

OFFICE OF CHIEF OF POLICE  
OAKLAND POLICE DEPARTMENT

MEMORANDUM

TO: All Personnel

DATE: 15 Jan 09

SUBJECT: Revision of Departmental General Order B-16,  
VOLUNTEER POLICE CHAPLAINCY PROGRAM  
(Rev. 8 Mar 00)

This order has been revised to update the Departmental policy regarding the selection criteria, assignment, and training of Volunteer Police Chaplains.

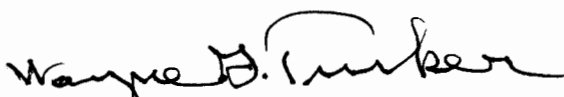
The evaluation coordinator for this order shall be the Police Chaplaincy Program Command Advisor, who, without further notice, shall forward the required report to the Chief of Police on or by 15 Jul 09.

The Evaluation Coordinator shall receive, review and document the acceptance or rejection of all comments and/or recommendations received prior to submitting his/her six-month evaluation report.

The Evaluation Coordinator shall forward a copy of the six-month evaluation report, along with the comments/recommendations received, to the Office of Inspector General to be maintained in the appropriate Departmental General Order archive folder.

Personnel shall acknowledge receipt, review, and understanding of this directive in accordance with the provisions of DGO A-1, DEPARTMENTAL PUBLICATIONS.

By order of



Wayne G. Tucker  
Chief of Police

Date Signed: 12<sup>th</sup> Jan. 2009



DEPARTMENTAL  
GENERAL  
ORDER

B-16

Index as:

Volunteer Police Chaplaincy Program

Effective Date:  
15 Jan 09

Evaluation Coordinator:  
Police Chaplaincy Program  
Command Advisor

Evaluation Due Date:  
15 Jul 09

Automatic Revision Cycle:  
3 Years

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## VOLUNTEER POLICE CHAPLAINCY PROGRAM

The purpose of this order is to set forth objectives, requirements for participation, training, assignment and dismissal from the program of qualified Volunteer Police Chaplains and to prescribe the responsibilities of units requesting their services.

### I. OBJECTIVES

The Volunteer Police Chaplaincy Program is designed to:

- A. Provide non-denominational spiritual support to Oakland Police Department personnel and victims of crimes/tragedies in Oakland;
- B. Support the Department's peer support and critical incident stress management programs; and
- C. Enhance the Department's 24-hour service to the Oakland community.

### II. APPLICATION AND SELECTION REQUIREMENTS

- A. The applicant must:
  - 1. Be a minister who is credentialed by a recognized ecclesiastical body and either ordained or licensed by said body;
  - 2. Be endorsed by their ecclesiastical judicatory for service as a police chaplain;
  - 3. Be a member in good standing of the Oakland Police and Clergy Together (OPACT), Inc.;

4. Possess a valid unrestricted California driver's license or be eligible to receive one by the date of appointment; and
  5. Possess current individual medical and auto insurance coverage.
- B. Qualified applicants must complete and pass the following:
1. Volunteer Police Chaplain Oral Panel interview;
  2. Personal History Questionnaire (PHQ) interview;
  3. Background investigation developed for the Volunteer Police Chaplaincy Program;
  4. Ecclesiastical credential and endorsement review; and
  5. Oakland Volunteer Police Chaplain Academy.
- C. Membership in the International Conference of Police Chaplains (ICPC)
1. Upon appointment as a Volunteer Police Chaplain, individuals are required to become full members of the International Conference of Police Chaplains (ICPC) and pursue basic certification as a police chaplain.
  2. Individuals who fail to become full members of the ICPC or allow their membership to lapse without renewal for more than ninety (90) days shall be subject to dismissal as a Volunteer Police Chaplain by the Chief of Police.
  3. Volunteer Police Chaplains are required to pay all costs associated with membership in and certification by the ICPC.
  4. In extenuating circumstances, waivers for membership in ICPC may be granted by the Chief of Police. Volunteer Police Chaplains must individually request ICPC membership requirement waivers in writing through the Chaplain Coordinator (CC). Waiver requests shall outline the specific justification as to why the chaplain is either unable or unwilling to maintain full ICPC membership.

- D. Sworn members and employees who are qualified as outlined above may be appointed as Volunteer Police Chaplains at the discretion of the Chief of Police. While serving as volunteer chaplains and consistent with state law, members and employees shall not be compensated for their services as volunteers. Pursuant to state law, sworn member volunteer chaplains retain their peace officer status.

The appointment of qualified persons to the position of Volunteer Police Chaplain is at the sole discretion of the Chief of Police.

### III. ASSIGNMENT AND TRAINING

- A. The Volunteer Police Chaplaincy Program shall be administered by the Chaplain Coordinator (CC), who is a member/employee assigned to this collateral duty by the Chief of Police.
- B. The Chief of Police shall also appoint a Police Chaplaincy Program Command Advisor (CA) to advise and support the CC and the Chief of Police on matters concerning the conduct of the Volunteer Police Chaplaincy Program. The CA shall be appointed from among the members of the Department in the rank of Lieutenant of Police or above.
- C. The CC shall conduct as necessary a Volunteer Police Chaplain Academy consisting of a minimum of 24 hours of law enforcement related training for all new Volunteer Police Chaplains before they are placed in work assignments. Individuals who present ICPC Basic Police Chaplain Certification or higher or who have completed basic military chaplain training in the US Armed Forces may be exempt from participating in the Volunteer Police Chaplain Academy. Completion of a Citizen's Police Academy program does *not* meet this initial training requirement.
- D. The Volunteer Police Chaplains shall be required to participate in eight (8) hours of continuing education per year in order to retain their status as police chaplains. Training shall be provided by the Department. Training certified by the ICPC shall qualify as continuing education for the purposes of this order. Participation in a Citizen's Police Academy program may be counted towards continuing education credit. Additional training venues or providers may be approved by the CC.

- E. Volunteer Police Chaplains shall devote a minimum of sixteen (16) hours annually to ride-a-longs<sup>1</sup> with Oakland Police Department personnel.
- F. Two chaplains shall be assigned standby duty for call-outs 24 hours a day, every day of the year. Duty periods shall normally consist of a one-week rotation. The CC shall complete the Chaplain Standby Schedule, providing a copy to the Communications Division. In the event a standby chaplain will not be available via pager, police radio, or regular telephone number during a specified period of time when on standby duty, he/she shall provide the Communications Division Watch Supervisor with an alternate telephone number.
- G. Chaplain Standby Schedules shall be posted in the Communications Division and updated on a monthly basis. The schedule shall include the names of the duty chaplains and their assigned duty days.
- H. The duty chaplains may ride with a member/employee during part of his/her tour of duty or be on "on-call" status. The duty chaplain shall respond to the specified location within one (1) hour from the time of notification/request for services.

#### **IV. DUTIES OF THE VOLUNTEER CHAPLAIN**

- A. The duty chaplain may be requested to assist with the following types of incidents and special events, with approval of command/supervisory personnel:
  - 1. Delivery of death notices;
  - 2. Attempted or actual suicides;
  - 3. Hostage situations;
  - 4. Lost child;
  - 5. Sexual assaults;
  - 6. Child abuse;
  - 7. Major family disturbances;
  - 8. Major traffic accidents involving serious injury or death;
  - 9. Line of duty deaths;
  - 10. Accident situations involving serious injuries or death at homes, construction sites, fires, drowning, etc;
  - 11. Hospital calls and home visits to OPD personnel in cases of long-term confinement;
  - 12. Pastoral counseling of OPD personnel;

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<sup>1</sup> The term "ride-a-long" includes participation in the field as a passenger/observer in a marked or unmarked police vehicle, or as an participant/observer in non-field activities.

13. Critical Incident Stress Debriefings, if properly trained;
14. Major demonstrations involving large numbers of law enforcement officers;
15. Attend and participate in funerals of active as well as retired members and employees of the Oakland Police Department.
16. Conduct memorial services;
17. Periodically attend line-ups throughout the Department.
18. Attend Departmental graduations, promotions, award ceremonies, dinners, social events, etc., and offer invocations and benedictions at these events;
19. Enhance public relations;
20. Major disasters within Alameda County; and
21. Chaplain mutual aid requests.

B. Requests other than those listed above, must be approved by the CC.

#### **V. REGULATIONS AND PROCEDURES**

- A. Non-sworn Volunteer Police Chaplains are not law enforcement officers but are experienced representatives of their religious denomination, duly ordained or licensed and approved by their judicatory for police chaplaincy service.
- B. The Volunteer Police Chaplains' responsibility is to assist all members/employees, upon request, in matters within the chaplain's duties as specified above. The non-sworn chaplain shall not, in any way, interfere with a member/employee in the performance of his/her duties, and are subject to the authority of the requesting member/employee.
- C. All chaplains, when on duty, shall be properly identified by wearing his/her chaplain identification card and/or distinctive uniform, be courteous to all persons and conduct him/herself in a manner that is consistent with the Oakland Police Department Manual of Rules. All chaplain conduct shall be subject to and in accordance with the Manual of Rules. Failure to adhere to the provisions of the Manual of Rules is grounds for immediate dismissal as a Volunteer Police Chaplain.
- D. The non-sworn chaplain shall have a basic knowledge of the duties of law enforcement officers, be aware of new procedures and be willing to attend training sessions and programs conducted by the Police Department.

- E. The duty chaplain shall be available to the Communications Division at all times, either by pager, radio or telephone. If the chaplain is on vacation or out of town, he/she shall coordinate with the CC to ensure a chaplain is designated to act on his/her behalf. If the Communications Division fails to contact either standby duty chaplain as listed on the standby schedule, the Communications Division shall notify the CC.
- F. It should be understood that members and employees of the Oakland Police Department who request pastoral counseling sessions with the volunteer chaplain are entitled to privileged communication (Evidence Code Section 1034) that shall not be reported to a commander/supervisor or have any bearing on job status. Pastoral confidentiality (Pastor/Penitent Confidentiality) shall be strictly maintained except in the following circumstance:
- A volunteer chaplain who, as a consequence of obtaining any information from a member or employee, believes that the member/employee is an immediate danger to him/herself or others shall first notify the CC, who shall in turn notify the on-duty Patrol Division commander. If the CC can not be reached within 15 minutes of the initial call, the volunteer chaplain shall notify the on-duty Patrol Division commander directly.
- G. A Chaplain Activity Report must be completed after each chaplain-involved incident. The report entry shall include the date, time of occurrence, time the incident was completed and type of activity. Chaplain Activity Reports shall be kept in the CC's office. A Chaplain Activity Report shall be completed by the duty chaplains at the end of his/her tour of duty. All contacts with Department personnel shall remain confidential and members/employees shall not be identified by name in the Chaplain Activity Reports. Referral sheets requesting chaplain assistance shall be controlled and maintained by the CC.

## **VI. ORGANIZATIONAL STRUCTURE**

- A. The Oakland Police Department Volunteer Chaplaincy Program is conducted in cooperation with the Oakland Police and Clergy Together (OPACT) Inc. and operates under the guidelines set forth in the OPACT Constitution and By-Laws. The OPACT Board of Directors is responsible for advising the Chief of Police on all policy, personnel and fiscal matters in the conduct of the Volunteer Police Chaplaincy Program. However, the Chief of Police's decisions regarding the conduct and management of the Volunteer Police Chaplaincy Program are final.

- B. The CC shall be responsible for the training, supervision and assignment of the Volunteer Police Chaplains.
- C. Under the guidance and direction of the Police Chaplaincy Program Command Advisor, the CC shall:
  - 1. Perform all administrative tasks related to the program;
  - 2. Conduct quarterly training for chaplains;
  - 3. Maintain chaplains' personnel files;
  - 4. Monitor and counsel chaplains regarding their volunteer service; and
  - 5. Maintain training records.

In the event the CC determines that a chaplain is performing substandard work or has engaged in misconduct, he/she shall prepare a written report to the CA, Chief of Police and OPACT Executive Committee of the Board of Directors. The CA and OPACT Executive Committee shall recommend any remedial training or dismissal action to be taken against the chaplain.

## VII. DISMISSAL AS A VOLUNTEER POLICE CHAPLAIN

- A. Reasons for dismissal from the Volunteer Police Chaplaincy Program include, but are not limited to:
  - 1. Violation of the Manual of Rules;
  - 2. Failure to respond when called;
  - 3. Excessive tardiness/absences as determined by the CC;
  - 4. Breach of confidentiality;
  - 5. Failure to satisfactorily perform duties;
  - 6. Failure to participate in approved chaplain continuing education;
  - 7. Failure to maintain ecclesiastical endorsement from the chaplain's judicatory;
  - 8. Inhibition to perform clerical tasks (defrocking); and
  - 9. Chief of Police determines the chaplain's services are no longer required and/or dismissal of the chaplain is in the best interest of the Department.
- B. In the event one or more of the above violations occurs, the chaplain may be subject to:
  - 1. Counseling with the CC;
  - 2. Review of membership by the OPACT Executive Committee; and/or



3. Dismissal as a Volunteer Police Chaplain by the Chief of Police.

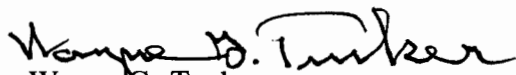
Service as a Volunteer Police Chaplain is a privilege and not a right. Any chaplain may be dismissed as a Volunteer Police Chaplain by the Chief of Police without cause at any time. Volunteer Police Chaplains, as volunteers, do not retain "property rights" to the position of Volunteer Police Chaplain and are not subject to Civil Service due process procedures.

**VIII. UNIFORM AND EQUIPMENT REQUIREMENTS**

- A. When in an on-duty status, sworn chaplains shall follow the guidelines for civilian clothing, and basic and dress uniforms in accordance with the provisions of Departmental General Order (DGO) C-1.5, UNIFORMS AND EQUIPMENT - VOLUNTEERS.
- B. When in an on-duty status, non-sworn chaplains shall follow the guidelines for chaplain appearance and uniform for regular assignments and ceremonial uniforms in accordance with the provisions of DGO C-1.5.
- C. Formal uniforms may be worn by non-sworn chaplains solely for ceremonial occasions. Ceremonial occasions are defined as promotions, graduations, funerals, and other designated formal events. Ceremonial uniforms shall follow the guidelines set forth in DGO C-1.5.
- D. The Department may supply appropriate clothing that is deemed necessary to identify the individual as a Police Chaplain. Any uniforms and equipment issued to a chaplain shall remain the property of the Oakland Police Department and shall be surrendered to the Chief of Police or his representative upon resignation or dismissal from the program.
- E. Each non-sworn chaplain shall be issued an official City of Oakland Volunteer Police Chaplain picture identification card. The Identification Card remains the property of the Oakland Police Department and upon resignation or dismissal from the program shall be surrendered to the Chief of Police or his representative.

- F. While non-sworn chaplains may participate in firearms and other weapons familiarization training, under no circumstances shall a non-sworn chaplain be issued a firearm or other weapon. All firearms and weapons familiarization training shall be conducted by approved and certified Departmental range masters, less-lethal and weaponless defense instructors and at approved ranges or training facilities. All such training shall be approved in advance by the Training Division commander. Any firearms and weapons used for familiarization training shall be transported to and from the range or training facility by sworn training staff members. Chaplains shall not transport firearms or other weapons to and from the range or training facility.

By order of

  
Wayne G. Tucker  
Chief of Police

Date Signed: 12<sup>th</sup> Jan, 2009