

	<p>City of Havelock</p> <p>Policy & Procedure Manual</p>	
Subject: Chaplaincy Program & Policy	Effective Date: June 28, 2021	
Department: All	Policy Number: 21-BOC-01	
Prepared By: City Staff	Revised:	
Approved by: Board of Commissioners	Number of Pages: 3	

INTRODUCTION

To provide for the full range of Police and Fire Department personnel needs, and those of their family, through the establishment and sustenance of a chaplaincy program within the City of Havelock Police and Fire Department.

The Havelock Police Patrol Division Commander shall keep a current list of any clergy wanting to serve as an on-call chaplain to the Police and Fire Departments. The participating clergy must abide by all pre-requisites listed in this procedure, and meet all the requirements for the volunteer position.

The chaplain does not replace an employee’s personal pastor, but seeks to support the concern of every church for its members who may be in professions with special risks or needs. Moreover, the chaplain must be available. The chaplain will also provide pastoral care, counseling, comfort, survivor support, and resource information, as needed, to every member of the City of Havelock or, upon request, to citizens involved in incidents within the City of Havelock, regardless of nationality, race, sex or religion.

ETHICS AND CONFIDENTIALITY

Chaplain positions are volunteer-based and hold a position of special trust and confidence. Community members will recognize every assigned chaplain as a “City of Havelock Chaplain.” The community will assume that chaplains are knowledgeable of all City functions and personnel. Chaplains must be aware that, as representatives of the City, their opinions on City personnel and decisions carry considerable weight. There is an expectation that chaplains provide services without bias or personal influence; therefore, chaplains should refrain from publicly commenting on City personnel, issues and decisions.

The chaplain shall treat all whom they minister with respect for their personal dignity, right to privacy, and to protect the confidentiality of all personal information shared with him/her. That being said, confidentiality will be maintained within the limits of the law.

The chaplain **will not** hold in confidentiality any information regarding current child abuse/neglect, intended suicide/homicide, and/or that of bodily injury to self or danger to others.

QUALIFICATIONS AND TRAINING

The individuals appointed to the volunteer position of the City of Havelock will be:

- An ordained member of the clergy;
- Residing within the EMS response area of the City of Havelock (inclusive of James City and Harlowe);
- Prepared to effectively relate to and assist the City of Havelock personnel and citizens during situations of crisis;
- Willing to commit the time necessary to make the ministry effective.;
- A law-abiding citizen in good standings, which will be determined by a background check that will be conducted upon application.

After appointment, the chaplain will be issued a City of Havelock identification card.

VOLUNTEER CHAPLAIN DUTIES

The chaplain will respond when contacted by dispatch, to an on-scene incident commander, City of Havelock staff member, or at his/her own discretion. While at an incident scene, the chaplain will be under the command authority of the officer in charge. The below listed duties constitute only a brief summary of what may actually be required in any situation that may be encountered. The chaplain must remain constantly alert and sensitive to unpredictable needs and the means he/she must employ to meet those needs.

Emergency Situations: The chaplain should respond when contacted by dispatch, City of Havelock supervisory personnel or at his/her own discretion, and will report at the scene to the officer-in-charge. The following are some of the requirements for an emergency situation:

- A critical injury or death of a police or fire personnel
- An incident that involves a victim that is a family member of a City of Havelock employee
- Whenever an incident commander determines that the services of the chaplain may be of value in an ongoing emergency operation
- Comfort and counseling
- Referral to appropriate community agencies for assistance

Routine Duties:

- Visit the City of Havelock offices
- Visit hospitalized City of Havelock employees and members of their families upon request
- Be available for helping or counseling employees of the City of Havelock in times of stress or difficulty.
- On-call for a twenty-four hours a day on a monthly rotational basis with other Volunteer Chaplains
- Attend and/or participate in City of Havelock functions or special events.(i.e. 9/11 Memorial)
- Participate in the ride-along program routinely with police and fire/EMS personnel

APPOINTMENT OF VOLUNTEER CHAPLAINS

The City Manager shall appoint volunteer chaplains, and provide the Police Patrol Division Commander with a list of selected chaplains. The Police Patrol Division Commander shall be responsible for ensuring an updated list of volunteer chaplains is regularly forwarded to the Havelock Police Records Clerk, who

shall maintain and have posted a list of all approved volunteer chaplains and their contact numbers in the 911 Communications Center and on the City's website under the Police section.

VOLUNTEER CHAPLAIN UNAVAILABILITY

During the times when the on-call volunteer chaplain may be out of town, whether on vacation or on business, or is unavailable due to injury or illness, or other spiritual guidance in regards to his/her congregation, he/she shall coordinate with another chaplain to cover during his/her assigned timeframe and notify a command staff member who will post that information along with the dates of unavailability, inside the Communications Center so that all dispatchers are aware.

ASSISTANCE BY OTHER VOLUNTEER CHAPLAINS

During the instances of the on-call volunteer chaplain's unavailability as previously defined, and/or a situation such as mass casualties, where the need for chaplain assistance and guidance exceeds the ability of one person to manage, other volunteer chaplains may be requested to assist the on-call volunteer chaplain.

RELIGIOUS VIEWS

Because we are an agency with employees who have different religious beliefs, chaplains must be respectful of those differences when they are interacting with City of Havelock personnel. The primary purpose for the appointed volunteer chaplains is to provide support during traumatic and critical situations. They are not to proselytize or evangelize unless requested to do so by the effected victim or employee.

CITY OF HAVELOCK POLICY DIRECTIVES

Volunteer chaplains are expected to comply with all applicable City of Havelock employee directives in the performance of their duties. Misconduct of a Chaplain (such as drunkenness, moral misconduct or violation of City Directives) is grounds to be removed as a Volunteer Chaplain by the City Manager or his/her designee.

CHAPLAINCY PROGRAM PHOTO IDENTIFICATION CARDS

All volunteer chaplains will be issued a distinctive photo identification card. The card must be worn on the outer clothing at all times when representing the City of Havelock while in the performance of his/her approved duties. All volunteer chaplains shall also be required to produce their issued ID for viewing upon request.

Identification cards are the property of the City of Havelock, and volunteer chaplains shall return his/her issued identification card upon separation from the Chaplaincy Program. A volunteer chaplain shall not use his/her issued identification card as a means of obtaining privileges not otherwise available to the general public.