responding to crisis situations
8. The law enforcement family
9. Substance abuse
10. Suicide
11. Officer injury or death
12. Sensitivity and diversity