

**CITY OF LYONS POLICE DEPARTMENT
POLICE OPERATIONS MANUAL**

CHAPTER: 22 – Chaplaincy Program

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SPECIAL INSTRUCTIONS:

I. PURPOSE

S.O.P. 22 Lyons Police Department Chaplaincy Program

PURPOSE

- A. To establish guidelines and rules for the Chaplaincy Program.

LYONS POLICE DEPARTMENT CHAPLAINCY PROGRAM

I. Policy

The City of Lyons and the Lyons Police Department recognize the great personal demands and sacrifices which are made on a daily basis by its employees, and the resultant personal and spiritual needs that arise. Today, more than ever, there is a need for spiritual guidance, counseling, and assistance for law enforcement professionals, their families, and the communities they serve. For these reasons, and others, the City of Lyons and the Lyons Police Department has established and maintains a Chaplaincy program.

II. Procedures

- A. The purpose of the Chaplaincy Program shall be:

1. To provide spiritual guidance and counseling to all members of the Lyons Police Department, both sworn and civilian, and their families in time of need. The services of the Chaplain are available on the basis of need and desire. They are not intended, nor is there a desire within the Department to replace an individual's clergy.
2. To provide guidance, counseling, and comfort in times of crisis. The Chaplain should be able to put people in contact with the appropriate agency or agencies to help them.

- B. Qualifications for Appointment as a Chaplain

A candidate for Lyons Police Department Chaplain must meet the following minimum qualifications:

1. Be an ordained or licensed member of the clergy in good standing and endorsed for the Chaplaincy by his/her church and/or a recognized religious denomination.

2. Successfully complete a Law Enforcement Chaplaincy Certification Program (i.e., the GALEC chaplaincy program or the Georgia Sheriff's Association Chaplain's Division 40 hour curriculum). Additionally, each chaplain must attain state certification as a Chaplain within twelve (12) months of appointment.
3. Chaplains are required to obtain no less than sixteen (16) hours of continuing education credits per calendar year in a discipline directly related to Chaplaincy.
4. Manifest a broad base of experience, professional maturity, emotional stability, and personal flexibility.
5. Be tactful and considerate in his/her approach to all people, regardless of race, creed, or religion.
6. Indicate a willingness to be involved in training that would enhance one's efficiency in meeting and dealing with people in crisis (e.g. trauma intervention) and should be familiar with community resources and referral services.
7. Be willing and available to respond to any and all situations where his/her presence as Chaplain is indicated at a moment's notice.
 - a. Possess a valid and current Georgia driver's license.
 - b. Respond to all major incidents or disasters within the city limits and those situations or circumstances dictated by the Lyons Police Department's supervisory personnel.

C. Regulations

1. The Chaplain should have a basic knowledge of the duties of the Lyons Police Department staff, seek to keep abreast of new procedures, and be willing to attend training sessions and programs at the Department as necessary.
2. The Chaplain shall conform to all standard operating procedures of the Lyons Police Department, insofar as is applicable.
3. The Chaplain should be available at all times, either by radio, paging system, or telephone.
4. The Chaplain should not publicly criticize the actions of any City of Lyons or Lyons Police Department official, fellow Chaplain, or City of Lyons or Lyons Police Department policy or action.
5. The Chaplain shall not release any information to the news media or any other outside source regarding any official

business of the City of Lyons or the Lyons Police Department or any business involving a staff member. All information should be held in strict confidence and used only for the benefit of the person(s) involved.

6. In the field of religious guidance, the Chaplain is an advisor to the Lyons Police Department administrators and personnel in all matters pertaining to the moral, spiritual, and religious welfare of staff.

D. Authority

The City of Lyons and Lyons Police Department shall appoint all members. Each appointed Chaplain serves at the Police Chief's pleasure. Police Chaplains who are not certified peace officers do NOT have arrest powers and will not present themselves as a peace officer.

E. Chaplain Services

Chaplain services may include:

1. Performing "ride-alongs" with officers in an effort to establish rapport and build camaraderie. The Chaplain should similarly spend on-duty time with the staff working within the department.
2. Conducting invocations at formal ceremonies as directed by the Police Chief.
3. Presiding at weddings/funerals or other religious events.
4. Being available to families of officers in traumatic situations.
5. Providing personal or family counseling
6. Visiting sick or injured employees
7. Responding to major incidents and cases involving serious injury to an employee.
8. Providing a voice to assist the Lyons Police Department with its dealings with community problems, needs, concerns, and interests.
9. Being available to employees who wish to talk over spiritual and/or personal problems.
10. Conducting death notifications.
11. Assist field personnel with suicide/attempted suicide situations.
12. Assisting with family disturbances and marital quarrels, as requested by the responding officer.

F. Confidentiality

Every communication made by any person seeking spiritual comfort or counseling to any Chaplain shall be deemed privileged in accordance with O.C.G.A. 24-5-502. The Chaplain shall not disclose the content of such communication, either directly or by implication, to anyone; nor shall such Chaplain be compelled to testify with reference to any such communication in any court.

The only exceptions to this confidentiality are:

1. When the communication contains information that can lead to the death or bodily injury of any person, or;
2. When the communication contains information related to any crime against or involving a juvenile.
3. When statements are not related to professions of faith and unrelated to spiritual guidance and counseling.

G. Evaluation

The Police Chief or his/her designee shall evaluate the performance of the Chaplain at least annually. Such evaluation shall be documented and used for the betterment of the Chaplain, and to ensure adequate service for the City of Lyons and the Lyons Police Department.