

**MUSCATINE POLICE DEPARTMENT
POLICY AND PROCEDURE DIRECTIVE - C-3**

SUBJECT Muscatine Area Chaplains Corps		REFERENCE Relationships With Other Organizations	
DIRECTIVE C-3	CANCELS/AMENDS C-3 (7/07)		NUMBER OF PAGES 3
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SUBJECT: CHAPLIN CORPS

REFERENCE: Auxiliaries

I. Purpose

To establish guidelines for the utilization of the Muscatine Police Department's Chaplain Corps in regards to crime victims, victims of family tragedy and persons in personal crisis.

II. Policy

Members of the Muscatine Police Department are often involved in incidents that are of an extremely emotional, personal, and tragic nature. This policy recognizes the need of various types of support for the victims as well as the Department's members who are involved in these occurrences. It is for these types of matters that the Chaplain Corps has been established.

III. Procedure

A. Chain of Command

The Chaplain Corps shall consist of a Head Chaplain to be appointed by the Chief of Police. Other members of the Corps will include Chaplains and a Department Liaison Officer. The Head Chaplain will be responsible for the maintenance of the Corps to include recruitment, scheduling of Chaplains for duty/assignment, utilization of available funding, and training. The recommendations of the Head Chaplain in the above listed areas will be submitted for approval by the Liaison Officer. Final approval will be granted at the discretion of the Police Chief.

Chaplains may be required to respond to a particular scene at the request of a Watch Commander. In this event, the Chaplain will be under the direction of the requesting Watch Commander.

B. Scope of Authority

The Chaplains of the Corps are not law enforcement officers. Chaplains shall not possess law enforcement authority or privilege other than that of any private citizen. It is not the purpose of the Chaplain's Corp to be legally involved in or interfere with

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the law enforcement function in anyway. The role of the Corps is to be as a support service only (the individual Chaplain's faith group will not be advanced during Corps assignments).

C. Qualifications

Each individual Chaplain member must be a duly ordained or licensed minister active in an organized church. Each member will undergo a security background. A candidate for the Corps will be disqualified if the candidate has been convicted of a felony, does not possess a valid driver's license, or is found not eligible for other reasoning determined through the security background check.

D. Equipment

Members of the Corps will be provided with visible identification issued by the Department. The identification will be worn when the Corps members are performing their duties. Corps members will be provided with Department radios while performing assignments (Corps members will be expected to conform to Department's police radio procedures as well being familiar with the delegated code system).

E. Duties and Responsibilities

1. The Head Chaplain will compose an "on-call" list of for individual chaplains that will comprise a designated period of time. The list will maintained through Muscom Communications. When chaplains are "on-call"; they will make themselves available to Muscom Communication through electronic means (pager or telephone/cellular telephone).

When an incident arises wherein the Chaplain Corps is requested, Muscom Communications will notify the "on-call" chaplain and explain the situation. The "on-call" chaplain will respond to the scene in a timely manner and report to the Watch Commander in order to develop a course of action as the occurrence dictates.

In the event that an "on-call" chaplain does not respond in a timely manner, it will be reported by the Watch Commander to the Liaison Officer. The Liaison Officer will consult with the Head Chaplain as well as the Chief of Police to determine corrective action to be taken.

2. Chaplains are encouraged to participate in "ride-alongs" with Department personnel (either during the individual chaplains "on-call" time or at a different interval) in order to better familiarize themselves with the interior

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workings of the Department and be more effective in their ministry. A chaplain will need to contact the Watch Commander of record at the time of the requested “ride-along” for approval (a chaplain may request to be assigned to an individual officer or may be assigned to personnel by the Watch Commander depending on circumstances). Chaplains will be held to the same liability and duties as defined by policy of any “civilian ride-along” unless otherwise noted/approved by the Watch Commander.

3. Chaplains will attend continuing education paid for by the Department. Any training will be determined, scheduled, and recorded by the Head Chaplain (final approval of training decided by the Chief of Police). Failure to attend training may result in removal of a chaplain from the Corps.
4. Chaplains who assist Department personnel as outlined above will complete a report for the use of the Chaplain Program only (report will not be included in any investigative files or reports of the Department). These reports will be housed with the Record’s division for accounting purposes (chaplains are allowed to conduct “follow-up” calls with parties involved in incidents responded to at their own discretion, but the “follow-up” should be noted in the report).