

**5.08**  
**CRAIG POLICE DEPARTMENT**  
**Office of Chief of Police**  
**General Order**

**Date Issued:** October 15, 1998  
**Subject:** Police Chaplain Program  
**To:** All Officers

**Revision Date:** May 1, 2009  
**Reference:** CACP STD

**I. POLICY:**

The Department recognizes the need to provide psychological, emotional, and spiritual support to all members of the Department, and to assist the citizens of Craig, whenever possible, when other agencies or services are not available. To meet this need, the Department Chaplain Corps has been created.

The Chaplain Corps is a volunteer group of clergy who meet these individual needs within the Department by volunteering their professional expertise in specific areas of training as warranted through the Department. At no time will members of the Chaplain Corps actively promote any sectarian or denominational affiliation. The Chaplain Corps will assist as a liaison between the general community and the department.

**II. PROCEDURE:**

**A. Assisting Department Employees:**

The Chaplain Corps will be available to provide psychological, emotional, and spiritual support and guidance to any member of the Department or their families as requested or directed. Such support and counseling will be held in the strictest of confidence. The chaplain conducting the counseling, or providing guidance will be solely responsible for making the determination of whether a condition is life threatening or debilitating according to the best information available and in conformity with ethical considerations, which may require reporting.

Members of the Chaplain Corps will also be available to assist Department members by providing support to individuals in situations where a chaplain's expertise is needed, such as: chronic domestic violence situations, death notifications, serious injury accidents (vehicular or otherwise), etc.

**B. Privileged Communications**

The department recognizes the existence of privileged communications between chaplains and some civilians served by the Chaplain Corps. This procedure will concern itself with privileged communications between department chaplains and civilians served by them and information indicating that the civilian either has been, is, or may be involved in criminal activity as defined by Colorado State Statute or Federal Criminal Code.

Colorado State Statute 13-90-107 states, "A clergyman, minister, priest, or rabbi shall not be examined without both his/her consent and also the consent of the person making the confidential communication as to any confidential communication made to him/her in his/her professional capacity in the course of discipline expected by the religious body to which he/she belongs." A footnote states " Statements made to a clergyman, not in his/her professional character, nor in the course of any clerical discipline enjoined by the church, but voluntarily, as if made to any other gentleman, are not privileged under this section."

It is the position of the department that chaplains, when notified through the department of a need for their services as chaplains, are acting as agents of the department. Consequently, should a chaplain become aware of criminal activity through their duties with the department, the privileged communication does not exist.

If a chaplain is called to talk with a person who is under actual physical arrest, a suspect in a crime, or a person who is in a custodial situation, the chaplain must advise the person of the following:

1. That the chaplain is functioning as a representative of the Craig Police Department.
2. If the person reveals involvement in or knowledge of criminal activity, this information is not confidential and thus not privileged.
3. That if questioned by a peace officer, the chaplain will be obligated to inform the peace officer of the criminal activity.

It is strongly recommended that a chaplain notify the on-duty officer of any significant criminal activity revealed and record this information and its disposition on the appropriate department forms.

If the person receiving the advisements will not talk to a department chaplain, but still desires to talk to a minister, it will be the responsibility of the chaplain to notify another clergy person or priest of this need.

#### C. Qualifications for a Chaplain:

1. Must possess a degree from an accredited seminary or bible college in the field of pastoral ministry, or have the equivalent education and/or experience.
2. At the time of application is actively involved, either full or part-time, in pastoral or church ministry.
3. Must be at least twenty-one (21) years of age.
4. Must possess a valid Colorado Driver's License.
5. Must be a U.S. citizen and reside in Moffat, or an adjoining County, Colorado at the time of appointment.
6. Background must be free of criminal violations that would conflict with the role or dignity of being a chaplain.
7. Must complete a two-month probationary period.

#### D. Acceptance Procedure:

1. Complete the Chaplain Corps Application, and
2. Copy of Certificate of license and/or ordination, or diploma, or other document verifying professional ministerial status, and
3. Letter of Recommendation from the local church/organization stating that the applicant is
  - a. Recognized as an official minister and
  - b. Has approval/permission to participate in the program, and
4. Copy of Colorado Driver's License

5. Complete the Chaplain Liability Release form.
6. The completed required documents will be submitted to the Chaplain Program Coordinator who will:
  - a. Conduct criminal and driving history background checks
  - b. Other background checks as needed
7. Upon completion of background investigations, the required documents will be reviewed by the president of the Chaplain Corps.
8. The Coordinator or President will interview the candidate. The interview will review the program guidelines and provide the opportunity for the candidate to ask questions.
9. The Program Coordinator will then forward all associated documents to the Chief of Police (and other participating agency representatives) for a final review and a determination of acceptance or rejection.
10. The Program Coordinator will be responsible for notifying the applicant of the Chief's decision.
11. If accepted, the Program Coordinator will be responsible for acquainting the chaplain with the procedures of the Chaplain Corps, issuing him/her an ID badge, and finger printed for access to the Public Safety Center.

E. The role of the active chaplain:

A chaplain is encouraged to remain active by doing the following:

1. Attending training sessions when they are offered.
2. Participating in the "on call" rotation.
3. Riding along with a patrol officer on a regular basis.
4. Attending the monthly meetings of the Craig Ministerial Alliance.
5. Maintaining active either full or part-time, in pastoral or church ministry.

F. Dismissal from the Chaplain Corps:

Should a chaplain's degree of activity be brought into question, the coordinator and the Chaplain Corps President will notify the chaplain of the concern. The chaplain will be encouraged to take steps to become active. Should a chaplain become perpetually inactive or not respond to the promptings of the Coordinator or President, they will be asked to resign from the program.

G. Chaplain Corps Organization:

The Chaplain Corps will be internally administered by two (2) officers; said officers being elected by the Chaplain Corps on an annual basis. The officers will be as follows:

- 1. President-** This individual will prepare an agenda and conduct all Craig Ministry Alliance meetings. Further, they will assist in the process of recruiting new chaplains and be a liaison for current chaplains.

With the assistance of the Program Coordinator, the President will help administer the operation and procedures of the Chaplain Corps.

**2. Vice President-** This individual will be asked to fulfill the duties of the President in his/her absence.

The department will assign a member to act as the Chaplain Program Coordinator. This Program Coordinator will act as a liaison between the Chaplain Corps and the department on all matters affecting either organization. The Chaplain Corps president will be directly responsible to the Program Coordinator.

Chaplains working with officers will be responsible for following the lawful orders of an officer. The department encourages the chaplains to make recommendations when appropriate so that better informed decisions may be made.

H. "On Call" program:

Any chaplain may be contacted to assist in a situation suited to his/her expertise or particular denomination. Additionally, chaplains will be asked to carry a department issued cell phone on a rotational basis. When carrying the cell phone, the chaplain will be the first point of contact should a need arise. If for any reason the chaplain will be indisposed during their turn on the rotation, he/she is encouraged to forward the phone to another chaplain's number. During the period of a chaplain's "on call turn" it is encouraged for the chaplain to have one of the official chaplain's jackets in his/her possession.

When responding to a call it is recommended that the Chaplain wear the official jacket and I.D. Badge. The chaplain should notify any law enforcement officials of their presence immediately. After clearing the location, the chaplain should call the Communications Center and inform them that they are, in fact, away from the location.

Should the situation of the call warrant it, the chaplain may be asked to complete an official statement documenting his/her actions, observations, relevant facts, etc.

**Approved By:**



**Walter K. Vanatta**  
**Chief of Police**