

 <b>ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 30.05 -</b>		DISTRIBUTION <b>ALL PERSONNEL</b>	<b>PAGE 1 OF 6</b>
ORDER TITLE <b>POLICE CHAPLAINS</b>	SERIES NO. <b>30</b>	SERIES TITLE / SUBJECT <b>PERSONNEL PROCESS</b>	
TOPICS / REFERENCE <b>Assistant Chaplain, Chaplain, Duty Chaplain, Personal Services Officer</b>			APPENDICES <b>A</b>
EFFECTIVE / ORIGINAL ISSUE DATE <b>May 1, 1974</b>	REISSUE/ EFFECTIVE DATE <b>April 18, 2011</b>	EXPIRATION DATE <b>This order remains in effect until revised or rescinded</b>	
CALEA (5 <sup>th</sup> Edition Standards) 55.2.6			

## POLICY

It shall be the policy of the Rockford Police Department to establish and maintain a Police Chaplain Division composed of local clergy who act in a non-sworn voluntary status under the direction of the Chief of Police and in accordance with this General Order. The Department does not endorse any particular religious affiliation.

## PURPOSE

The purpose of this General Order is to establish a Chaplain's Division in the Rockford Police Department, to define the areas of responsibility of the chaplains and to set forth some basic rules governing procedures. Any time an officer requests the assistance of a chaplain as authorized below, they shall include that information in their report of the incident. The facilities and resources of the Police Department shall be made available to aid the Chaplain's Division whenever practical to do so.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

- I. CHAPLAIN'S PROGRAM**
- II. CHAPLAIN'S CREED**
- III. ORGANIZATION**
- IV. DUTIES AND RESPONSIBILITIES**
- V. RULES OF PROCEDURE**
- VI. EFFECTIVE DATE**
- VII. REVIEWS, REVISIONS AND CANCELATIONS**

## APENDICES

- A. Duty Chaplain's Report Form**

## **I. CHAPLAINS PROGRAM**

- A.** The purpose of the Chaplain's Program shall be:
1. To provide spiritual guidance and counseling to all members of the Department, sworn and civilian, and their families in times of need.
    - a. The services of the chaplain are to be available on the basis of need and desire. They are not intended nor do they wish to replace an individual's own clergy.
  2. To be an aid to Rockford Police Officers and the people of Rockford through a field service ministry. To provide spiritual guidance, counseling, comfort in times of crisis and such physical help as the chaplains are equipped to give on an emergency basis. This includes putting people in contact with the appropriate agencies to help them.
    - a. Such service to be provided primarily by requests by or through members of the Rockford Police Department, the Rockford Fire Department or on request of other area law enforcement agencies on behalf of persons living in, in the immediate vicinity of, or passing through the City of Rockford.

## **II. CHAPLAIN'S CREED**

Believing that God is the answer to man's dilemma, the chaplain stands ready to bear witness to the forgiving love and redeeming power of God to all people confronted with crisis.

Chaplains should always seek to be responsive to God's leadership. They should pray that God will guide their words, thoughts, and actions, as their life is made a channel of God's love.

## **III. ORGANIZATION**

- A.** The Chaplain's Division shall be headed by the police chaplain and shall be staffed by as many assistant police chaplains as necessary to accomplish the objectives and purposes set forth above. A personal services officer will provide assistance and act as a liaison between the chaplains and the Department.
1. Police Chaplain
    - a. The police chaplain shall be appointed by the Chief of Police, with the advice and consent of the President of the Police Benevolent and Protective Association Unit # 6.
  2. Assistant Police Chaplains
    - a. The assistant police chaplains shall be appointed by the Chief of Police with the advice and consent of the police chaplain.
  3. Personal Services Officer
    - a. The position of personal services officer may be staffed by an external employment agency and/or a volunteer/part-time independent consultant approved by the Chief of Police. The personal services officer must be able to display and convey a degree of empathy, which is conducive to the solution of personal problems.

**B.** Requirements for membership.

1. The police chaplain and all assistant chaplains must:
  - a. Be duly ordained or licensed ministers employed in a church or church related organization or retired from a church or church related organization.
  - b. Have no felony convictions.
  - c. Possess a valid Illinois Driver's License.
2. The assistant police chaplains must be willing to give at least one consecutive 24-hour period each month in service.
3. The chaplain's identification shall consist of a card issued by the Chief of Police. When participation in the chaplain service is discontinued, the chaplain must surrender their identification card to the Chief of Police or designee. Once service is discontinued the chaplain is no longer authorized to represent the Rockford Police Department or the Chaplain's Division.

**IV. DUTIES AND RESPONSIBILITIES**

**A.** Police Chaplain.

1. The police chaplain shall report to the Chief of Police and shall be held responsible for matters pertaining to the operations of the Division.
2. The police chaplain shall act as chaplain to the members of the Rockford Police Department and provide those services indicated by item **I. A. 1.** The assistant police chaplains shall stand ready to act in this capacity also if requested.
3. The administrative duties of the police chaplain shall include planning, organizing and directing the activities of the Chaplain's Division.
4. The police chaplain will submit statistical reports on the activities of the Division from time to time as deemed necessary by the Chief of Police.
5. The police chaplain shall stand ready to assist the assistant police chaplains in the field service ministry of the Division at any time as the need may arise.

**B.** Assistant Chaplains.

1. The assistant police chaplains will report to the police chaplain or the personal services officer as directed. The types of reports and frequency of reporting are to be determined by the police chaplain or the personal services officer.
2. Each assistant chaplain will be on call for a 24-hour period at least one day each month. During this time they pledge to make themselves available to answer calls for service.
3. The assistant chaplain may be called on to assist police officers in a variety of situations including but not restricted to:

- a. Death notices. This could be the result of murders, other homicides, suicides, accidents or natural deaths.
- b. Accidents involving serious injury. This could provide comfort to the injured and their families.
- c. Persons who are confused or emotionally upset.
- d. Attempted or potential suicide victims.
- e. Persons who simply want or need to talk over problems.
- f. Stranded persons in need of financial help for travel.
- g. Persons in need of food, shelter, or medical services, who need direction to an agency that can help.
- h. Assisting officers in quieting an upset person or possibly to aid when a person is being committed to a hospital.
- i. Comfort to victims or members of their families.
- j. Assist police officers and the people they contact in any other function of the ministerial profession as requested.

**C. Personal Services Officer**

- 1. The personal services officer will be assigned to the Chaplain's Division and responsible directly to the Chief of Police.
- 2. The personal services officer may be called on to assist police officers, civilian employees or citizens in a variety of situations including but not restricted to:
  - a. Serve as liaison between the Rockford Police Department and the Chaplain's Division.
  - b. Serve as referral service for officers and their family members seeking professional help.
  - c. Make sure that the duty chaplain's vehicle is delivered and properly serviced.
  - d. Make sure that the duty chaplain responds and functions when needed.
  - e. Assist the duty chaplains in the performance of their duties.
  - f. Train assistant chaplains in the understanding of the rules and regulations of the Rockford Police Department.
  - g. Conduct seminars to update chaplains with new policies and procedures.
  - h. Visit officers and their families while hospitalized.
  - i. Visit and provide assistance for retired officers, their families and their widows/widowers.
  - j. Log and file reports left by chaplains.
- 3. The discretion of the personal services officer will be considerable. However, this discretion will be limited by the General Order, Rules and Regulations of the Fire and Police Commission and the Rules and

Regulations of the Department, especially section III. 21. of the Police Department Rules and Regulations.

## V. RULES OF PROCEDURE

- A.** The chaplain and assistant chaplains are **not** law enforcement officers and shall possess no law enforcement authority other than that of any private person. They are commissioned by the Chief of Police as police chaplain or assistant police chaplain and their responsibility is to assist Rockford Police Officers and other citizens of the city as outlined in this order. They shall in no way interfere with Officers in the performance of their duties.
- B.** Assistant chaplains will provide 24 hours per day 365 days a year coverage.
1. Each assistant chaplain will be assigned one duty day each month.
    - a. The tour of duty will be 24 hours during which time the duty assistant chaplain will be on call. Shift change will be at 0800 hrs.
    - b. If the assistant chaplain cannot serve on their duty day they must coordinate a substitute through, and approved by, the personal services officer or the Chaplains Division.
    - c. A schedule of duty days will be available in the Chaplains Division Office. It is the assistant chaplain's responsibility to confirm their duty days.
  2. When providing field service ministry, the chaplain should, as soon as practical, notify the involved person's clergyman. The chaplain should make proper referrals in those cases that need specialized attention. A directory of services will be part of a kit maintained by each assistant chaplain.
  3. The chaplains, when on duty, shall present themselves in a professional, courteous manner, understanding they are not only a representative of their religious community, but also the Rockford Police Department.
  4. The chaplain shall conform to the police radio procedures and be familiar with the 10-codes and other protocol used by the E-911 Communications Center.
  5. The on-duty assistant chaplain shall make themselves available to the E-911 Communications Center dispatcher at all times, either via radio, pager or telephone.
  6. Only the commissioned chaplain, assistant chaplain, employees assigned to the Chaplain's Division office, or authorized maintenance personnel shall drive the chaplain's car.
  7. The duty chaplain shall assume the responsibility of contacting their relief and making arrangements for taking the chaplain's car to them at the end of their designated duty day. The duty chaplain shall immediately notify the Personal Service Officer when there are difficulties in transferring duties at the end of their shift.
  8. The duty chaplain shall make a report on all field service cases using the chaplain's report forms. These report forms are for Chaplain Division use only and are to be kept confidential.

9. The chaplains are not to release any information on cases they work, to any news media or insurance agencies. All information secured will be held in confidence and used only for the benefit of the person(s) involved. Any inquiries will be directed to the Patrol Shift Commander.
10. The duty chaplain shall not hesitate to ask for a police squad car to meet and assist them or to be nearby if they believe it advisable.
11. The chaplains are free to make follow-up calls at their discretion or they may make a follow-up request to the chaplain of the day or the Chaplain Division Office. How much a chaplain becomes involved in a case is their decision to make.
12. The chaplains shall not take part in or become a part of normal departmental grievance procedures.

#### **VI. EFFECTIVE DATE**

- A. The Department's policy on Police Chaplains became effective on May 1, 1974.

#### **VII. REVIEWS, REVISIONS AND CANCELLATIONS**

- A. This General Order will be reviewed each **April** by the **Chaplain's Division** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order **10.01 – Written Directives**.
- B. This order is a revision of and supersedes General Order **30.05 – Chaplain Division** issued February 13, 2008.
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau**.

#### **BY ORDER OF**

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Chet Epperson  
Chief of Police

**APPENDIX A**

**ROCKFORD POLICE DEPARTMENT CHAPLAIN DIVISION  
DUTY CHAPLAIN'S REPORT FORM**

<b>CHAPLAIN'S NAME:</b>					<b>DATE:</b>	
<b>TIME CALL STARTED:</b>	<b>TIME CALL ENDED:</b>	<b>TOTAL HOURS:</b>	<b>CONTACTED BY:</b>	<b>NAME, ADDRESS AND PHONE # OF THOSE ASSISTED:</b>	<b>DESCRIPTION OF ASSISTANCE GIVEN:</b>	
1.						
2.						
3.						
4.						
5.						
6.						