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Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

The intention of this policy is to describe the policies and procedures of The Kinston Police Department Chaplain. This policy is also to be used as part of the orientation process for new Chaplains.

II. DEFINITIONS

- A. Chaplain: A member of the clergy who conducts religious services for an institution, such as the Kinston Police Department

III. POLICY

- A. The Police Chaplain is a Chaplain that carries no law enforcement powers and requires a deep understanding of the work and challenges law enforcement officers and their families face daily. The understanding that this Chaplain has allows for him or her to be an effective and vital part of the Kinston Police Department both inside and outside of the patrol car. A Police Chaplain is expected to provide emotional, practical, and spiritual resources for law enforcement officers.
- B. The role of the Police Chaplain can be very demanding as it involves serving alongside not only all department shifts, but also to requests for assistance at all hours of the day and night and various conditions. The Chaplain is initially bound by the beliefs of his/her faith community, and is bound with the department by the same ethics, departmental policies and procedures as the law enforcement officers being served. At all times, the Chaplain is to be a positive advocate for the department and officers, and becomes a support liaison between citizens and law enforcement within the community.

The Chaplain stands ready to bear witness to the forgiving love and redeeming power of God to all people within the Kinston Police Department who are confronted with crisis. Believing that God expects him or her to act responsibly, the Chaplain stands ready to give the best concern and skill to those he serves. The Chaplain offers care to all who request it without regard to race, gender, creed, or religion.

Duties of the Chaplain may be:

1. To provide spiritual and emotional support to all members of the department, their families, and members of the public involved with the Kinston Police Department.
2. To serve as a resources for department personnel when dealing with the public in tragic incidents, including death notifications.
3. To deliver an invocation or benediction at public ceremonies as representatives of the Kinston Police Department.
4. To be able to respond on a 24 hour basis for confidential counseling, and referrals.
5. To provide or obtain assistance for victims of crime, accidents, and natural disasters.

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6. To attend department functions such as swearing-in ceremonies, promotions, retirements, or other events upon request.
7. To serves as a liaison with a local clergy.
8. To serve as a part of the crisis response team, and provide appropriate crisis intervention at emergency scenes.
9. To be a resource outside of the patrol car, yet inside the blue line.

C. Qualifications, Skills, and Abilities

1. Demonstration of excellent communication skills
2. Established ministerial leadership within his or her church
3. No criminal background other than minor traffic infractions
4. Willingness to be available 24/7 for “on call” as needed
5. Valid North Carolina driver’s license with proof of automobile insurance
6. Be available to build relationships within the department
7. Provide and maintain a positive reputation within the community

- D. The Police Chaplain is required to treat all those of whom they minister to with respect for their personal dignity and right to privacy, protecting the confidentiality of all personal information shared with the Chaplain. A Chaplain shall neither be expected nor required to disclose any information which is communicated and entrusted to him or her by those who are seeking counseling and advice of the Chaplain in his or her capacity as a minister with the expectation that such information be kept confidential. This provision shall not be construed to expand or diminish the confidentiality provision as set out in N.C.G.S. § 8-53.2.

The Chaplain is not held to confidentiality in the event of current child abuse or neglect, intended suicide/homicide, or the threat of bodily injury to self or danger to others. No promises of confidentiality shall be made in situations as noted above.

E. Requirements and Resources

1. Complete a background check
2. Letter of endorsement from Church leadership
3. Proof of highest educational degree, automobile insurance information, and health insurance information
4. Swearing in, same oath of office as the rest of the department, as the Chaplain is bound by the same policy and procedure manual as officers in confidentiality, ethics, and protocols.
5. Identification card
6. Badge which will indicate Chaplain, and will authorize access to emergency scenes, etc.
7. Department entry access cards/codes/keys
8. Dress code: appropriate business professional attire, though not in police uniform.
9. Department/civic email account.
10. Calendars of events and or meetings
11. Shift schedules.
12. Officer departmental and cellular phone numbers

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13. Chaplain's home and cellular phone number available to officers, and on file with dispatch for in-field contacts, and requests for a Chaplain presence at a given location
14. Inclusion in general departmental emails
15. Invitations to department meetings and events

F. When acting on behalf of the Kinston Police Department, it is important that the Chaplain be in business professional attire while on scene with officers. The ID badge is a key part of the Chaplain's uniform, since it grants access to the scene. In the event that the Chaplain is called to a scene, and it is not dressed with business professional attire, the ID badge will be adequate.

The ID badge that will be issued is property of the City of Kinston, and if terminated the badge shall be returned to the Kinston Police Department. If the Chaplain is to lose the badge, or have the badge stolen, the Kinston Police Department should be notified in a prompt manner. A reflective vest will be provided to the Chaplain to be worn when on scene of a traffic accidents and license checkpoints. The Chaplain will need to become familiar with the Kinston Police Department policy on reflective vests upon swearing in.

G. Chaplains are not allowed to carry a firearm while performing any duties with the Kinston Police Department, or the City of Kinston (even if the Chaplain possesses a concealed carry permit.)

H. While on the scene, the Chaplain is responsible to the on scene supervisor and shall not interfere in any way as Kinston Police Officers are carrying out their duties. The Chaplain shall not be a spokesperson for the Kinston Police Department unless given authority by the Police Chief or his or her designee. In addition, the Chaplain will not disseminate any details to any media outlet, other agency, or the general public.

I. Each Chaplain's level of activity will be reviewed monthly using information provided on their activity report. Failure to submit reports as explained below will be interpreted as grounds for considering that the Chaplain is inactive. The Chaplain for the Kinston Police Department is required to go online and complete the "Chaplain's Daily Report" within 24 hours of an activity. Or, if the Chaplain chooses, he or she may elect to file a monthly report instead. A monthly report can be filed using the same online "Chaplain's Daily Report" form. The cumulative totals will need to be entered for the month, as well as the time period covered by the report.

If the Chaplain for the Kinston Police Department chooses to file a monthly report they must submit the report by the 5th of each month. If a monthly report is not submitted on time, the Chaplain will be considered inactive.

J. The Chaplain's personal vehicle cannot and will not be considered an emergency vehicle at any given time. Going to and from any call, the Chaplain will obey and abide by the traffic laws that have been put into place. If for any reason the Chaplain fails to abide by the traffic laws, Kinston Police Department and the City of Kinston will not be liable for any damages or infractions that were a result of the Chaplain's misconduct.

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- K. Riding along with officers of the Kinston Police Department is a primary duty for the Investing adequate time into riding along is a key role in the Chaplain's responsibility in order to build relationships with the officers of the Kinston Police Department.
- L. Kinston Police Department has policies and procedures that must be followed by the Chaplain in order to participate. The Chaplain's duty is to learn and adhere to those regulations. Failure to obey to the rules put into place by the Kinston Police Department can and will result in separation or dismissal.
- M. At no time during the ride along should the Chaplain interfere with the officer trying to complete his or her law enforcement duties. The Chaplain should always remember that he or she is a guest in the Officer's vehicle during a ride along. The amount of time the Chaplain spends on a ride along may vary according to many circumstances.
- N. Helpful Hints for Chaplains during ride an along
 - 1. Dress appropriately
 - 2. Arrive early
 - 3. Talk with the officer in regards to the extent of your involvement
 - 4. Do not talk while the radio is transmitting or receiving
 - 5. Know the officer name and unit number of the patrol car in which you are riding
 - 6. Know your location at all times, and be aware of your surroundings
 - 7. Know how to use the radio in case of an emergency
 - 8. Follow the guidance of the officer for safety tips
- O. Beneficial Tips for the Chaplain
 - 1. Always report to an officer upon arrival on the scene
 - 2. If having difficulty in approaching an incident, contact dispatch and request an escort
 - 3. Have your ID badge visible while on the scene
 - 4. Use caution in releasing personal information while on the scene
 - 5. Notify the Major or Captain of any negative encounters with any law enforcement officer or emergency services personnel
 - 6. Notify the Major or Captain if you are requested to write an incident or witness report
 - 7. Refer media to the Public Information Officer for comments; the Chaplain should never relay messages to a media source
 - 8. Keep a list of agency numbers available