


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "POLICE CHAPLAIN"	ORDER NUMBER: 14-16
		PLEAC STANDARD: NONE	PAGE 1 OF 3
ISSUE DATE: 11/30/2015	EFFECTIVE DATE: 11/30/2015	REVIEW MONTH: NOVEMBER	RESCINDS: NONE
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1.0 POLICY / PURPOSE

- 1.1 The purpose of this policy is to establish procedures and guidelines for the police chaplains.
- 1.2 The mission of the Pittsburgh Police Chaplaincy Corps is to provide guidance, support, counsel, and comfort to the Pittsburgh Bureau of Police Officers, employees, their families, and members of the community. The department does not endorse any particular religious affiliation.

2.0 ORGANIZATION

- 2.1 The Police Chaplaincy Program is a volunteer program without compensation or financial obligation to the City of Pittsburgh. The program shall be headed by the Police Chaplain, appointed by, and serving at the discretion of the Chief of Police, and shall be staffed by as many Police Chaplains as necessary.
- 2.2 The Police Chaplain will be responsible for establishing a corps of clergy members, to be herein identified as "The Police Chaplain Corps". Members of the Police Chaplains Corps will be identified as "Assistant Chaplains", and will also serve in a voluntary capacity. Assistant Chaplains will be comprised of members of various worshipping communities, and shall be available to provide assistance and support to Officers of all denominations.
- 2.3 Prior to consideration for the appointment, the position of Police Chaplain or Assistant Chaplain, individuals to serve in this capacity shall submit to, and be cleared by, a background investigation, to be conducted by the Office of Municipal Investigations.
- 2.4 The Police Chaplain shall report to the Chaplain Liaison, and is responsible for matters pertaining to the operations of the Chaplain's program.
- 2.5 The administrative duties of the Police Chaplain shall include planning, training, organizing, and directing the activities of the Chaplains' program and to develop an on call schedule.
- 2.6 The Police Chaplain shall submit statistical reports to the Chaplains' program as deemed necessary by the Chief of Police.
- 2.7 The Police Chaplain, or the designated representative, shall, upon request, make a presentation at each recruit class on the role of the Police Chaplain program.
- 2.8 The Police Chaplain shall be responsible for administrative matters such as recruiting Police Chaplains, processing requests for services and scheduling assignments, advising and keeping the ministry abreast of departmental activities and policies, conducting special in-service training classes when necessary, and assisting whenever special problems arise.

3.0 DUTIES AND RESPONSIBILITIES

- 3.1 The Police Chaplain's responsibility is to assist all law enforcement officers and their families, upon request, in matters within the chaplain's professional realm.
- 3.2 Duties of the Police Chaplain or Assistant Chaplain shall be initiated upon the request of any member of the Pittsburgh Bureau of Police. They include, but are not limited to:

- 3.2.1 Counseling Officers having personal problems
 - 3.2.2 Counseling the families of Officers
 - 3.2.3 Visiting sick or injured Officers at home or in the hospital
 - 3.2.4 Assisting in making notification to families of Officers who have been seriously injured or killed
 - 3.2.5 After family notification, responding to the hospital when an Officer has been seriously injured or killed
 - 3.2.6 Attending and participating in the funerals of active Officers
 - 3.2.7 Officiating a wedding of an Officer
 - 3.2.8 Being available, when appropriate, to conduct training seminars or lectures, at the request of the Training Academy Responding to any major di
 - 3.2.9 Serving as a liaison with other clergy in the community
 - 3.2.10 Attending Bureau graduation, promotion, and award ceremonies, dinners and other social events, to offer the invocation and benediction
 - 3.2.11 Responding to any major disasters or serious incidents that occur within the City
 - 3.2.12 Making referrals where specialized attention is needed, or in those cases beyond the Chaplain's ability to assist
- 3.3 The Police Chaplain or Assistant Chaplain is authorized to visit all duty locations within the Pittsburgh Bureau of Police, and shall have access to all buildings and scenes where the presence of law enforcement officers indicates the requirement, or need for the Chaplain's services. The Police Chaplain shall carry all proper identification issued by the Bureau of Police.

4.0 CONFIDENTIALITY

- 4.1 In addition to the commonly accepted parameters of confidentiality afforded to the clergy, the criteria of confidentiality within the Pittsburgh Bureau of Police will apply as well. Discussion of matters shared in confidence by an Officer, with a Police Chaplain or Assistant Chaplain, will remain confidential, unless the said Officer wishes otherwise.

5.0 RULES AND REGULATIONS

- 5.1 The Police Chaplain and Assistant Chaplains are not law enforcement officers and shall possess no law enforcement authority, other than that of a private citizen. They shall not carry firearms in the performance of their duties as Police Chaplains. They are appointed by the Chief of Police and their responsibility is to assist the Pittsburgh Bureau of Police as outlined in this document.
- 5.2 The Police Chaplain and Assistant Chaplains, shall in no way interfere with the Officers in the performance of their duties.
- 5.3 All Chaplains, when on duty, shall be clean and professionally attired. They shall properly identify themselves, be courteous, and conduct themselves in a professional manner.
- 5.4 Chaplains shall not release information on police matters or investigations to the news media. Such requests will be referred to the Public Information Officer.
- 5.5 Confidentiality and trust are two key elements to the success of the Chaplain program. Any Chaplain who violates this code of ethics will be subject to dismissal.

6.0 QUALIFICATIONS AND REQUIREMENTS

- 6.1 The Chaplain shall be a licensed or ordained minister, priest, rabbi, or other individual, licensed by a recognized religious body. They must be in good standing with the endorsing organization.
- 6.2 The Chaplain shall have sufficient experience in pastoral parish work so that they may cope with the spiritual, psychological, and social needs of the members of the department and community at large.
- 6.3 Applicants must submit to a criminal record check and background investigation. Individuals with criminal records may be excluded from appointment by the Chief of Police.
- 6.4 The Chaplain shall be willing to conform to the Bureau policies and regulations.
- 6.5 The Chaplain must possess a valid driver's license.

Approved by:



Scott Schubert
Chief of Police