

#### 1.409 CHAPLAIN CORPS

- A. The chief may establish and appoint a volunteer chaplain corps within the agency for the purposes of:
1. Enhancing employee morale;
  2. Enhancing the emotional, moral, and spiritual health of employees;
  3. Increasing the sense of cooperation and involvement with other university departments by agency employees;
  4. Reducing demands on employees for conducting non-police services;
  5. Enhancing public relations; and
  6. Providing an avenue for expanding and diversifying the ministry of the university chaplains.
- B. The chief will designate a supervisory or administrative ranked officer to serve in an ancillary capacity as the agency's chaplain corps liaison officer. Duties and responsibilities of the chaplain corps liaison officer include, but are not limited to:
1. Reporting directly to the chief in matters relating to the management and operations of the chaplain corps;
  2. Presiding at any chaplain corps meetings;
  3. Coordinating and facilitating chaplain recruitment, training programs, and logistical needs;
  4. Scheduling chaplain duty hours and formal activities within the agency;
  5. Facilitating chaplain involvement in critical incident management and debriefing;
  6. Evaluating chaplain performance;
  7. Preparing activity reports on at least a semesterly basis; and
  8. Facilitating all requests for chaplain services to ensure they are responded to promptly and appropriately.
- C. In order to be considered as an agency chaplain, a person must:
1. Be certified and endorsed as a chaplain:
    - a. For the University of Maryland, College Park; or
    - b. By their respective ecclesiastical bodies; and
  2. Be certified by:
    - a. The International Conference of Police Chaplains;
    - b. The International Conference of Chaplains; or
    - c. Other similar certifying organization
  3. Undergo a background screening to ensure they have not been involved in any conduct which undermines, or is prejudicial to, the good order, efficiency, or discipline of the agency, or which reflects discredit upon the agency or the university;
- D. Chaplains are appointed for indefinite terms by the chief. They serve at the pleasure of the chief.
- E. Duties and responsibilities of agency chaplains include, but are not limited to:
1. Conforming to their professional and ecclesiastical beliefs and/or code of ethics and the agency's Chaplain Corps Manual;
  2. Building trust and rapport within the agency via participating in ride-alongs, community service presentations, and attending intra-departmental meetings as requested;
  3. Being available as a resource for employee counseling in matters potentially affecting job performance, e.g., critical incident stress, marital or relationship problems, financial troubles, unresolved feelings or issues resulting from job trauma, etc.;
  4. Making recommendations for referral to the Staff/Faculty Assistance Program or other similar employee assistance programs;
  5. Serving as victim/witness assistance referral and/or resource points;
  6. Making or otherwise assisting with death notifications;
  7. Providing emotional/spiritual support for families of agency employees killed or seriously injured;
8. Conducting hospital or home visitations of sick or injured employees as requested;
9. Being present at and/or participating in funerals of employees or immediate families thereof;
10. Coordinating and/or participating with the liaison officer in all critical incident stress debriefings;
11. Reporting superior performance of agency employees;
12. Being available, in an advisory capacity, to the command and senior staff in matters pertaining to the emotional, moral, and spiritual welfare of agency personnel;
13. Making social service referrals at the request of employees;
14. Conferring with and referring employees to other members of the clergy as appropriate;
15. Attending in-service or other specialized training as appropriate;
16. Familiarizing themselves with agency administration and operations;
17. Participating in community forums and panel discussions pertaining to agency activities;
18. Being present at agency functions such as academy graduations, award ceremonies, etc. and offering public prayer as requested;
19. Committing to serve the agency a minimum of either two hours per week or eight hours per month;
20. Attending chaplain corps meetings, unless specifically excused; and
21. Completing daily activity reports when they are on-duty.
- F. Chaplain corps members will not:
1. Unethically or illegally intrude on employee's constitutional rights of freedom of religion;
  2. Assume such a role as to interfere with the administration and operations of the agency;
  3. Unethically or illegally release information from any agency case or incident in which they were involved; or
  4. Otherwise violate terms or conditions contained in the agency's Chaplain Corps Manual.
- G. Chaplains will provide confidential assistance to all agency employees.
1. Individual legal rights to confidentiality and privacy will be protected.
  2. Information revealed by employees to chaplains will remain confidential and will not be released unless:
    - a. Consent has been granted by involved employees; or
    - b. The information involves matters of life or death, violations of law, or threats to national security.