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| Sample Policy Handbook for the |
| Police Service Chaplaincy |
| *Revised September 2015* |

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# sample: Police Chaplaincy Service

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| **Section:** | **Subject: Police Chaplains** | **Effective Date:** |
| **Review Responsibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Approval: Chief of Police**  |

## SUBJECT

This section deals with the Police Chaplains’ Program and sets out the role of Police Chaplains and their duties and qualifications.

## POLICY STATEMENT

It is the policy of the \_\_\_\_\_\_\_\_\_\_\_\_\_ Police Service to provide pastoral services to all members of the Service, their families, and citizens of the \_\_\_\_\_\_ Community through the Police Chaplains’ Program, whenever such services are required or requested.

Police Service members are confronted with many situations that can demoralize and create emotional, mental and spiritual burdens. These burdens may also affect the member’s family. Police Service members need the special guidance, counselling and assistance that Police Chaplains can provide.

The Police Service Chaplain is led in his or her own faith to be available and ready to serve those in need. Pastoral care is offered to all people regardless of race, gender, sexual orientation, national origin, creed, or religion and is offered without cost or proselytizing.

Chaplains listen and participate in the workplace of Service members with empathy and experience, advising calmly and offering assistance when requested or appropriate.

## STANDARDS

Ontario Regulation 3/99 – Section 17 (use appropriate regulations for your province/territory)

Ministry Guidelines – VA-001

## PROCEDURES (this is a sample from a local police agency in Ontario, adapt as would be useful for your service)

**Police Chaplain’s Duties**

The duties of the Police Chaplain may include, but are not limited to the following:

* Accompanying a police officer to assist with notification of next of kin in relation to any suicide, death or serious injury
* Working with police officers to assist in any kind of crisis situation where the presence of a trained chaplain might help
* Providing pastoral care to members in response to stress or family crisis problems. Any such assistance will be privileged and confidential between the officer and chaplain involved
* Visiting with sick or injured members of the Service at their home or in the hospital
* Offering prayers at special occasions, award ceremonies and appropriate ceremonial functions at the request of the Chief of Police or his/her designate
* Advising the Chief of Police in matters of a religious nature involving the Police Service
* Assisting in the provision of training to Service Members regarding the Police Chaplain Program

**Police Chaplain’s Qualifications**

* Chaplain applicants are subject to a background investigation prior to appointment.
* The Chief of Police \_(*or whomever is appropriate within your policing agency*)\_\_ will appoint chaplains.
* Chaplains must be ordained ministers in good standing in a recognized religious denomination or group for a minimum of five years.
* Chaplains must be skilled in ministry and pastoral care.
* Chaplains must maintain high spiritual and moral standards.
* Chaplains must demonstrate a commitment to ministry with police officers.
* Chaplains must become familiar with and accept the procedures of the Police Chaplains’ Program.
* Each Chaplain shall take an oath of secrecy, oath of office and oath of honour and be provided with Service identification that will be displayed while performing duties as a Police Chaplain. *Some chaplains cannot swear oaths, may instead affirm the various standards which each local service requires.*

The Service’s Chaplains shall be provided with uniforms, which shall be worn in accordance with the Service’s Procedure AI.04.001 – Personal Appearance and Orders of Dress. (*Again, this is a sample of a local police service handbook. Some services do not provide uniforms, others agencies have particular policies and regulations with regards to dress and uniforms, add such policies to your own handbook).*

The Service’s Chaplain Coordinator shall hold the honorary rank of Inspector.

(*Each police service or agency has its own policy with regards to the rank or honorary rank of their chaplains. Include this in your handbook*)

Requests for the services of a Police Chaplain shall be made through the Officer in Charge and a Chaplain’s services shall be utilized as per the Service’s Procedures VA.01.001 – Victims’ Assistance Program and VA.01.003 – Notification of Next of Kin.

(*Each policing agency will have its own avenues for contacting the chaplains or asking for their help. It is important for a policy manual to spell this out so that officers know how to access chaplains—through official and unofficial channels.)*

## REVIEW

The Inspector in charge of the Operational Support Branch shall be responsible for the annual review of this procedure on the anniversary of its effective date.

**(This review process is used by a local police service, in preparing a policy manual, it is wise to have a procedure for periodic review.)**

SAMPLE:

# Oath of Honour

Canada, Province of Ontario

Municipality of \_\_\_\_\_\_\_\_\_\_\_

To Wit:

On my honour, I will never betray my profession as a Chaplain, my

integrity, my character, or the public trust bestowed upon me.

I will always have the courage to hold myself and others accountable

for our actions.

I will respect and uphold the Constitution of Canada and faithfully

serve the community of \_\_\_\_\_\_\_\_ and the \_\_\_\_\_\_\_\_\_\_ Police Service.

So help me God.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_, Commissioner of Oath

*Witness*

Sworn before me in the Municipality of \_\_\_\_\_\_\_\_\_\_
this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_ A.D., 20\_\_\_\_

\*\*Some chaplains cannot swear oaths, but may be asked to affirm such statements as are made above. An inclusive policy will recognize this.

SAMPLE

# Oath of Office

Canada, Province of Ontario
Municipality of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
To Wit:

I, \_\_\_\_\_\_\_\_\_\_ , solemnly swear that I will be loyal to Canada, that I will
 uphold the Constitution of Canada and that I will, to the best of my ability,
 preserve the peace, prevent offences and discharge my other duties as
 Police Chaplain, faithfully, impartially and according to law.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_, Commissioner of Oath

*Witness*

Sworn before me in the Municipality of \_\_\_\_\_\_\_\_\_\_\_\_\_\_
this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_ A.D., 20\_\_\_\_

 \*\*Some chaplains cannot swear oaths, but may be asked to affirm such statements as are made above. An inclusive policy will recognize this.

SAMPLE

# Oath of Secrecy

Canada, Province of Ontario
Municipality of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
To Wit:

I, \_\_\_\_\_\_\_\_\_ , solemnly swear that I will not disclose any information
 obtained by me in the course of my duties as Police Chaplain, except
 as I may be authorized or required by law.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Commissioner of Oath

*Witness*

Sworn before me in the Municipality of \_\_\_\_\_\_\_\_\_\_
this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_ A.D., 20\_\_\_\_

\*\*Some chaplains cannot swear oaths, but may be asked to affirm such statements as are made above. An inclusive policy will recognize this.

**SAMPLE of a local police service chaplaincy program: adapt for your local service**

# \_\_\_\_\_\_\_\_\_\_\_police service chaplaincy program

The law enforcement chaplain is first and foremost a person of God, duly ordained and appointed as an approved and experienced denominational representative. Following approval of a successful applicant, a swearing-in ceremony will take place at the request of the Chief of Police and the Chaplain Coordinator. [For those whose denomination or religious convictions do not allow the swearing of oaths, these chaplains will have their appointment affirmed.] The law enforcement chaplain should be familiar with the policies and procedures outlined in this handbook.

**Main duties of \_\_\_\_\_\_\_\_\_\_\_\_ Chaplains**

1. Pray for all the members of the \_\_\_\_\_\_\_\_\_ Polices Services and the personnel and offer spiritual encouragement and support.
2. Be available for the “on call” rotation for \_\_\_\_\_\_\_ Police Officers to provide assistance as requested.
3. Be available for death notifications.
4. Provide assistance to victims.
5. Participate in ride-alongs with \_\_\_\_\_\_\_\_\_ Police Officers.
6. When requested, visit sick and injured Police officers, their family members and personnel in hospital and/or home.
7. Serve as a liaison with other clergy in the community.
8. Be available for teaching and training as requested. If a police chaplain misses three consecutive full or part training days then the coordinator of chaplains, the team leader and the liaison officer will meet with the chaplain to discuss his or her commitment to the chaplaincy ministry.
9. Whenever possible, attend functions such as: awards banquets, swearing in of new Chaplains, September Memorial Service for Peace Officers.
10. Be available for other duties as delegated.
11. Show a God-like compassion, understanding and love for others and relate easily to people.
12. Maintain high spiritual and moral standards.

**District Team Leaders, in addition to the above listed duties, will:**

1. Prepare quarterly reports of the activities of the Chaplains in their District and give these to the Chaplain Coordinator.
2. Participate in District Team Leaders Meetings as they are called by the \_\_\_\_\_\_\_\_\_ Police Services Chaplain Coordinator.

**Coordinator’s Duties, in addition to the above-listed duties will:**

1. Prepare agendas for the various meetings.
2. Recruit new Chaplains, in consultation with the current Chaplains.
3. Provide an annual report for the Police Services Board. This report will be presented by the Coordinator or his designate.
4. Serve as liaison between the Chaplains, the Polices Services Board and the \_\_\_\_\_\_\_\_ Police Services.
5. Coordinate and prepare two training days annually for all the police chaplains. The purpose is for on-going formation and education of chaplains
6. Prepare and distribute the on-call rotation to the chaplains, and Liaison Officer.
7. In consultation with the Chaplain Liaison from the \_\_\_\_\_\_\_\_\_\_ Police Services ensure a plaque of recognition is given to any chaplain who completes a term of service.

**Discipline of Police Chaplains**

If a complaint is raised against a chaplain then the chaplain liaison will meet with the chaplain in question and go over this complaint. If the situation warrants, a team leaders’ meeting will be called to take corrective action which can include: suspension from active service for a set period of time or dismissal from the police chaplaincy program.

SAMPLE of a local police service’s chaplain manual; some policing agencies provide uniforms, others do not but will offer suitable attire.

# Uniform

The necessary items for Chaplains can be procured at the Head Quarters in Chatham from the Quartermaster.

**The Chaplain will be issued:**

* a long sleeved white shirt
* a short sleeved white shirt
* a hat
* a black tie
* white gloves
* Chaplain epaulet
* Chaplain crosses
* a winter coat
* tunic and pants
* evidence notebook
* glove pouch

**On a ride-along the Chaplain will wear:**

* a regular police chaplaincy windbreaker or winter coat
* a hat or chaplain's ball cap
* a clerical collar or business casual or the issued white shirt [as appropriate to the season]
* carry along the badge
* wear the Police Identification
* always wear a bullet proof vest—these are available at HQ or the station when commencing a ride-along
* wear black pants and black shoes or other such business casual
* glove pouch

**At Memorial Services and/or when the Chief or Inspector require it, the Chaplain will wear the following**: gloves, hat, tie, white shirt, issued pants with the black maple leaf, black shoes, hat, epaulets, lanyard and crosses

# What is required when called upon to do a “Death Notification”

1. Be certain of the identity of the deceased. Know the name. **This is crucial.**
2. Go to the person, family. Go with as much information as you can. The police officer who informs you of this notification should have details and freely ask questions and record the information in your evidence notebook for future reference—things like: parent/s names, siblings’ names, phone numbers and addresses and date and time and their concerns can all be important information.
3. Take someone with you. Usually you will at least have a police officer with you. Often Victim Services will be present as well; introduce yourself to the Victim Services personnel. Know the names of those who are present with you.
4. Present credentials. Ask to come inside.
5. Sit down. Ask them to sit down. Be sure you have the nearest next of kin.
6. Inform simply, directly and with compassion.
7. Say, “I’m sorry”, use the name of the deceased.
8. Use the words: killed, died, dead.
9. Offer to make calls to family members or friends.
10. Don’t leave the survivors alone.
11. Leave a business card with family. Offer an invitation to further counseling.
12. Next day call to inquire how the person/family is doing. This is important.

This material is from: Death Notification Training Participant Guide MADD

and is used by permission of Lloyd Grahame

For those policing services or agencies that allow a ride-along:

# Items to take on a Ride-Along

1. Bible or your sacred book or readings.
2. Badge and dress in chaplain jacket, wear a clerical collar or business casual clothes. Wear appropriate clothes for the season—rain coat, winter jacket, sun glasses. Bring along your hat also. If you choose to wear the white shirt, then you must wear the tie, black pants, black shoes, coat with shoulder flashes and forge cap.
3. Always wear a bullet proof vest!
4. Notebook at all times and pens and evidence notebook.
5. Cell phone
6. Water
7. Other helpful items include:
	1. Rubber gloves and disinfectant
	2. Flashlight
	3. Police radio—log it with dispatch
	4. Bring money in case officer needs to go on emergency and has to let you out of the car. (Be prepared for this by bringing money for a taxi)
	5. Officer’s code for a chaplain on board is “400” (this is a local police service number, your agency or police service may have a different code)

**Things to remember:**

1. Always know where you are: street, rural route, main landmarks near where you are.
2. Be familiar with how to operate the radio
3. Learn the “10” codes. Carry copy of “10” codes. These codes are in the back of the evidence notebook
4. Remember 10-33…Emergency—Officer needs assistance!
5. Watch the Officer’s blind side.
6. Do not interfere with the Officer’s duty, respond as directed.
7. Get to know the officers! Don’t talk religion.
8. Try to go on at least one ride-along a month.

Prepared by: Tim Joyce

**This is based on a local police service and their guidelines for arranging a ride along. Adapt for your local situation.**

# Guidelines for Ride-Alongs

1. The Chaplain should notify the Staff Sergeant (or appropriate official) on duty at Headquarters of his/her intention to go on a ride-along.
2. The appropriate official will assign the Chaplain to an Officer, attempting to accommodate the preferences of the Chaplain and the Officer.
3. The appropriate official will ensure that the Chaplain ride-along is noted on the duty-sheet.
4. Chaplains are to wear identified [see policy: ‘Uniform of a Police Chaplain’] issued clothing on ride-alongs, unless permission is received from the Officer-In-Charge. The jackets should be worn with appropriate business or business-casual attire.
5. Chaplains will be issued evidence notebooks and will be expected to take notes on incidents where they may be called as a witness. Chaplains should record date, time, staff sergeant, sergeant, which officer is taking the ride along and call number, car, car number, and weather conditions. When you complete the ride-along, sign off the time.
	1. Chaplains will not attend high risk calls that have a significant potential for violence. In most cases the Chaplain may remain in the patrol car during the high-risk call, providing the patrol car is in a safe position out of the line of fire. The Officer shall be responsible for deciding which calls the Chaplain may attend. Chaplains must reflect the following four characteristics with the Police Officers:
	availability, adaptability, visibility, credibility
6. Ordinarily chaplains cannot be involved in high-speed pursuits. At the discretion of the staff sergeant and/or the officer if a pursuit is initiated, the Chaplain may be dropped off for his or her own safety. This is why it is important to carry a cell phone and have money available for a taxi. And this is also why it is important to know where you are at all times. Monies for the taxi will be reimbursed by the Police Services Board. [Please request a taxi receipt.]
7. Chaplains will not be used or considered as back-ups to Police Officers.
8. Chaplains may assist Officers on a police call, but must be cautious not to interfere.

# Resource for Churches Hosting the Peace Officers Memorial Service

Prepared: November 2007

To be reviewed: Once every 2 years.

**Purpose**

The Peace Officers’ Memorial Service should be part of the host church’s regular religious services so that members of the congregation or parish are present and meeting with the officers.

**Focus**

The service has a dual focus:

1. to encourage the officers present through scripture (sacred readings) and prayers
2. to remember those who have fallen in a way that is appropriate to the traditions of that church and to offer comfort to those who grieve - whether or not the loss is recent or long standing

**Guidelines**

1. The churches of \_\_\_\_\_\_\_ will host the Peace Officers Memorial Service on a rotating basis. Usually one of the chaplains will offer to host the service and the goal is to vary the location and denomination and to include our outlying towns.
2. The Memorial is always held on the last Sunday of September in conjunction with the National Peace Officers Memorial in Ottawa.
3. The minister hosting will meet with the Liaison Officer to the chaplains, to plan the service details. At this planning meeting the invitations are prepared and the meal is discussed. Sample invitations from the previous year can be used as template for the coming year. Printed invitations are paid for by the police services. The host church is responsible for the church service and the luncheon that follows. The peace officers and their families are welcome to attend.

**The list of dignitaries should be drawn up and should include at least the following:**

* The mayor of \_\_\_\_\_\_\_\_\_
* The local city councilors
* The member of parliament
* The member of provincial parliament

**The peace officers, which includes the following:**

* The local Police Service
* Administration and Association of Police Officers
* Ontario Provincial Police
* Royal Canadian Mounted Police [Windsor Detachment]
* Ministry of Corrections Officials
* Ministry of Natural Resources
* The Fire Department
* Emergency services: it has been the local tradition to invite and include the emergencies services workers.
* Customs Officers [They are peace officers as well and if there is a connection in the area or with the police service hosting the memorial, the host pastor or religious leader in consultation with the liaison officer from Chatham-Kent Police can issue an invitation.]

Some Polices Services offer the services of a bagpiper.

Some Police Services also involve their local Colour Guard.

**Invitations**

The host church will prepare a letter of invitation on the church’s official letter. This letter of invitation should include:

1. the printed invitation

2. the date and time and location of the service

3. the role the dignitary is expected to play [ie: to address the gathered officers at the luncheon or do a reading during the service if they are part of that denomination or particular parish or if they are comfortable doing so.]

4. the length of the service and expected length of the luncheon so schedules can be properly planned

5. phone numbers and/or email for RSVP contact should be included on both the printed invitation and on the letter of invitation issued by the host church.

The church should provide or arrange for a photographer of this event and there could be a group shot of all the officers and dignitaries and participants and a few casual shots—these should be put on a disk and given to the Liaison Officer so that these can be posted on the website.

**Website to get the names of fallen officers** <http://www.cpoma.com/memorialservice.html>

The names of the Fallen Officers include all from after the date of the September memorial up to the current year’s service.

**Suggested Time Line**

Mid August: The host church meets with the Liaison Officer to prepare invitations, update addresses for the invitations and determine who will contact the various dignitaries.

Late August: Invitations are completed and mailed to the MP and the MPP along with
an invitation on church letterhead.

Tuesday after Labour Day [or shortly thereafter]: The Liaison Officer and the pastor [or
 designated representative] from the host church will hand deliver invitations to
 the Mayor’s Office, the Chief of Police, the Fire Chief and OPP.

Early-Mid September: The bagpiper is contacted and his participation in the service is
confirmed. [If asked, he is willing to play during the service itself but this must be arranged in advance.]

Mid-September: The newspapers are contacted regarding the service and invited to
 send reporters.

Mid September: The luncheon is planned

Mid-September: The Liaison Officer and host pastor [or designated representative] walk
 through the church to determine where the flags can be placed, how the church
 is laid out and where the officers will process to and be seated.

Late September: The dignitaries are contacted by telephone in order to get an accurate
 count. [Please note, in past years the officers bring family members so if you
 have 20 Peace Officers and dignitaries attending, it is quite possible to have
 approximately another 15 family members attending.]

**The day of the Peace Officers Memorial Service:**

* Host church will have greeters available to meet the dignitaries and inform them where to sit and answer any questions.
* The Liaison Officer and Host Church Pastor can meet before the service to answer any last minute questions from the various participants.
* The Colour Guard Processional into the Church.
* The Memorial Service—according to the customs and traditions of the church.
* The Recessional with the Colour Guard.
* The luncheon.

# Resources

Canadian Police Chaplain Association

Police Chaplains who have hosted this event in the past