



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 1-25

Effective: 03/21/19 Review: 03/21/20 Replaces: 06/18/11

1-25 CHAPLAIN UNIT

Related SOPs: None

1-25-1 Purpose

The Albuquerque Police Department Volunteer Chaplain Program is established for the purposes of providing spiritual and emotional support to all members of the Department, their families and members of the public.

1-25-2 Policy

It is the policy of this Department that the Chaplain Program shall be a non-denominational ministry provided by volunteer clergy without financial compensation.

1-25-3 Rules and Responsibilities

A. Goals

1. Members of the Chaplain Program shall fulfill the program's purpose in the following manner:
 - a. By serving as a resource for Department personnel when dealing with the public in such incidents as accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse, and other such situations that may arise.
 - b. By providing an additional link between the community, other chaplain programs and the Department.
 - c. By providing counseling, spiritual guidance and insight for Department personnel and their families.
 - d. By being alert to the spiritual and emotional needs of Department personnel and their families.
 - e. By familiarizing themselves with the role of law enforcement in the community.

B. Requirements and Selection

1. Candidates for the Chaplain Program shall meet the following requirements:
 - a. Must be above reproach, temperate, prudent, respectable, hospitable, able to teach, not be addicted to alcohol or other drugs, not contentious, and free from excessive debt. Must manage their household, family, and personal affairs well. Must have a good reputation with those outside the church.
 - b. Must be ecclesiastically certified and/or endorsed, ordained, licensed, or commissioned by a recognized religious body.
 - c. Must successfully complete an appropriate level background investigation.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 1-25

Effective: 03/21/19 Review: 03/21/20 Replaces: 06/18/11

- d. Must have at least 2 years of successful ministry experience within a recognized ministry, church or religious denomination.
 - e. Must possess a valid New Mexico Driver's License and obtain a City of Albuquerque Driver's Permit within 2 months of appointment.
2. Chaplain candidates are encouraged to participate in the ride-along program before and during the selection process.
 3. Chaplain candidates shall successfully complete the following process prior to deployment as a chaplain:
 - a. Appropriate written application.
 - b. Minimum two years of pastoral experience.
 - c. Actively engaged in pastoral care.
 - d. Recommendation from their church elders, board, or council.
 - e. Resident of New Mexico for a minimum of one year.
 - f. Never convicted of a felony.
 - g. Completion of a background check by the Department.
 - h. Approval by the Chaplain Advisory Board pursuant to the Chaplain operational manual.
 - i. Complete an appropriate probationary period as designated by the Head Chaplain.

C. Duties and Responsibilities

1. The duties of a chaplain include, but are not limited to the following:
 - a. Assisting in making notification to and supporting families of Department members who have been seriously injured or killed.
 - b. Assisting officers by making death notifications or other such notifications as requested.
 - c. Attending and participating, when requested, in funerals of active or retired members of the Department.
 - d. Responding to natural and accidental deaths, suicides, and any other incident that in the judgment of the on-duty supervisor aids in accomplishing the Department's mission.
 - e. Being on-call to respond to requests made by the Communications supervisors or dispatchers.
 - f. Counseling officers and other personnel with personal problems, when requested.
 - g. Attending Department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
 - h. Providing liaison with various religious leaders of the community.
 - i. Participating in in-service training classes.
 - j. Promptly facilitating requests for representatives or ministers of various denominations.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 1-25

Effective: 03/21/19 Review: 03/21/20 Replaces: 06/18/11

- k. Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.
 - l. Chaplains will be scheduled to be on-call for a period of 24 hours.
 - m. Generally, each chaplain will serve with the Albuquerque Police Department personnel a minimum of 8 hours per month.
 - n. At the end of each watch the chaplain will complete a Chaplain Shift Report and submit it to the Head Chaplain.
 - o. Chaplains shall be permitted to complete ride-alongs with officers during any shift and observe Albuquerque Police Department operations, after receiving authorization from the shift supervisor.
 - p. In responding to incidents, a chaplain shall never function as an officer.
 - q. Chaplains shall serve only within the jurisdiction of the Albuquerque Police Department unless otherwise authorized by the Chief of Police or his designee.
2. Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while on-duty unless the receiving person has solicited spiritual guidance or teaching. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.
 3. Chaplains may not accept gratuities for any service or follow-up contacts that were provided while functioning as a chaplain for the Albuquerque Police Department.
 4. Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent privilege and shall inform Department members when it appears reasonably likely that a member is discussing matters that are not subject to the clergy-penitent privilege. In such cases, the chaplain should consider referring the member to a non-Department counseling resource.
 5. No chaplain shall provide counsel to or receive confidential communications from any Albuquerque Police Department employee concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.
 6. No chaplain shall provide anyone outside the Albuquerque Police Department with personal telephone numbers or contact information of officers, staff members, or volunteers. All requests for such information should be directed to an area command or office where such an individual is assigned.
- D. Training
1. Chaplains will complete 35 hours of training each year.
 2. The training may include, but is not limited to the following topics: stress management, death notifications, post-traumatic stress syndrome, burnout for officers and chaplains, legal liability, confidentiality, ethics, responding to crisis situations, the law enforcement family, substance abuse, suicide, officer injury or death, sensitivity and diversity, as approved by the Head Chaplain.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 1-25

Effective: 03/21/19 Review: 03/21/20 Replaces: 06/18/11

3. This training may be provided by the Department or outside organizations.
4. Chain of Command
 - a. The Chief of Police shall make all appointments to the Chaplain Program and will designate a Head Chaplain.
 - b. The Head Chaplain shall report to Operations Review.
 - c. All volunteer chaplains shall report to the Head Chaplain.
- E. Chaplains shall wear the described uniforms on duty
 1. ID badge
 2. Proper I.C.E. Polo Short-sleeve Polo Shirt (Summer Wear)
 - a. Front: Left Breast, APD Chaplain Patch; Right Breast, Embroidered "Chaplain Last Name"
 - b. Right Shoulder: Chaplain Unit Patch
 - c. Back: Screen print "CHAPLAIN"
 3. Proper I.C.E. Long-sleeve Polo Shirt as above (Winter Wear)
 4. Chaplain Windbreaker (Spring/Fall Wear)
 5. Chaplain Jacket (Winter Wear)
 6. 5.11 (TDU) Tactical Cargo Pants (Khaki)
 7. Black dress shoes or boots
 8. Ball Cap/Winter Cap