

**San Luis Police Department
Law Enforcement Policies & Procedures,
LE 3.17 Police Chaplains**

Subject: Police Chaplains	Policy Number: LE 3.17
Issue Date: 06/06/2024	Revision Date:

A. PURPOSE:

1. Provide chaplaincy services to members of the City of San Luis (COSL) Police Department, their families, and the community. The Chaplaincy Program is responsible for providing Critical Incident Stress Management (CISM) response, post-traumatic counseling, and other necessary support during crisis-related events.
2. The Chaplaincy Program offers trusted individuals who will provide immediate confidential, personal, and family counseling, incorporating non-denominational spiritual guidance and emotional support for members of the COSL Police Department and their families.
3. Chaplains respond to counsel, assist and support victims and witnesses of critical incidents, crises, and other traumatic events.

B. DUTIES

1. Assist department officials in notifications regarding the death or serious injury of a department member.
2. Participate in ceremonies such as graduations, banquets, weddings, etc.
3. Assist with funerals and memorials of on-duty, off-duty or retired personnel.
4. Critical incident (CISM) debriefing.
5. Help family members of department personnel.
6. Represent the department before official bodies upon request.
7. Respond to major disasters.
8. Visit sick or injured personnel at home or in the hospital.

C. QUALIFICATIONS

1. Chaplains shall meet the following requirements:
 - a. Be full-time or retired clergy, ordained/licensed by the members of a church or religious order and in full connection with same, **or** shall be ordained/licensed clergy with professional experience with a religious organization or social service agency.
 - b. Pass the background check required to obtain a volunteer position with the City of San Luis Police Department.
 - c. Possess a valid Arizona driver's license and shall not have been convicted of any felony offense or any offenses involving moral turpitude.
 - d. Demonstrated counseling/family dynamic skills.

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- e. Possess an unbiased understanding of multiple faiths.
2. Chaplains must possess the ability to:
 - a. Demonstrate genuine compassion and to work with a diversified population of employees/community.
 - b. Maintain high spiritual and moral standards and treat all people with respect and dignity.
 - c. Not discriminate against any person based on race, color, religion, sex, national origin, age, disability, or genetic information.
3. Church – Chaplains must:
 - a. Be in good standing with their own churches/monasteries.
 - b. Incorporate non-denominational spiritual guidance.
 - c. Maintain professional relationships with the clergy of the community.
 - d. Make referrals to the clergy of choice as soon as possible as the need arises.
 - e. Serve as liaisons between local ministerial alliances or associations and the City of San Luis Police Department.

D. TRAINING AND RETENTION

Chaplains must complete or retain the following, in order to remain eligible as a volunteer with the San Luis Police Department:

1. Attending an accredited critical incident stress management training within the first year on the team if no certification has been attained.
2. Attending continuing education training for police chaplain services, when available, to advance skills in counseling, crisis intervention, stress burnout, grief recovery, and suicide prevention.
3. Make a minimum of one-year commitment to the San Luis Chaplaincy Program.
4. Possess and retain a valid Arizona Driver's License.
5. Provide own transportation with appropriate vehicle insurance.
6. Do not respond to callouts if alcohol has been consumed or impaired by prescription/non-prescription drugs. Fatigue and/or illness will excuse the chaplain from being called out.
7. No fees or gratuities of any kind are permitted to be accepted for the San Luis PD chaplain services (funerals, weddings, counseling, etc.)

E. ORGANIZATIONAL ASSIGNMENT

1. The Chaplain program will be under the CISM/Peer Support Manager's oversight for organizational purposes.
2. Chaplains operate independently of standard supervision and may have direct communication with any employee.
3. Chaplain assignment is in a *volunteer* capacity and will be non-sworn, non-commissioned members of the City of San Luis Police Department. Chaplains will not

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be armed and only possess those powers of arrest as granted to any other citizen under state law.

4. All Chaplains shall be approved and shall serve at the pleasure of the Chief of Police.
5. Chaplains are encouraged to ride with patrol officers to become familiar with the City of San Luis Police Department personnel and to become aware of the needs of Department members.
 - a. Ride-a-longs will be frequent during the orientation of a new Chaplain and will be continued periodically to maintain the Chaplain's awareness of needs.
 - b. The chaplain shall follow the directions of the officer with whom they are riding. A chaplain shall not exit the vehicle on any high-risk calls to which they may be assigned unless the elements of risk have been mitigated.
 - c. In the instance where circumstances indicate a danger, the officer may have the Chaplain exit the vehicle at a safe location. The officer shall notify Communications so the Chaplain may be picked up by another officer.

F. AVAILABILITY

1. The City of San Luis Police Department members may need a neutral person in whom they can confide more freely than they would their supervisors, co-workers, family, or their own clergy, especially in times of job-related crises. Chaplains will be available to counsel or make referrals to aid employees resolve family or other disputes. Chaplains will be available to San Luis Police Department members and their families in times of personal stress. Offers of assistance will be made and members' wishes to accept, or decline, will be respected.
2. Chaplains will be available to assist command staff in making notifications to the families of the City of San Luis Police Department members who have been seriously injured or killed in the line of duty. Chaplains may be notified and requested to visit sick and injured employees and their families in times of need.
3. Emergency Response – Notification of a Chaplain in emergencies will be the responsibility of the on-duty Patrol Supervisor with the assistance of a CISM/Peer Support Certified member, if necessary.
4. Family Notifications – In the event of a serious illness, injury, or death of a City of San Luis Police Department member, the member's family will be offered the support of a Chaplain, to include notification of a member's involvement in a critical incident, if appropriate; assistance at hospitals and rehabilitation facilities; and support in matters related to funerals.
 - a. Chaplains will not infringe upon the privacy of San Luis Police Department members and their families, nor will they attempt to take the place of the ministers or other supportive persons requested by San Luis Police Department members and/or their families to assist.
5. Visits to the sick / injured – Chaplains may visit sick or injured employees in the hospital and/or their homes. When a City of San Luis Police Department employee or family member is hospitalized, the Chaplain(s) may be notified. These visits are

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tangible expressions of the care and concern of employees for each other. They also provide an opportunity for the sick and injured to discuss any fears or problems related to the illness or injury.

G. CLERGY-PENITENT CONFIDENTIALITY

Chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent privilege, including A.R.S. § 13-4062(3) and shall inform department members when it appears reasonably likely that the employee is discussing matters of importance to the Department that are not subject to the clergy-penitent privilege.

1. In such cases, the Chaplain should consider referring the member to a non-department counseling resource.
2. No Chaplain shall provide counsel to or receive confidential communications from any employee concerning an incident personally witnessed by the Chaplain or concerning an incident involving the Chaplain.
3. Exceptions for cases of confidentiality between the chaplain and the counseled include:
 - a. Serious violations of Department orders.
 - b. Violation of state or federal law.
 - c. A member is a clear danger to themselves or others.
4. Compromising confidentiality will be considered a violation of Department policies. If a chaplain violates confidentiality, the chaplain is subject to removal from the Chaplaincy Program.

H. EQUIPMENT AND UNIFORMS

Chaplains will be provided with the following items, which remain property of the City of San Luis and San Luis Police Department:

1. Ballistic vest.
2. Authorized chaplain polo shirt and jacket.
3. ID Access proxy card and key(s).
4. Chaplain badge.