



1-25 CHAPLAIN UNIT

1-25-1 Purpose

The Albuquerque Police Department Volunteer Chaplain Program is established for the purposes of providing spiritual and emotional support to all members of the Department, their families and members of the public.

1-25-2 Policy

It is the policy of this department that the Chaplain Program shall be a non-denominational ministry provided by volunteer clergy without financial compensation.

1-25-3 Rules and Responsibilities

A. Goals

1. Members of the Chaplain Program shall fulfill the program's purpose in the following manner:
 - a. By serving as a resource for department personnel when dealing with the public in such incidents as accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse, and other such situations that may arise.
 - b. By providing an additional link between the community, other chaplain programs and the Department.
 - c. By providing counseling, spiritual guidance and insight for department personnel and their families.
 - d. By being alert to the spiritual and emotional needs of department personnel and their families.
 - e. By familiarizing themselves with the role of law enforcement in the community.

B. Requirements and Selection

1. Candidates for the Chaplain Program shall meet the following requirements:
 - a. Must be above reproach, temperate, prudent, respectable, hospitable, able to teach, not be addicted to alcohol or other drugs, not contentious, and free from excessive debt. Must manage their household, family, and personal affairs well. Must have a good reputation with those outside the church.
 - b. Must be ecclesiastically certified and/or endorsed, ordained, licensed, or commissioned by a recognized religious body.
 - c. Must successfully complete an appropriate level background investigation.
 - d. Must have at least 2 years of successful ministry experience within a recognized ministry, church or religious denomination.



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- e. Must possess a valid New Mexico Driver's License and obtain a City of Albuquerque Driver's Permit within 2 months of appointment.
2. Chaplain candidates are encouraged to participate in the ride-along program before and during the selection process.
3. Chaplain candidates shall successfully complete the following process prior to deployment as a chaplain:
 - a. Appropriate written application.
 - b. Minimum two years of pastoral experience.
 - c. Actively engaged in pastoral care.
 - d. Recommendation from their church elders, board, or council.
 - e. Resident of New Mexico for a minimum of one year.
 - f. Never convicted of a felony.
 - g. Completion of a background check by the department.
 - h. Approval by the Chaplain Advisory Board pursuant to the Chaplain operational manual.
 - i. Complete an appropriate probationary period as designated by the Head Chaplain.

C. Duties and Responsibilities

1. The duties of a chaplain include, but are not limited to, the following:
 - a. Assisting in making notification to and supporting families of department members who have been seriously injured or killed.
 - b. Assisting officers by making death notifications or other such notifications as requested.
 - c. Attending and participating, when requested, in funerals of active or retired members of the Department.
 - d. Responding to natural and accidental deaths, suicides, and any other incident that in the judgment of the on-duty supervisor aids in accomplishing the Department's mission.
 - e. Being on-call to respond to requests made by the Communications supervisors or dispatchers
 - f. Counseling officers and other personnel with personal problems, when requested.
 - g. Attending department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
 - h. Providing liaison with various religious leaders of the community.
 - i. Participating in in-service training classes.
 - j. Promptly facilitating requests for representatives or ministers of various denominations.
 - k. Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.
 - l. Chaplains will be scheduled to be on-call for a period of 24 hours



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- m. Generally, each chaplain will serve with the Albuquerque Police Department personnel a minimum of 8 hours per month
 - n. At the end of each watch the chaplain will complete a Chaplain Shift Report and submit it to the Head Chaplain
 - o. Chaplains shall be permitted to complete ride-alongs with officers during any shift and observe Albuquerque Police Department operations, after receiving authorization from the shift supervisor
 - p. In responding to incidents, a chaplain shall never function as an officer
 - q. Chaplains shall serve only within the jurisdiction of the Albuquerque Police Department unless otherwise authorized by the Chief of Police or his designee.
2. Chaplains may not proselytize or attempt to recruit members of the department or the public into a religious affiliation while on-duty unless the receiving person has solicited spiritual guidance or teaching. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.
 3. Chaplains may not accept gratuities for any service or follow-up contacts that was provided while functioning as a chaplain for the Albuquerque Police Department.
 4. Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent privilege and shall inform department members when it appears reasonably likely that the member is discussing matters that are not subject to the clergy-penitent privilege. In such cases, the chaplain should consider referring the member to a non-department counseling resource.
 5. No chaplain shall provide counsel to or receive confidential communications from any Albuquerque Police Department employees concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.
- D. Training
1. Chaplains will complete 35 hours of training each year.
 2. The training may include but is not limited to the following topics: stress management, death notifications, post-traumatic stress syndrome, burnout for officers and chaplains, legal liability and confidentiality, ethics, responding to crisis situations, the law enforcement family, substance abuse, suicide, officer injury or death, and sensitivity and diversity, as approved by the Head Chaplain
 3. This training may be provided by the department or outside organizations.
 4. Chain of Command
 - a. The Chief of Police shall make all appointments to the Chaplain Program and will designate a Head Chaplain.



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- b. The Head Chaplain shall report to Operations Review.
- c. All volunteer chaplains shall report to the Head Chaplain.

E. Chaplains shall wear the described uniforms on duty

- 1. ID badge
- 2. Proper I.C.E. Polo Short-sleeve Polo Shirt (Summer Wear)
 - a. Front: Left Breast, APD Chaplain Patch; Right Breast, Embroidered "Chaplain Last Name"
 - b. Right Shoulder: Chaplain Unit Patch
 - c. Back: Screen print "CHAPLAIN"
- 3. Proper I.C.E. Long-sleeve Polo Shirt as above (Winter Wear)
- 4. Chaplain Windbreaker (Spring/Fall Wear)
- 5. Chaplain Jacket (Winter Wear)
- 6. 5.11 (TDU) Tactical Cargo Pants (Khaki)
- 7. Black dress shoes or boots
- 8. Ball Cap/Winter Cap

Policy Development Form
Office of Policy Analysis



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SOP: Chaplain Unit

Date Completed: 25 July 2018

In order to gain a clear understanding of the reason for the policy change, please answer the questions below with as much detail as possible as this information will be shared with internal and external stakeholders interested in participating in APD's policy development process.

Explain the rationale or purpose for the new policy or amended policy? Example: Best practices, case law, liability, conflicts with other policies or regulations, CASA related.

1. The existing Chaplain Unit SOP contained information that was better suited for the Field Manual.
2. The existing SOP did not take into consideration the changing face of clergy as we witness the shift from mainline denominational churches to non-denominations congregational churches. The new SOP changes the language from "Licensed or Ordained minister" to "Must be ecclesiastically certified and/or endorsed, ordained, licensed, or commissioned by a recognized religious body."

What is the policy intended to accomplish? Explain the general intent with respect to the specific topic of the policy.

1. The policy changes are intended to make the SOP more readable/understandable.
2. Make it easier to identify qualified individuals who could serve in this important role.

How will the policy be measured to determine its effectiveness? (Example: Will data be collected, if so, in what format and who will maintain the information?)

Effectiveness will be determined by the ability of the Unit to recruit new chaplains.

Please list any references used to draft the policy such as policies from other agencies, case law, directives from the CASA, research papers, etc.

Police Chaplain SOP's were reviewed from a number of departments nationwide. Additionally, material relevant to Chaplain Qualifications and Chaplain Duties were drawn from the International Conference of Police Chaplains.

Please submit this form to OPA@cabq.gov

If you need assistance completing this form, and for any questions or concerns please contact your SOP liaison @ adgarcia@cabq.gov.

Updated 06/20/2018

Policy Development Form
Office of Policy Analysis


