



CPD Volunteer Chaplain

ESSENTIAL FUNCTIONS:

- A. Be available to provide spiritual counseling from a sacred perspective and/or refer the individual to another minister or religious leader of their faith.
- B. Visit and/or telephone sick and injured police personnel at home or in the hospital.
- C. When called to a hospital, cooperate fully with that agency's personnel. Keep communications informed of action taken or assistance needed.
- D. Police chaplains should follow proper departmental procedures presented in the operation manuals of the Chattanooga Police Department and at all times comply with the orders from officers.
- E. A Police chaplain should be familiar with communication procedures used by the department and should conform to them (i.e., the 400 codes). Radio transmissions should be kept to a minimum and directives from dispatchers should be followed promptly. The police chaplain on-call should be available to the dispatcher at all times either by radio, or telephone.
- F. The police chaplain should be aware of proper procedures and should report to the investigating officer or lead supervisor when arriving at the scene of an emergency.
- G. The police chaplain will make regular reports of activities as required by the CPD Police Chaplain Coordinator.
- H. Provide assistance to department officials in making notification to families of department members who have sustained serious injury (or upon the death of a member) and/or civilians who have been involved in accidents or crime incidents. After notification, respond where necessary, to the hospital or home of the department member.
- I. Meet individually or with groups for scripture study/prayer purposes.
- J. Build positive relationships with department personnel through such activities as periodically attending roll call, "ride-alongs," personal notes/cards, correspondence, assisting with benevolent needs, etc. ADM-23, Page 3 of 8
- K. Assist sworn personnel in the diffusion of a conflict or incident when requested by on-scene staff.
- L. Respond to critical incidents, natural and accidental deaths, suicides and attempted suicides, family disturbances and any other incident that in the judgment of the Watch Commander or supervisor aids in accomplishing the Department's mission.



- M. Be on call and, if possible, on-duty during major demonstrations or any public function that requires the presences of a large number of department personnel.
- N. Serve in an on call capacity as assigned by the Lead Chaplain.
- O. Conduct weekly chapel services as assigned.
- P. Attend department and academy graduations, ceremonies, and social events and offer invocations and benedictions, as requested.
- Q. Work with other department personnel to foster a positive personal and family atmosphere. R. Serve as an ambassador with area congregations and clergy to: 1. Educate them on CPD spiritual needs; 2. Be available to speak in local congregations on behalf of the department;
- S. Provide any other services requested by the Chief or his designee appropriate to the office of chaplain.
- T. Assist public safety personnel and the community in any other function of the clergy profession, as requested.
- U. Attend all trainings as required, including chaplain basic training, and monthly trainings.
- V. Facilitate requests for representatives of clergy of other denominations and religions promptly.
- W. Report any equipment malfunctions to the Police Chaplain Coordinator as soon as possible.
- X. Assist victims in notifying their own clergy or other support persons as quickly as possible. Make proper referrals in cases that need special attention.
- Y. Police Chaplains will not respond to any call for service as the initial respondent (unit). All calls will be by officer request, central records, or dispatch only.
- Z. Police Chaplains must be mindful that many details of the Chattanooga Police Department's operations are sensitive and/or confidential. The Chaplain will not release any information pertaining to an ongoing investigation. Inquiries should be referred to the Public Information Officer.
- AA. While in the field, Police Chaplains will wear civilian dress attire or approved CPD Chaplain uniform shirts and identification card. Chaplain badge and body armor may be worn at the direction of the officer in charge of the scene.
- BB. Conduct of a Police Chaplain on or off-duty may reflect directly or indirectly upon the Department, therefore, a police department's ability to perform its duties is dependent upon the respect and confidence communities have for the representatives of the law enforcement agency in general.



Volunteer Chaplains shall at all times conduct themselves in a manner which does not bring discredit to themselves, the police department, or the City of Chattanooga.

MINIMUM QUALIFICATIONS:

- A. Written endorsement by the minister or religious leader of their faith where he/she is a member.
- B. Relevant educational and personal experience in spiritual counseling and sacred teaching.
- C. Ability to relate to police personnel in a manner which puts them at ease when assisting them with their personal and spiritual needs.
- D. Photocopy of current valid Tennessee Driver's License.
- E. Proof of insurance - current valid automobile insurance certificate.
- F. Possess the spiritual and moral standing expected of a chaplain.
- G. Be willing and able to respond in a timely manner to situations where his/her presence could be helpful. ADM-23, Page 2 of 8
- H. Be knowledgeable of other community resources where personnel with specialized needs beyond a Chaplain's ability can be referred for help.
- I. Be able to pass department background check at all times during participation in this program.
- J. Each Volunteer Chaplain will serve a probationary period of six (6) months. After the six months, the Police Chaplain Coordinator and Lead Chaplain(s) will determine whether the individual can or cannot satisfactorily fulfill the position.
- K. Each Volunteer Chaplain must manifest a broad base of experience and professional ministry, emotional stability, and personal flexibility.
- L. A police chaplain must be tactful and considerate in approaching all people.
- M. A police chaplain must never have been convicted of a violent felony before or during any participation in this program.



N. Each Volunteer Chaplain must be 21 years of age or older.

O. Each Volunteer Chaplain must be an ordained minister in good standing with 3 years minimum and 5 years of preferred pastoral (clergy) experience.

P. Each Volunteer Chaplain must be a current United States citizen or permanent resident.

LICENSING AND CERTIFICATIONS:

Each Volunteer Chaplain must be an ordained minister in good standing with 3 years minimum and 5 years of preferred pastoral (clergy) experience.