	ANDOVER POLICE DEPARTMENT GENERAL ORDER	Number: P3102 Page: 1 of 6 Distribution: All
Title: POLICE & FIRE CHAPLAIN PROGRAM		Section: Programs
Issued: 02/22/2011	Effective: 03/02/2011	Revised: 04/01/2016
Rescinds: All Previous	Amends:	
CALEA References: 16.4.1, 16.4.2, 16.4.3		
Review: Annual	Authority: Chief Michael A. Keller	

I. Purpose

The purpose of the Andover Police Department's Police & Fire Chaplain Program is to complement the department's total police service effort by providing a source of emotional and spiritual support to Police and Fire department members, their families and the community. This is a volunteer organization consisting of members of the local clergy who have completed the Police Chaplain training and been appointed by the Chief of Police.

II. Policy

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The Police & Fire Chaplain Program is an auxiliary unit of the Andover Police Department made available to provide crisis counseling to the community, the Andover Police and Fire Departments and the Kansas Medical Center (KMC) either by responding to an incident as requested by an officer, firefighter, KMC hospital staff member, or by being available for counseling with department personnel and/or their families. Chaplains are volunteer staff who provide confidential debriefing with Andover Police and Fire Department employees as needed. The Chaplain program provides a community-policing avenue for the Andover Police Department, Andover Fire Department and the community to work together through participating pastors and churches.

III. Definitions

A. **Chaplain:** A member of the clergy officially attached to the police department in a non-sworn volunteer capacity.

IV. Regulations

A. Chaplains will have a basic knowledge of the duties of a police officer and seek to keep abreast of new procedures [A].

B. Chaplains shall conform to police radio procedures, and keep radio transmissions to a minimum, promptly follow the directions of the communications officer, and maintain telephone or radio communications with the on-duty communications officer at all times [A].

C. Chaplains shall report to the Chaplain Director in writing any changes in address or telephone numbers [A].

D. Chaplains shall respect his/her commission and seek to the best of his/her ability to set forth a good example [B].

E. Chaplains shall not publicly criticize the action of any officer or other Chaplain. Chaplains shall not gossip about any other Chaplain or officer to his/her detriment or discredit, whether the subject is true or false. Any Chaplain having a grievance shall take up the matter through official channels [B].

F. When on duty, Chaplains shall be clean and properly attired in civilian clothing or **Chaplain uniform. Chaplains shall be properly identified by a Chaplain's** identification tag, be courteous and conduct themselves in a manner becoming a member of the Clergy [B].

G. Chaplains shall not release any information on cases they work to the news media or outside agencies. They are not to discuss any information received from the department, whether it is through official or unofficial channels, with any news media or outside agency. All information obtained should be held in confidence and used only for the benefit of the person(s) concerned. Any information, detrimental or beneficial, will be cleared through official channels before any release is made [C].

V. Procedures

A. Qualifications

1. Persons wishing to become Chaplains for the Andover Police Department must:
   a. Have completed a recognized course of study for ministerial training.
   b. Be licensed or ordained by a recognized denomination or religious body.
   c. Provide a resume of personal history and qualifications, along with completing an Andover Police Department application.
   d. Be 21 years of age with no felony or serious misdemeanor convictions, no convictions of moral charges or history of mental/emotional impairment.
   e. Successfully pass a background investigation.
   f. **Possess a valid Kansas driver's license.**
   g. Show evidence of a vital and mature spiritual life.
   h. Maintain high spiritual and moral standards.
   i. Be tactful and considerate in their approach to all people.
   j. Be a citizen of the United States.
   k. Maintain an operational telephone.
   l. Complete an interview with the Chaplain Director and the Chief of Police or designee.
   m. Complete the Andover Police Department Chaplain orientation program.
   n. Live or serve a church within the sphere of influence over the City of Andover and/or surrounding community.

B. Appointment/Identification/Termination

1. The Chief of Police, or designee, shall appoint police Chaplains to serve the department.
2. The number of Chaplains utilized by the police department will be at the discretion of the Chief of Police.
3. The Chain of Command for the Chaplain Program is as follows:
   a. The police Chaplain program is under the direct supervision of the Chief of Police.
   b. The Chaplain Director is responsible to the Chief of Police or designee.
   c. The volunteer clergy are responsible to the Chaplain Director.
   d. The Chief of Police is responsible for keeping officers informed as to the availability of the Chaplains.
4. Every Chaplain shall be issued an identification card, Chaplain's badge and department authorized business cards. The identification card will be in the form approved by the Chief of Police.
5. The identification card and badge will be the Chaplain's means of identification and evidence of commission as a police Chaplain. Chaplains will keep both in their possession whenever they are functioning as a police Chaplain.
6. The Chaplain's commission is for identification purposes only and is not a law enforcement officer's commission. The holder is not granted police powers or authorized to carry a weapon.
7. A Chaplain's appointment may be terminated at anytime by the Chief of Police, with or without the recommendation of the Chaplain Director.
8. The Chaplain may terminate their appointment by submitting a resignation to the Chief of Police through the Chaplain Director.
9. The following general categories will be of consideration to the Chief of Police as cause for termination of a Chaplain's appointment:
   a. Improper personal conduct.
   b. Inadequate and/or incompetent handling of assignments.
   c. Repeated failure to attend Chaplain activities.
   d. Failure to comply with police Chaplain service regulations and/or other applicable Andover Police Department guidelines.
10. Immediately upon termination of appointment, the Chaplain will surrender their ID card and badge along with other City owned equipment issued to them, or in their possession, to the Chief of Police or designee.

C. Duties (16.4.1b)

1. All police department Chaplains will operate under the following guidelines and will be responsible for the listed duties:
   a. A Chaplain is not a sworn law enforcement officer and is not authorized to carry a weapon. They shall at no time assume such a role. Their

responsibility is to assist law enforcement officers and/or firefighters when asked to do so in matters within the Chaplain's realm of expertise. They shall not, in any way, interfere with officers or firefighters in the performance of their duties and at all times comply with lawful orders from officers (16.4.1a).

b. While acting as a Police & Fire Chaplain, the Chaplain will follow current Andover Police Department policies, procedures and regulations. They will work within the established guidelines and protocol of the department.

c. It shall be the role and responsibility of the Police & Fire Chaplain to provide counseling to prisoners, attempted suicide victims, runaways, families involved in domestic disturbances, victims of rape and abuse, etc., upon request. The Police & Fire Chaplain Program is also available in assisting officers in delivering emergency messages and death notifications, as well as, being available to minister to law enforcement officers, firefighters and their families.

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d. The primary on call Police & Fire Chaplain will be on call for one week intervals, 9:00 am Monday through 9:00 am the following Monday, on a rotating basis. The on-call Chaplain should be available by telephone and able to respond to service requests 24 hours per day during their on-call week. The alternative on call Chaplain should be available by telephone and able to respond in the absence or unavailability of the primary on call Chaplain.

e. Chaplains are to provide written activity reports for each initial call they respond to as well as any follow-up contacts on a case. The reports shall be submitted to the Chief of Police through the Chaplain Director.

f. Chaplains are normally full time clergy serving churches and the department recognizes that they may at times be unavailable for some calls during church services, activities and personal time. At such times the Chaplain Director will determine which Chaplain is to respond to calls for service.

g. Chaplains are encouraged to ride with officers as often as possible, but should attend at least one shift briefing and attempt to ride with a patrol officer at least two hours during their primary on-call week. Chaplains desiring to ride with a patrol officer will check in with the Watch Commander before riding.

h. Chaplains are encouraged to build positive relationships with department personnel through such activities as periodically visiting the police station, fire station, riding with officers, personal notes/cards, correspondence, assisting with benevolent needs, etc.

i. Chaplains are required to attend quarterly Chaplain's meetings.

j. Police & Fire Chaplains are authorized to wear the Police Chaplain uniform that has been approved by the Chief of Police when they are working in the capacity of a Police & Fire Chaplain (i.e. call outs, riding with officers,

attending city events or functions, etc.). The Chaplain uniform will clearly distinguish the Police & Fire Chaplain from sworn officers and will include a khaki polo shirt and black jacket with "Chaplain" embroidered on the front and back of both the shirt and jacket. Chaplains will also be authorized to wear a black ball cap with "Chaplain" embroidered on the front of the cap. Acceptable dress for Police & Fire Chaplain functions also includes the authorized clothing of their respective denominations, or suitable business attire (16.4.3).

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2. In partnership with the Kansas Medical Center (KMC), the Police & Fire Chaplain program will provide, on call as needed, Chaplain services.
   a. When Chaplain services are needed at the hospital, a KMC staff member will contact the E-911 Emergency Communications Center.
   b. The primary Chaplain will be contacted by the on duty Communications Officer and notified of the request.
3. In addition to the aforementioned duties, the Chaplain Director will have the following additional responsibilities:
   a. The Chaplain Director, as appointed by the Chief of Police, will serve for a one-year term.
   b. Is responsible for the overall operations and function of the Chaplain Program from the clergy perspective. The director coordinates volunteers, on-call schedules, in-service training/recruit training, and ensures that all appropriate chaplain activity reports are completed and turned in on a timely basis. The Chaplain Director also assists in the continued development of the Chaplain Program.
   c. Is responsible for being aware of:
      - Calls assigned to each chaplain.
      - Action(s) taken by Police & Fire Chaplains.
      - General knowledge of case disposition.
   d. Prepares and submits copies of the duty schedule to the Chief of Police and all chaplains quarterly.
   e. Provides for training of new Chaplains.
   f. Maintains a line of communication with the Chief of Police.
   g. Acts as a supervisor of the Chaplain Program and the work of all the Chaplains is subject to the Director's inquiries.
   h. Is responsible to the police department for the performance of all Chaplains while they are acting within the scope of the Police & Fire Chaplain Program.

D. Follow-Ups

Follow-up cases will be worked as follows:

1. The subject's pastor is to be contacted and the case released to them unless the subject refuses such help.
2. If there is no church relationship, the Chaplain working the case has freedom to follow-up as they deem necessary.
3. If the Chaplain feels that follow-up is needed but for some reason does not wish to do it themselves, the facts of the case shall be reported to the Chaplain Director who will assign the case to another Chaplain.
4. If in the judgment of the Chaplain Director the chaplain in the initial case used poor procedure, the matter is to be discussed by the Director with the Chaplain without the subject involved being present.
5. If the Chaplain feels that the judgment of the Chaplain Director is unacceptable, they have the right to contact the Chief of Police or designee for consideration in the matter.
6. The Chaplain Director or other chaplains have no right to give dissimilar advice or counsel in follow-up contacts that is contrary to the initial Chaplains counsel for denominational or theological reasons alone.
7. Once the situation is resolved or removed from the concern of the Chaplain, the Chaplain Director or Chaplain is not responsible for any further action as members of the Andover Police & Fire Department Chaplain Program.

E. Confidentiality

1. The confidentiality of the Chaplain Program is of utmost importance.
2. Case information will only be discussed on a need to know basis.
3. Chaplains are bound by the same rules and laws of confidentiality and case dissemination as that of law enforcement officers.
4. All counseling between citizens and members of the department with chaplains will be kept strictly confidential.

F. Training

1. Chaplains will receive orientation training prior to being appointed by the Chief of Police as well as reoccurring training during quarterly meetings (16.4.2).
2. Training prior to the first duty assignment will consist of four hours of new Chaplain's orientation, which includes an overview of a Chaplain's authorized and assigned duties, and at least four hours of riding with an officer on duty (16.4.2).
3. As time permits, Chaplains are encouraged to attend departmental training classes to gain a better understanding of an officer's duties.
4. Outside departmental training opportunities may be available at a Chaplain's own expense.