



CHICAGO POLICE DEPARTMENT CHAPLAINS UNIT

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RESCINDS:	13 December 2018		
INDEX CATEGORY:	Personnel Support		

I. PURPOSE

This standard operating procedure (SOP) describes the Chicago Police Department’s (CPD) Chaplains Unit and provides overall objectives, personnel qualifications, and general operations of the unit.

II. GENERAL POLICY STATEMENT

The CPD is committed to ensuring the safety and well-being of all sworn, civilian, and retired members and their immediate families to the extent possible. The Department recognizes that CPD personnel may experience personal difficulties that impact their personal and professional lives and the lives of their immediate family members. In keeping with this commitment, the CPD Chaplains Unit supports the wellness of any sworn, civilian, and retired member and their immediate families who voluntarily seek consultation with CPD chaplains. The CPD chaplains are skilled and dedicated to ministering, regardless of their religious denomination, and always respecting the beliefs of those whom they serve.

III. OVERVIEW

In recognition of the cultural and religious diversity within the City of Chicago and the Department, the Chaplains Unit is accessible to offer spiritual guidance and support to any CPD sworn, civilian, or retired member and their immediate families who voluntarily seek consultation with representatives of the unit. Police chaplains may also serve communities of the City of Chicago by assisting CPD personnel in stressful police situations involving trauma, serious injury, or death. The Directing Chaplain is duly ordained and appointed as an approved and experienced member of the clergy. All police chaplains are ordained or endorsed ministers of their respective faith(s) and have received the training necessary to meet the qualifications required of a CPD chaplain.

Police chaplains are in a position of trust to listen to CPD personnel concerns with empathy and offer advice, pastoral counseling, and assistance when requested. Communications between the chaplain and the counseled may be privileged subject to the provisions under Section IX, and the chaplain may not be compelled to disclose any of the issues discussed. Regardless of whether the chaplain is "acting in the official capacity" of a CPD chaplain, CPD chaplains shall refrain from taking actions or making statements that are inconsistent with CPD policy or that undermine the public trust, or the integrity of, the CPD.

- A. The Chaplains Unit is available to provide 24-hour response and assistance to sworn CPD members, civilians, retired members, and their immediate families. A police chaplain may be called if requested to respond whenever there is an incident involving injury or trauma to CPD personnel or others in an effort to bring comfort and consolation to those who may seek help.
- B. The services of a police chaplain may be requested by sworn, civilian, or retired members or their immediate family members for any incident where such services might be deemed helpful.
- C. Representatives of the Chaplains Unit, including CPD personnel and non-CPD volunteers, will receive training consistent with procedures in Section XI.

IV. PURPOSE OF THE CHAPLAINS UNIT

A. The purpose of the Chaplains Unit is to:

- 1. support the wellness of any CPD sworn members, civilians, or retired member and their immediate families who voluntarily seek consultation with representatives of the Chaplains Unit;

2. make referrals to licensed mental health professionals and other service providers, when appropriate;
3. provide crisis ministry and pastoral care to CPD members who voluntarily seek such services;
4. offer voluntary preventative programs for the purposes of supporting, encouraging, and affirming CPD members in their professional and family lives;
5. provide support in moments of crisis as requested by CPD members.
6. offer assistance of other agency supported services such as, Professional Counseling Division, Employee Assistance Program, CPD's Peer Support Team, and CPD's Survivors Group.

B. Representatives of the Chaplains Unit, including CPD members and non-CPD volunteers will conform to the code of ethics set forth by the International Conference of Police Chaplains which can be located at www.icpc4cops.org.

V. QUALIFICATIONS

CPD personnel and non-CPD volunteers applying to serve as Department chaplains must be authorized and/or ordained as a minister or clergyperson. Each volunteer will be required to provide proof of pastoral ministry qualifications, and submit a resume and cover letter to the Directing Chaplain requesting consideration to the position of police chaplain. Additionally, a prospective chaplain shall possess the following qualifications before being considered for this specialized ministry:

- A. Ordination by or endorsement from a recognized religious organization for that specific denomination;
- B. Acceptable employment record in areas related to discipline and attendance;
- C. Masters of Divinity from an accredited university or seminary; and
- D. Four units of Clinical Pastoral Education (CPE), with the ultimate goal of becoming certified by the Association of Professional Chaplains (APC).

A committee consisting of the Directing Chaplain, Chief, Bureau of Organizational Development, Director of Professional Counseling Division, and General Counsel, or their designees, will review and select qualified volunteers for CPD Chaplain Unit. Appointments to the Police Chaplain Unit will be made with special consideration to the Department's needs, including, but not limited to, religious diversity. Applications will be accepted as vacancies occur.

VI. ORGANIZATION OF CHAPLAINS UNIT

The Chaplains Unit is established by the Superintendent of Police and commanded by the Chief, Bureau of Organizational Development. The CPD Chaplains Unit consists of CPD officers and non-CPD volunteers, operating under the supervision of a Directing Chaplain, who is responsible for:

- A. selecting chaplain nominees to be submitted for approval by the Superintendent;
- B. maintaining and updating the list of available chaplains; and
- C. training current and new chaplains in their roles and responsibilities to the Chaplains Unit.

The Directing Chaplain will meet the qualifications detailed in Item V and will be selected by the Superintendent in consultation with the Chief, Bureau of Organizational Development, Director of Professional Counsel, and General Counsel.

VII. CONTACT PROCEDURES

The Chaplains Unit provides services including, but not limited to, crisis ministry, pastoral care, and a ministry of presence.

Upon the request of any sworn, civilian, or retired member or their immediate families, a chaplain may be contacted to assist with the spiritual and/or personal needs of that person or his/her immediate family. CPD chaplains may be contacted in a variety of ways including, but not limited to:

- A. Telephonically at 773-550-2369. A list of the current Department chaplains, their religious affiliation, and their direct contact information can be found in the Department Telephone Directory and on the CPD Chaplains website - <https://www.chicagopcm.org/>.
- B. The Chicago Police Chaplains Unit is centrally located at 1300 W. Jackson Blvd. CPD personnel who are members of the Chaplains Unit are available 365 days a year, 24 hours, and may be requested to provide assistance in times of emergency.
 1. The Directing Chaplain coordinates a monthly "on-call" calendar for the Chaplains Unit. While on-call, that police chaplain is scheduled and available to respond to any critical or traumatic incident involving CPD personnel for their 24-hour shift.
 2. Requests for a chaplain's response to an incident is coordinated via the Crime Prevention and Information Center (CPIC), 312-745-6300, PAX: 0301.
 3. The on-call CPD chaplain will respond to all crises involving any sworn, civilian, or retired Department member and his/her immediate family members including, but not limited to, an officer's death or injury—on or off duty, death notifications, suicides, and other family emergencies. The responding chaplain will coordinate with EAP/Peer Support personnel and assist with family notifications in addition to offering spiritual and moral support to those affected by any personal emergency on or off duty.

VIII. PASTORAL CARE AND PREVENTIVE PROGRAMS

All chaplain-sponsored services are voluntary and available upon request to any sworn, civilian, or retired member and their immediate family members.

- A. Pastoral care includes, but is not limited to, home visits to sick and injured officers, retirees, and civilians as well as their immediate family members; personal counseling sessions, e.g., marriage, grief, addiction; end-of-life care and decision-making assistance for the terminally ill; and emotional support to the survivors of officers killed in the line of duty.
- B. Throughout the year, the Chaplains Unit officiates at several "police-related" religious services held at various locations within the City and the annual St. Jude's Parade.
- C. CPD chaplains regularly host workshops and seminars that deal with various issues relating to marriage, domestic violence, suicide, addiction, and cancer support or other life debilitating illnesses.
- D. CPD chaplains continue to train additional volunteer chaplains to perform the St. Jude League wake services for police families during funeral and memorial services.
- E. The Chaplains Unit regularly addresses new officers and their families during CPD and metro star ceremonies and graduations. The presentation highlights what it means to be part of a police family while speaking to some of the inherent challenges and risks associated among the law enforcement profession.
- F. Regularly conducts outreach to in-service members including site visits and participation in Department sponsored and police association events.

IX. CONFIDENTIALITY

Except as identified below, all contacts (which include dates, times, and context of sessions with CPD chaplains) will remain confidential. Subject to the clergy-penitent privilege recognized in 735 ILCS 5/8-803 the following exceptions to confidentiality policy are imposed on all chaplains:

- A. Threats of physical harm—If any individual expresses his or her intent to harm another person, the chaplain is required by law and professional ethics to promptly notify the person threatened and the local police department.
- B. Suicide—Any CPD chaplain who reasonably believes that a person is seriously contemplating suicide is required by law and professional ethics to take reasonable action to prevent such an attempt, including making whatever notifications necessary to stop the attempted suicide.
- C. Abuse of another—If a chaplain reasonably believes that a child, elder, or an individual with a disability is being abused or neglected, the chaplain is required by law to notify the appropriate agency of such abuse.

X. RECORD KEEPING

- A. Consistent with the City of Chicago HIPAA Privacy Policies and Procedures, the Chaplains Unit may not use or disclose protected health information, except as permitted or required by law, including the Mental Health and Developmental Disabilities Confidentiality Act, and when consistent with the City of Chicago HIPAA Privacy Policies and Procedures, which are designed to comply with the Health Insurance Portability and Accountability Act of 1996, the Health Information Technology for Economic and Clinical Health Act of 2009, and their implementing regulations. Confidentiality of chaplain services to CPD personnel and retired members and their immediate family is a matter of extreme sensitivity and importance to the Chaplains Unit and the administration of the Department.
- B. The Directing Chaplain or designee will provide aggregate statistics relating to Chaplains Unit services including workshops, seminars, and preventive programs provided to the Chief, Bureau of Organizational Development, annually or as requested.

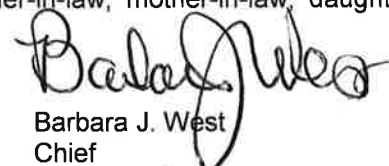
XI. TRAINING

- A. Representatives of the Chaplains Unit, including CPD members and non-CPD members, will receive training regarding the roles and responsibilities of the Chaplains Unit.
- B. The Directing Chaplain is responsible for the training of new chaplains and in-service training for current chaplains regarding the roles and responsibilities of the Chaplains Unit.

XII. DEFINITION

For purposes of this SOP, the following definition applies:

Immediate Family Member—An immediate family member is defined as any member who is the mother, father, husband, wife, domestic partner (as defined in the Municipal Code of Chicago 2-152-072), son, daughter, brother, sister, (including blood, step or adopted), father-in-law, mother-in-law, daughter-in-law, son-in-law, grandparents, and grandchildren.



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