

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> August 12, 2015		<i>Amended Date</i>	<i>Directive</i> 4.07.1
<i>Subject</i> Department Chaplains			
<i>Reference</i>		<i>Approved</i>  Chief of Police	
<i>Distribution</i> All Personnel City Manager City Attorney	<i>TPCA Best Practices Recognition Program Reference</i> None	<i>Review Date</i> July 5, 2017	<i>Pages</i> 2

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

The purpose of this policy is to establish guidelines for the department's chaplains.

SECTION 2 POLICY

It is the policy of the department that we endeavor to provide guidance, counseling, and assistance to the officers, the families of the officers, and the community through our department chaplains. In order to provide this support a police department chaplain(s) will be appointed.

SECTION 3 PROCEDURES

A. MINIMUM CHAPLAIN QUALIFICATIONS

1. The police department chaplain shall:
 - a. Be an ordained minister with a minimum of five years experience and be in good standing with his ecclesiastical body.
 - b. Show no record of criminal history. Driver's license must be valid with no major violations.
 - c. Be available to serve on a twenty-four (24) hour call basis. When a conflict exists between the need for the chaplain's service by a law enforcement officer and the chaplain's other full-time ministerial duties, it shall be the responsibility of the chaplain to resolve the conflict.

B. CHAPLAIN DUTIES

1. Provide home and business phone numbers to the police department.
2. Participate in training programs as recommended by the Chief of Police. Such training programs would acquaint the chaplain with police procedures and enhance his efficiency in meeting and dealing with people in crisis.

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3. Shall spend at least ten (10) hours per month riding with patrol officers to keep in touch with pressures and problems that confront officers on the street.
4. Be available to assist any officer in any crisis situation with which the officer is required to deal. For example, the chaplain may be called upon to assist officers when there is an accident involving serious injury or death, and when there is a need to provide comfort to the injured parties or their families or assist in the delivery of a notice of death.
5. Be available to officers who feel the need of a neutral person in whom to confide more freely than they might with their supervisor, fellow officers, or others. The chaplain should be available to officers and their families in times of personal stress or crisis. Conversations between the chaplain and any officer are private and confidential.
6. Be required to serve in ceremonial functions consistent with his profession such as funeral and memorial services where he represents the department, at academy graduations, and religious and civil ceremonies.
7. Frequently attend roll calls, even if he does not take part.
8. Act as liaison between the local ministerial association and the department.
9. Make referrals of persons in crisis to the clergy of their choice as soon as possible.

C. SUPPORT SERVICES DIVISION RESPONSIBILITIES

1. The Support Services Assistant Chief shall notify the chaplain of department personnel, or family members in the hospital.

D. SCOPE OF RESPONSIBILITY

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.