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| PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...accountability, integrity and respect."</i> | | SUBJECT: <p align="center">"POLICE CHAPLAIN"</p> | ORDER NUMBER: <p align="center">14-16</p> |
| | | PLEAC STANDARD: <p align="center">NONE</p> | PAGE 1 OF 2 |
| ISSUE DATE: 11/30/2015 | EFFECTIVE DATE: 11/30/2015 | ANNUAL REVIEW DATE: NOVEMBER | RESCINDS: ALL PREVIOUS |
| | | | AMENDS: NONE |

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 doesn't 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 Chaplain 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 to 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 operation 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 and on call schedule.
- 2.6 The Police Chaplain shall submit statistical reports on the Chaplains' Program as deemed necessary by the Chief of Police.
- 2.7 The Police Chaplain or his 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 will include, but not be limited to, any of the following, and shall be initiated **upon the request** of any member of the Bureau of Police:
- Counsel police officers having personal problems
 - Counsel the families of police officers
 - Visit sick or injured officers at home or in hospitals
 - Assist in making notification to families of department members who have been seriously injured or killed.
 - After family notification, will respond to the hospital when an officer has been seriously injured or killed.

- Attend and participate in the funerals of active members of the department.
- Officiate at wedding of member
- Be available when appropriate to conduct training seminars or lectures at the request of the Training Academy
- Serve as liaison with other clergy in the community
- Attend department graduations, promotion activities, award ceremonies, dinners, social events, etc., and offer invocations and benedictions.
- Respond to any major disaster or serious incident that occur within the City
- Will make 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 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 the 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 Chaplains are not law enforcement officers and shall possess no law enforcement authority other than that of any 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 Chief Police Chaplain and 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 Police Information Officer.

5.5 Confidentiality and trust are two key elements to the success of the Chaplains' 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. He or she must be in good standing with the endorsing organization.
- 6.2 The Chaplain shall have sufficient experience in pastoral parish work so that he or she may cope with the spiritual, psychological and social needs of the members of the department and the community at large.
- 6.3 Applicants must submit to a criminal records check and background investigation. Individuals and criminal records may be excluded from appointment by the Chief of Police.
- 6.4 The Chaplain shall be willing to conform to Department policies and regulations as set forth by the Department.
- 6.5 The Chaplain must possess a valid driver's license.

Approved By:



Cameron McLay
Chief of Police