

**SOP 1-25** 

P&P Draft 11/10/2021

#### 1-25 CHAPLAIN UNIT

#### Related SOPs, Form(s), Other Resource(s), and Rescinded Special Order(s):

- A. Related SOP(s)
  - 1-6 Patrol Ride-Along
  - 1-12 Volunteer and Internship Programs
  - 2-21 Apparent Natural Death/Suicide of An Adult
- B. Form(s)

Charitable Support Request Form Chaplain Shift Summary Report Chaplain Unit Incident Report PD 1002 Ride-Along Form

C. Other Resource(s)

Chaplain Unit Field Operational Manual New Mexico Rules of Evidence, Article 5, Rule 11-506 Communications to Clergy

D. Rescinded Special Order(s)

None

### 1-25-1 **Purpose**

The purpose of the Chaplain Unit is to provide spiritual and emotional support to all Albuquerque Police Department (Department) personnel of the, their families, and community members. Furthermore, the purpose of the Chaplain Unit is to provide support and resources to Department personnel and community members during times of crisis.

## 1-25-2 Policy

It is the policy of the Department for the Chaplain Unit to be a non-denominational ministry provided by volunteer clergy without financial compensation.

N/A

1-25-3 Definitions

None

N/A

## 1-25-4 Responsibilities

- A. Chain of Command
  - 1. The chain of command for the Chaplain Unit is as follows:



**SOP 1-25** 

P&P Draft 11/10/2021

- a. Chief of Police or their designee;
- b. Operations Review Section;
- c. Head Chaplain; and
- d. All volunteer chaplains.
- 2. The Chief of Police or their designee shall designate a Head Chaplain.
- 3. The Chaplain Unit Board shall vote to remove personnel from the Chaplain Unit.
  - a. After it has been voted on by the Chaplain Unit Board, the Operations Review Section designee and the Head Chaplain shall approve removing the volunteer from the Chaplain Unit.

### B. Training

- 1. Chaplains shall complete thirty-five (35) hours of training each year. The training may include, but is not limited to the following topics:
  - a. Stress management;
  - b. Death notifications;
  - c. Post-traumatic stress syndrome;
  - d. Burnout for sworn personnel and chaplains;
  - e. Legal liability;
  - f. Confidentiality;
  - q. Ethics:
  - h. Responding to crisis situations;
  - i. Law enforcement family;
  - j. Substance abuse;
  - k. Suicide:
  - I. Officer injury or death; and
  - m. Sensitivity and diversity, as approved by the Head Chaplain.
- 2. Training may be provided by the Department or outside organizations as approved by the Head Chaplain.

#### C. Requirements and Selection

- 1. Candidates for the Chaplain Unit shall meet the following requirements:
  - a. Be ecclesiastically certified and/or endorsed, ordained, licensed, or commissioned by a recognized religious body;
  - b. Successfully complete an appropriate level background investigation to include:
    - i. No felony convictions;
    - ii. No domestic violence or child abuse convictions; and
    - iii. No illegal drugs usage with-in the last two (2) years.
  - c. Have at least two (2) years' of successful ministry experience within a recognized ministry, church, or religious denomination;



**SOP 1-25** 

P&P Draft 11/10/2021

- d. Possess a valid New Mexico Driver's License; and
- e. Obtain a City of Albuquerque Operator's Permit within two (2) months of appointment.
- 2. Chaplain Unit candidates are encouraged to participate in the ride-along program before and during the selection process.
- 3. Prior to deploying as a chaplain, the candidate:

N/A

- a. Will register with the Department's Volunteer and Internship Programs, consistent with SOP Volunteer and Internship Programs (refer to SOP Volunteer and Internship Programs for sanction classifications and additional duties):
- b. Shall be actively engaged in pastoral care;
- c. Shall provide a recommendation from their church elders, board, or council;
- d. Provide proof of residency in New Mexico for a minimum of one (1) year;
- e. Receive approval by the Chaplain Unit Board pursuant to the Chaplain Unit Field Operational Manual;
- f. Attend a new volunteer Chaplain Unit orientation;
- g. Complete a six (6) month probationary period as designated by the Head Chaplain; and
- h. Be required to sign a Department confidentiality agreement.

#### D. Duties and Responsibilities

- 1. Chaplain Unit personnel shall:
  - a. Assist in making notification to and supporting families of Department personnel who have been seriously injured or killed;
  - b. Assist sworn personnel by making death notifications as requested;
  - c. When requested, attend and participate in funerals of active or retired Department personnel;
  - d. When requested, respond to natural and accidental deaths and suicides, consistent with Standard Operating Procedure (SOP) Apparent Natural Death/Suicide of An Adult (refer to SOP Apparent Natural Death/Suicide of An Adult for sanction classifications and additional duties);
  - e. Be on-call to respond to requests made from Emergency Communications Center (ECC) personnel;
  - f. When requested, assist Department personnel with personal problems;
  - g. Attend Department and Academy Division graduations, ceremonies, and social events and offer invocations and benedictions, as requested;
  - h. Be a liaison with various religious leaders in the community;
  - i. Promptly facilitate requests for representatives or ministers of various denominations;
  - j. Make referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist;
  - k. Be on-call for a period of twenty-four (24) hours;



**SOP 1-25** 

#### P&P Draft 11/10/2021

I. Serve with Department personnel a minimum of eight (8) hours per month;

- m. Complete a Chaplain Shift Summary Report and Chaplain Unit Incident Report to track their activities;
  - i. Chaplain Unit personnel shall submit the documentation to the Head Chaplain or their designee at the end of each watch.
- n. Be permitted to go on ride-alongs with sworn personnel during any shift in order to observe Department operations, after receiving authorization from the shift supervisor conducted, consistent with SOP Patrol Ride-Along (refer to SOP Patrol Ride-Along for sanction classifications and additional duties);
- o. Serve only within the jurisdiction of the Department unless otherwise authorized by the Chief of Police or their designee; and
- p. Be familiar with state evidentiary laws and regulations pertaining to the limits of the clergy-penitent privilege and shall inform Department personnel when it appears reasonably likely that they are discussing matters that are not subject to the clergy-penitent privilege. In such cases, the chaplain should consider referring personnel to a non-Department counseling resource, consistent with New Mexico Rules of Evidence, Article 5, Rule 11-506 Communications to Clergy.

### 2. Chaplain Unit personnel shall not:

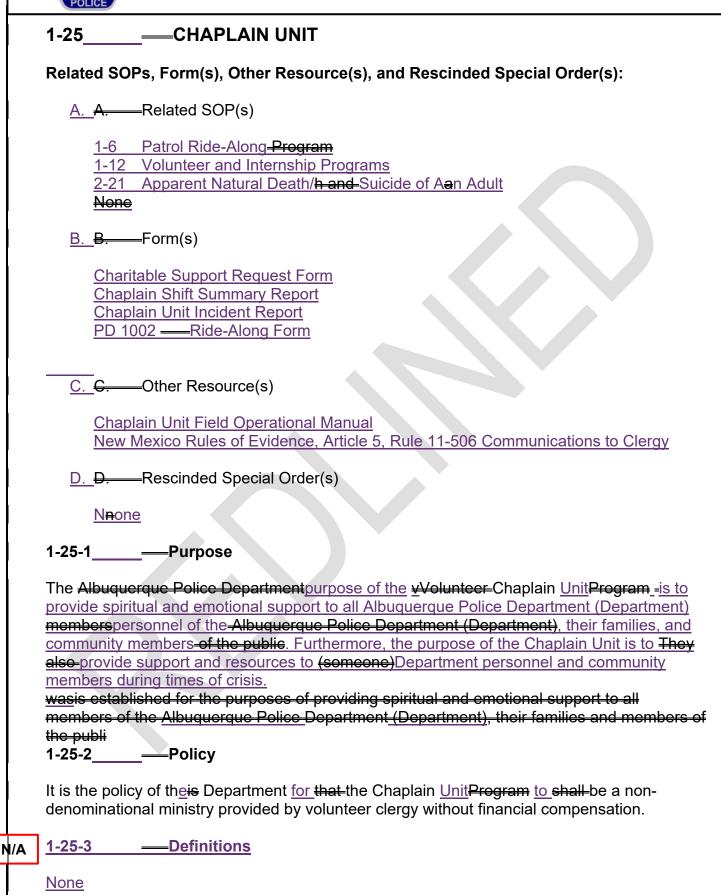
- a. Proselytize or attempt to recruit Department personnel or community members into a religious affiliation while on-duty, unless the receiving community member has solicited spiritual guidance or teaching;
  - i. If there is any question as to the receiving community member's intent, chaplains should verify that the community member is requesting spiritual counseling or guidance before engaging in such discussion.
- b. Function as sworn personnel or give legal advice when responding to an incident:
- c. Accept gratuities for any service or follow-up contacts that were provided while functioning as a chaplain for the Department;
- d. Provide counsel to or receive confidential communications from Department personnel concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain;
- e. Provide anyone outside of the Department with personal telephone numbers or contact information of Department personnel or volunteers; and
  - i. All requests for such information should be directed to the Emergency Communication Center (ECC).
- f. Make a Department statement to the general public or Associated Press without the expressed permission of the Department Public Information Officer (PIO).

# POLICE POLICE

## ALBUQUERQUE POLICE DEPARTMENT PROCEDURAL ORDERS

**SOP 1-25** 

P&P Draft 11/10/2021





**SOP 1-25** 

P&P Draft 11/10/2021

N/A

## 1-25-41-25-3 Rules and Responsibilities or Procedures

#### A. Chain of Command

- 1. The chain of command for the Chaplain Unit is as follows:
  - a. Chief of Police or their designee;
  - b. Operations Review Section;
  - c. Head Chaplain; and
  - d. All volunteer chaplains.
- 2. The Chief of Police or their designee shall designate a Head Chaplain.
- 3. The Chaplain Unit<del>/Program</del> Board shall vote to remove<del>al</del> personnel from the Chaplain Unit<del>-shall be voted on by the Chaplain Unit/Program Board</del>.
  - a. After it has been voted on by the Chaplain Unit/Program Board, the and then approved by the Operations Review Section designee and the Head Chaplain shall approve removing the volunteer from the Chaplain Unit/Program.

## B. Training

- —Chaplains shall complete thirty-five (35) hours of training each year.
- 1. The training may include, but is not limited to the following topics:
  - a. Stress management;
  - b. Death notifications;
  - c. Post-traumatic stress syndrome;
  - d. Burnout for sworn personnel and chaplains:
  - e. Legal liability;
  - f. Confidentiality:
  - g. Ethics;
  - h. Responding to crisis situations;
  - i. The Law enforcement family:
  - Substance abuse;
  - k. Suicide:
  - I. Officer injury or death; and
  - m. Sensitivity and diversity, as approved by the Head Chaplain.
- 2. This tTraining may be provided by the Department or outside organizations as approved by the Head Chaplain.

#### C. Requirements and Selection

1. Candidates for the Chaplain Unit shall meet the following requirements:



**SOP 1-25** 

P&P Draft 11/10/2021

- a. Be ecclesiastically certified and/or endorsed, ordained, licensed, or commissioned by a recognized religious body;
- b. Successfully complete an appropriate level background investigation to include:
  - i. No felony convictions;
  - ii. No domestic violence or child abuse convictions; and
  - iii. No illegal drugs usage with-in the last two (2) years.
- c. Have at least two (2) years' of successful ministry experience within a recognized ministry, church, or religious denomination;—and
- d. Possess a valid New Mexico Driver's License; and
- e. O-and-obtain a City of Albuquerque DriverOperator's Permit within two (2) months of appointment.
- Chaplain Unit candidates are encouraged to participate in the ride-along program before and during the selection process.
- 3. Prior to deploying as a chaplain, the candidate Chaplain candidates shall successfully complete the following process prior to deployment as a chaplain:

N/A

- a. Candidates wWill register with the Department's Volunteer and Internship
  Pprograms, consistent with SOP Volunteer and Internship Programs (rRefer to
  SOP Volunteer and Internship Programs for sanction classifications and
  additional duties);
- b. They s Shall be actively engaged in pastoral care;
- <u>c. They s</u>Shall provide a recommendation from their church elders, board, or council;
- d. Provide proof of residency in New Mexico for a minimum of one (1) year;
- e. Receive approval by the Chaplain Advisory Unit Board pursuant to the Chaplain Unit Field Operational Manual;
- f. Attend a new volunteer Chaplain Unit orientation;
- g. Complete a six (6) month probationary period as designated by the Head Chaplain; and
- h. All candidates shall be required to sign a Department confidentiality a Agreement.

## D. Duties and Responsibilities

- 1. The duties of a cChaplain include, but are not limited to the following to Unit personnel shall:
  - a. Assist in making notification to and supporting families of Department members
     personnel who have been seriously injured or killed;
  - b. Assist Saworn personnel by making death notifications or other such notifications as requested;



**SOP 1-25** 

#### P&P Draft 11/10/2021

N/A

- c. When requested, aAttend and participate , when requested, in funerals of active or retired Department members personnel;
- d. When requested, rRespond when requested to natural and accidental deaths and suicides, consistent with Standard Operating Procedure (SOP) Apparent Natural Death/-and-Suicide of Aan Adult, and any other incident that in the judgment of the on-duty supervisor aids in accomplishing the Department's mission-(rRefer to SOP Apparent Natural Death/-and-Suicide of Aan Adult for sanction classifications and additional duties);
- <u>e.</u> Be on-call to respond to requests made from the Emergency Communications Center (ECC) supervisors or dispatchers personnel;
- Mhen requested, aAssist Department personnel with personal problems, when requested;
- g. Attend Department and Academy Division graduations, ceremonies, and social events and offering invocations and benedictions, as requested;
- h. ProvideBe a =liaison with various religious leaders inef the community;

  Participate in in-service trainingg classes;
- i. Promptly facilitate requests for representatives or ministers of various denominations;
- j. Make referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist;
- k. Chaplains will bBe scheduled to be on-call for a period of twenty-four (24) hours;
- I. Generally, each chaplain will sServe with Department personnel a minimum of eight (8) hours per month;
- m. At the end of each watch the chaplain will c Complete a Chaplain Shift Summary Report and Chaplain Unit Incident Report to track their activities;
  - i. Chaplain Unit personnel shall —and sSubmit it the forms documentation to the Head Chaplain or their designee at the end of each watch.
- <u>Chaplains are Be permitted to complete go on ride-alongs with sworn personnel during any shift in order to and observe Department operations, after receiving authorization from the shift supervisor consistent conducted, consistent with in accordance with SOP Patrol Ride-Along (refer to SOP Patrol Ride-Along for sanction classifications and additional duties); program;</u>
- n. In responding to incidents, a chaplain shall never function as sworn personnel; and
- o. Chaplains shall sServe only within the jurisdiction of the Albuquerque Police

  Department unless otherwise authorized by the Chief of Police or their his designee; and
- p. Be familiar with the-sState evidentiary laws and rules regulations pertaining to the limits of the clergy-penitent privilege and shall inform Department personnel when it appears reasonably likely that they are discussing matters that are not subject to the clergy-penitent privilege. In such cases, the chaplain should consider referring personnel to a non-Department counseling resource, consistent with New Mexico Rules of Evidence, Article 5, Rule 11-506 Communications to Clergy.
- 2. The Chaplain Units personnel may shall not:

# PLAUQUER COLLEGE

## ALBUQUERQUE POLICE DEPARTMENT PROCEDURAL ORDERS

**SOP 1-25** 

P&P Draft 11/10/2021

- a. pProselytize or attempt to recruit members of the Department personnel or the public community members into a religious affiliation while on-duty, unless the receiving person community member has solicited spiritual guidance or teaching:
  - i. If there is any question as to the receiving community member person's intent, chaplains should verify that the person community member is requesting spiritual counseling or guidance before engaging in such discussion.
- <u>b.</u> Function as sworn personnel or give legal advice when responding to an incident;
- c. Chaplains may not a Accept gratuities for any service or follow-up contacts that were provided while functioning as a chaplain for the Department:
- Department chaplains shall be familiar with the State evidentiary laws and rules pertaining to the limits of the clergy-penitent privilege and shall inform Department personnel when it appears reasonably likely that personnel isthey are discussing matters that are not subject to the clergy-penitent privilege. In such cases, the chaplain should consider referring personnel to a non-Department counseling resource. New Mexico Rules of Evidence, Article 5, Rule 11-506 Communications to Clergy.
- d. No chaplain shall pProvide counsel to or receive confidential communications from any-Department employee personnel concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.
- e. No chaplain shall pProvide anyone outside of the Department with personal telephone numbers or contact information of officers, staff members Department personnel, or volunteers, and
  - —All requests for such information should be directed to an area command or the office where such an individual Department personnel is are assigned the Emergency Communication Center (ECC).
- f. No chaplain shall mMake a Department statement to the general public or Associated Press without the expressed permission of the Department Public Information Officer (PIO).

#### A. Goals

1. Members of the Chaplain Program <u>Unit</u>shall fulfill the program's purpose in the following manner:

# POLICE POLICE

## ALBUQUERQUE POLICE DEPARTMENT PROCEDURAL ORDERS

**SOP 1-25** 

### P&P Draft 11/10/2021

- a. By serving as a resource for Department personnel when dealing with assisting the public in with 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; and.
- e. By familiarizing themselves with the role of law enforcement in the community.

#### **B.** Requirements and Selection

- 1. Candidates for the Chaplain Unit Program shall meet the following requirements:
  - Must bBe ecclesiastically certified and/or endorsed, ordained, licensed, or commissioned by a recognized religious body;
  - Must sSuccessfully complete an appropriate level background investigation to include:
    - No felony convictions:
    - No domestic violence or child abuse convictions; and
    - No illegal drugs usage with-in the last two (2) years;.
  - Must hHave at least two (2) years of successful ministry experience within a recognized ministry, church, or religious denomination; and
  - Must pPossess a valid New Mexico Driver's License and obtain a City of Albuquerque Driver's Permit within two (2) months of appointment.
  - 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 two (2) years of successful ministry experience within a recognized ministry, church or religious denomination; and.
  - e. Must possess a valid New Mexico Driver's License and obtain a City of Albuquerque Driver's Permit within two (2) months of appointment.
- 2. Chaplain candidates are encouraged to participate in the ride-along program before and during the selection process consistent with SOP Ride-Along Program.
- 3. Chaplain candidates shall successfully complete the following process prior to deployment as a chaplain:

# POLICE

## ALBUQUERQUE POLICE DEPARTMENT PROCEDURAL ORDERS

**SOP 1-25** 

## P&P Draft 11/10/2021

- Candidates will register with the Department's Volunteer and Internship program consistent with SOP Volunteer and Internship Program; (Refer to SOP Volunteer and Internship Program for sanction classification and additional duties);
- They mustshall be actively engaged in pasteral care;
- They mustshall provide a recommendation from their church elders, board, or council;
- Provide proof of residency in New Mexico for a minimum of one (1) year;
- Receive approval by the Chaplain Advisory Board pursuant to the Chaplain oOperational mManual;
- Attend a new volunteer orientation; and
- Complete an appropriatea six (6) month probationary period as designated by the Head Chaplain; and.
- All candidates willshall be required to sign a Department Confidentiality

  Agreement.
- a. Appropriate written application;
- b. Minimum two (2) 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 (1) 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; and.
- 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;.
  - 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 <u>Emergency</u> Communications Center (ECC) supervisors or dispatchers:
  - f. Counseling Assisting officers Department personnel and other personnel with personal problems, when requested;
  - g. Attending Department and <u>A</u>academy graduations, ceremonies and social events and offering invocations and benedictions, as requested;.
  - h. Providing liaison with various religious leaders of the community;

# POLICE POLICE

## ALBUQUERQUE POLICE DEPARTMENT PROCEDURAL ORDERS

**SOP 1-25** 

P&P Draft 11/10/2021

- 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;
- I. Chaplains will be scheduled to be on-call for a period of twenty-four (24) hours;
- m. Generally, each chaplain will serve with the Albuquerque Police Department personnel a minimum of eight (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 of their designee;.
- e. 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; and.
- 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 were 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 a 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 employee concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.
- No chaplain shall provide anyone outside the Albuquerque Police Department with personal telephone numbers or contact information of officers, staff members, or volunteers. All requests for such information should be directed to an area command or office where such an individual is assigned.
- No chaplain shall make a Department statement to the general public or Associated Press without the expressed permission of the Department Public Information Officer (PIO).

D. Training

**SOP 1-25** 

P&P Draft 11/10/2021

1. Chaplains will shall complete thirty-five (35) hours of training each year.

The training may include, but is not limited to the following topics:

stress Stress management;

death Death notifications;

postPost-traumatic stress syndrome, ;

burnout Burnout for officers sworn personnel and chaplains;

legal Legal liability,;

confidentialityConfidentiality.:

ethicsEthics,;

responding Responding to crisis situations.;

the The law enforcement family;

substance Substance abuse;

sSuicide .:

officer Officer injury or death,; and

- and sSensitivity and diversity, as approved by the Head Chaplain.
- 3. This training may be provided by the Department or outside organizations as approved by the Head Chaplain.
- 4 Chain of Command

The Chaplain Unit shall abide by the following Chain of Command:

The Chief of Police orf their designee shall make all appointments to the Chaplain UnitProgram and will designate a Head Chaplain.;

a. Operations Review;

o. The Head Chaplain shall report to Operations Review.; and

All volunteer chaplains shall report to the Head Chaplain.

The Chief of Police or their designee Removal from the Chaplain Unit willshall be at the discretion of Operations Review and the Head Chaplain.shall make all appointments to the Chaplain Unit and will designate a Head Chaplain.

Removal from the Chaplain Unit shall be voted on by the Chaplain Board and then at the discretion capproved by thef Operations Review designee and the Head Chaplain.

<del>a. \_\_\_</del>

- E. Chaplains shall wear the described uniforms on duty
- 1. IdentificationD badge
- 2. Propper I.C.E.Black Polo sShort-sleeve Polo sShirt (sSummer wWear)

<u>Left\_Ffront: Left\_bBreast:</u>, APDDepartment Chaplain pPatch;



## **SOP 1-25**

### P&P Draft 11/10/2021

- a. Right <u>front Bbreast:</u>, <u>Embroidered lettering of the "cChaplain first initial and Llast nName."</u>
- b. Right Shoulder: Chaplain Unit Patch
- c. Back: Screen print "CHAPLAIN"
- 3. Propper I.C.E.<u>Black Llong-sleeve pPolo sShirt as above (Wwinter Wwear).</u>
- 4. Chaplain Windbreaker (Sspring/Ffall Wwear).
- 5. <u>Black Cchaplain Jjacket (Wwinter Wwear).</u>
- 6. 5.11 (TDU)Khaki Ttactical Ccargo Ppants. (Khaki)
- 7. Black dress shoes or boots.
- 8. Black Bball Ccap/Wwinter Ccap.