



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: DECEMBER 1, 2020	CHAPTER: 4 - Field Operations	PAGE: 1 of 5	NUMBER: 4.02.05
SUBJECT: POLICE CHAPLAIN PROGRAM			
CHIEF: <i>Calvin D. Williams, Chief</i>			

Substantive changes are italicized

PURPOSE: To guide and maintain the Police Chaplain Program within the Division of Police.

POLICY: *It is the policy of the Cleveland Division of Police* to provide a Police Chaplain Program for guidance, counseling, and comfort in times of crisis and in response to the social needs of the Division, as well as the overall well-being of its members, their families, and the community.

Members are encouraged to utilize the *Police Chaplains' voluntary services* where the presence or expertise of a Police Chaplain may prove beneficial for the Division. The Employee Assistance Unit (EAU) shall work closely with the Police Chaplain Program to ensure *Division members receive all the support* available to them.

PROCEDURES:

- I. Police Chaplain Recommendation, Selection and Approval
 - A. The Chief's Office shall oversee the Police Chaplain Program. The Chief of Police shall identify ordained or licensed *clergy members*, representing various faiths, who are interested in volunteering their services to the Police Chaplain Program.
 - B. *The maximum number of Police Chaplains shall be established at the discretion of the Chief of Police.*
 - C. The Chief's Office shall maintain a Police Chaplain Candidate list.
 - D. Recommendations of clergy members for inclusion in the Police Chaplain Program may come from any source and shall be directed to the Chief's Office. Those recommended shall have sufficient experience in pastoral and parish work *to meet the requirements of this order adequately.*
 - E. The Chief shall select the applications for forwarding to the Personnel Unit for a background investigation. The recommendations and investigation results shall be forwarded through the chain of command to the Chief's Office.
 - F. The Chief of Police or designee shall select a candidate to become a Police Chaplain upon consultation with the Chief Chaplain.
 - G. Police Chaplains shall be sworn-in by the Chief of Police.
- II. Police Chaplain Suspension or Removal

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- A. The Chief of Police may suspend or remove a Chaplain from the Police Chaplain Program for just cause, including but not limited to:
 - 1. Violations of Division rules, orders, and directives.
 - 2. A lack of active participation in the Police Chaplain Program.
 - 3. Actions that diminish the esteem of the Police Chaplain Program.
 - 4. Failure to provide accurate contact information.

III. Chief Chaplain Responsibilities

- A. The Chief of Police shall appoint a Chief Chaplain from those in the Police Chaplain Program.
- B. The Chief Chaplain shall:
 - 1. Serve as a liaison between the Division and all the chaplains participating in the Police Chaplain Program.
 - 2. Assist the Chief in identifying and vetting *clergy members* who are interested in *participating* in the Police Chaplain Program.
 - 3. Be apprised of all chaplain selections and deletions by the Chief's Office.
 - 4. Provide immediate supervision over the Police Chaplain Program.

IV. Assistant Chief Chaplain

- A. The Chief of Police shall appoint an Assistant Chief Chaplain from those Chaplains in the Police Chaplain Program.
- B. The Assistant Chief Chaplain shall:
 - 1. Be responsible for administrative matters delegated by the Chief Chaplain, including processing requests for services, scheduling assignments, and, if needed, assisting the Communication Control Section (CCS) when requesting a Chaplain for an immediate incident.
 - 2. *Monthly*, designate a police chaplain to be "on-call" and advise the Chief's Office and the CCS of the selected chaplain's name and phone number. The CCS supervisor shall have access to the contact information for the on-call Police Chaplain.
 - 3. Schedule Chaplains for roll call each month.

V. Police Chaplain Responsibilities

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A. Police Chaplains shall:

1. Report directly to the Chief of Police or designee and hold the honorary rank of captain of police.
2. After being sworn-in, be issued a Cleveland Division of Police identification card and gold badge with a chaplain insignia.
3. Display their identification card and/or badge when asked by anyone when performing a Police Chaplain related function.
4. Receive training in and be governed by the Manual of Rules, General Police Orders, and any other such policies, procedures, rules, regulations, and directives of the Division.
5. Maintain high spiritual and moral standards and be in good standing with the religious body they represent.
6. Assist members when *requested*.
7. Act as a liaison cultivating positive relations between the Division, the community, *and* ministerial alliances or associations.
8. Carry the Division issued cell phone at all times when so assigned.
9. Annually attend the classroom portion of the in-service training or other training directed by the Chief of Police.
10. Provide the Chief Chaplain with their current contact information to include a cell phone number and email address.
11. Respond *promptly* to correspondence from the Chief, Chief Chaplain, or Assistant Chaplain.

B. Police Chaplains may:

1. Provide comfort and counseling to members and their families in times of personal stress/crisis.
2. Make presentations to Police Academy recruit classes relative to the Police Chaplain Program and its functions within the Division.
3. Address members at roll calls or within the offices of administrative units relative to the Police Chaplain Program and its function within the Division.
4. With prior notification and approval from the Chief of Police, attend or participate in national, state, and local Law Enforcement Memorial Day ceremonies; Police Academy graduations; Division awards; promotional ceremonies; in-house training seminars; or other similar activities where the presence or expertise of a

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Police Chaplain would promote a positive image of the Division in the eyes of the public.

5. Wear the captain uniform with the chaplain insignia, but only at Cleveland Police ceremonial functions or when specifically approved by the Chief of Police.
6. Make appointments for Police Chaplain counseling. When circumstances dictate, in concert with EAU and the Division's Stress Consultant, make referrals to professionally accredited counseling services.
7. Assist Division members in making *severe* injury or death notifications.
8. With the appropriate officer-in-charge *knowledge*, participate in any "ride-along" in the same capacity as any other *Division's sworn member*.
9. Participate in Divisional training seminars as instructors or as students when information disseminated at such seminars is relevant to the duties and responsibilities of a Police Chaplain, and *the Chief of Police has approved such attendance*.
10. Visit sick or injured members confined in hospitals or recovering at home or another location.
11. Police Chaplains are encouraged to be members of the International Conference of Police Chaplains (ICPC). When approved by the Chief of Police, all costs incurred *due to* ICPC membership shall be paid by the Division of Police. Attendance at ICPC training seminars is encouraged but not mandatory. Chaplains desiring to attend such seminars at the expense of the Division shall do so in accordance with the Travel and Training Requests GPO.

VI. On-call Police Chaplain Duties

- A. The on-call Police Chaplain shall serve as first responder to requests for assistance from a member or family member.
- B. When a member or member's family expresses a desire to meet with a Police Chaplain of a religious denomination different than the on-call Police Chaplain, the on-call Police Chaplain shall be responsible for making the arrangements.
- C. The Chief may assign an unmarked police vehicle to the Police Chaplain Program for use by the on-call Police Chaplain. The on-call Police Chaplain may request a district OIC allow the use of a vehicle if one is available. Division vehicles used by the Police Chaplain shall be assigned call numbers 7950 through 7959 *per* the current commuter vehicle policy.

VII. Police Chaplain Availability, Contact, and Confidentiality

- A. Police Chaplains are available any time to assist members and/or their families. Police Chaplains may be contacted directly or by calling CCS at (216) 623-5723.

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- B. A list of Police Chaplains, their contact information, and religious denominations shall be provided by the Chief Police Chaplain and disseminated through the Chief's Office. The list shall be conspicuously posted in CCS and at each district and bureau. The list shall be made available to any member upon request.
- C. All matters discussed as a result of a member's interaction with any Police Chaplain shall be treated as privileged communications. The names of people seeking assistance from a Police Chaplain shall be kept confidential.

VIII. Police Chaplain Injury Reporting and Investigation

- A. Police Chaplains injured while performing a Police Chaplain related function shall report such incidents at the time of occurrence to CCS at (216) 623-5723.
- B. Injury investigations shall be handled in accordance with the Duty Related Injuries GPO.
- C. Injuries to a Police Chaplain that are reported immediately shall be handled by the sector supervisor of the sector of occurrence. The nearest sector supervisor shall investigate injuries sustained outside the city limits *for Police Chaplains performing a function for the CDP*.
- D. Delayed reporting of injuries to a Police Chaplain shall be forwarded to the commander of the district of occurrence or nearest to the occurrence, if outside the city limits *for Police Chaplains performing a function for the CDP*. The district commander shall delegate the injury investigation.
- E. Police Chaplains shall be insured by the City of Cleveland while anywhere performing a Police Chaplain function.
- F. Supervisors shall ensure that proper notification of incidents involving Police Chaplains are promptly reported to EAU, the Chief Chaplain, and *the Internal Affairs Unit* as appropriate.

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.