I. PURPOSE

The purposes of this directive are to establish the position of Police Chaplain and to outline the duties of the office. This directive also establishes the policies and procedures for the support and assistance available to members of the Lexington Division of Police following critical incidents, and the assistance available to citizens at serious scenes via the Community Chaplaincy Program.

II. POLICY

It shall be the policy of the Division of Police to provide counseling, spiritual guidance and other related support services to all Division members, both sworn and civilian, and their families through the office of the Police Chaplain. The Police Chaplain shall also be responsible to coordinate the Police Officer Support Team (POST) designed to assist police personnel with managing critical incident stress after exposure to a critical incident. The Police Chaplain shall also coordinate the voluntary Community Chaplaincy Program (CCP).

III. PROCEDURES

A. The Police Chaplain shall be appointed by the Chief of Police and shall be under the supervision of the Commander of the Bureau of Administration.

B. The duties and responsibilities of the Police Chaplain shall include; but not be limited to:

1. Making notification or assisting in the notification of families of police officers who are seriously injured or killed.

2. Serving as liaison between hospital staff and police employees and families when an officer is injured or killed.

3. Serving as the Division’s primary point of contact and direct liaison with the immediate family- following a sworn line of duty death- on matters relating to coordinating the visitation and funeral, interment and other attendant honors. Responsibilities include:

   a. Request the aid of other employee(s) who have close personal ties to the family to offer assistance and support to the family.
b. Work directly with the Chief’s Liaison and Honor Guard Coordinator to coordinate arrangements and requests between the family and the Division.

c. Be available as much as possible to assist and support the family.

d. Serve as liaison between the Benefits Coordinator, et. al., and the fallen officer’ family to facilitate gathering of personal information, consent forms, signatures and other documentation required for benefits applications and death notifications.

4. Serving as the Division’s primary point of contact between the Division of Police and the bereaved employee, retiree and/or immediate family following the death of a current or former employee.

5. Serving as the Division’s sole point of contact between the Division of Police, a Kentucky-based outside law enforcement agency and those who are tasked with the planning of funeral services and honors for the outside law enforcement agency’s officer. Responsibilities include:

   a. Establish communications with the outside agency and identify a point of contact.

   b. Extend condolences and offer support.

   c. Explain assistance options the Division of Police can provide.

   d. Determine what specific services the agency requests from the Division of Police.

   e. Report these requests directly to the Chief of Police or designee, who will determine what resources and/or personnel will be allocated to support and assist the outside agency.

6. Being on-call during any public function requiring the presence of a large number of police officers.

7. Visiting of sick and injured personnel.

8. Attending and participating in funerals of active and retired members of the Division of Police.

9. Confidential counseling services for officers and families.

10. Conducting memorial services and other religious activities.

11. Instructing and interviewing recruit police officers.

12. Assisting with recruit orientation.
13. Assisting with recruit family orientation.

14. Conducting recruit and in-service training in the area of human relations.

15. Representing the Division of Police upon request at various religious activities throughout the community.

16. Periodically attending roll calls.

17. Periodically riding with on duty officers.

18. Attending Division graduations, promotions, award ceremonies, dinners, social events etc., and participating therein in keeping with religious administrations.

19. Representing the Division of Police before official bodies upon request.

20. Writing stories for in-house newsletters or magazines.

21. Responding to all major disasters within the urban county area.

22. Serving as POST Team Coordinator (see Section IV.).

23. Providing liaison with other religious leaders in the community.

24. Establishing referral for other religious groups.

25. Serving as Community Chaplaincy Program Coordinator (see Section V.).

26. Coordinating with and assisting as appropriate the Military Liaison Officer in the fulfillment of his/her duties.

27. Being available on a 24-hour basis.

C. Line of Duty Funeral Policy

1. Notification: In the event of a line of duty death, the Police Chaplain shall be responsible for notifying, in person, the nearest family member of the deceased. If there is a spouse, the spouse shall be notified first. If there is no spouse, notification shall be made to a parent, sibling, etc.

   a. The Police Chaplain may choose to have someone assist with the notification, such as a friend of the family or an officer who is a friend of the family. If appropriate, the minister of the bereaved family may be invited to assist the Police Chaplain with the notification.

2. At the discretion of the Chief of Police, one or more officers shall be assigned to assist the family as needed during the bereavement period.
3. If the family so chooses, the Division of Police, via the Police Chaplain, will assist in coordinating the funeral arrangements.

4. The Chief of Police will appoint a “Chief’s Liaison” who shall have the authority of the Chief of Police to oversee the Division’s overall participation in the funeral services and attendant honors.

IV. POLICE OFFICER SUPPORT TEAM

A. Definitions

Critical Incident: Any situation, (i.e. disasters, mass casualties, etc.) which may cause police employees to experience strong emotional reactions which have the potential to interfere with their ability to function either at the scene or after the critical incident.

Police Officer Support Team (POST): POST consists of both mental health professionals and trained police officers who will provide both a proactive and reactive response to critical incident stress. The group will discuss the reactions, feelings and emotions experienced by the officers both during and after the critical incident.

POST Coordinator: The Lexington Division of Police Chaplain is designated by the Chief of Police to serve as POST Coordinator.

B. Activation

1. The POST shall be activated in situations where police personnel are involved in a critical incident. Individual members of the POST team may be sent to an incident scene to assist a police employee in a one-to-one support role.

2. Commanders are responsible for identifying/recognizing significant incidents that may qualify for debriefing. When an incident is identified, a request for on-scene assistance should be made through the POST Coordinator as soon as possible.

3. Any officer may initiate the debriefing process by contacting a supervisor at the incident scene.

4. Any supervisor whose officers may have experienced a critical incident shall initiate the debriefing process by contacting his/her commander.

5. Any member who feels a need for an individual confidential debriefing may initiate the process by contacting the Employee Assistance Program.

6. When the Police Officer Support Team is activated, the incident will be evaluated for the amount of debriefing required. The specific debriefing services utilized will depend greatly upon the nature of the incident.

7. The POST Coordinator, or his/her designee, in conjunction with the mental health professional, will determine the appropriate response.
8. On the scene, the POST members will report directly to the POST Coordinator or his/her designee.

9. The POST Coordinator, or his/her designee, shall report to the incident commander.

C. Debriefing

1. All statements, facts, opinions, and discussions that are expressed during the debriefing process shall be considered confidential.

2. Attendance at a debriefing is mandatory, except as excused by authority of the commander, for all personnel directly exposed to the traumatic aspects of an incident. All participants will be encouraged to share their feelings; however, active participation is optional.

3. No written, taped, or other recordings will be maintained regarding individual participation or topics of discussion.

4. The debriefing is not a critique of the Division of Police operations at the incident. Performance issues, possible procedure violations, or policy statements shall not be discussed during the debriefing. The debriefing process provides a format in which personnel concentrate on emotional issues, discussing their feelings and reactions in a supportive atmosphere.

5. No media coverage shall be allowed.

6. The POST debriefing shall be held away from the incident scene, at a location selected by the POST team members.

D. Training and Selection

1. Personnel interested in serving as a member of the Police Officer Support Team shall submit a written request through the chain of command to the POST Coordinator. Requests will be reviewed by the POST Coordinator and team members. The POST Coordinator shall submit a list of recommended team members to the Chief of Police for final approval.

2. POST team members shall be trained to recognize certain signs and symptoms associated with stress and are able to refer employees for appropriate assistance when required. While the training of police personnel as POST team members is an ongoing process, it is emphasized that team members are not “psychologists”.

V. COMMUNITY CHAPLAINCY PROGRAM

A. Definitions

Serious Scene: Any situation, (i.e. suicides, fatal collisions, structure fires etc.) at which involved citizens may be helped by the presence of a Community Chaplain.
Community Chaplaincy Program (CCP): The CCP consists of volunteer chaplains from a diverse range of faith backgrounds who are willing to respond to and offer support at serious scenes.

CCP Coordinator: The Police Chaplain is designated by the Chief of Police to serve as the CCP Coordinator. The coordinator is responsible to identify, select, train and supervise the members of the CCP.

B. Activation and Call Out Procedures

1. The Community Chaplaincy Program shall be activated as a resource to citizens at serious scenes where police personnel assess that the involved victims and/or families may be helped by the presence of a Community Chaplain.

2. The Police Chaplain will provide Communications with current CCP rosters with contact information, as well as quarterly callout schedules denoting which Community Chaplain is “on call” for a given week.

3. The call out of a Community Chaplain must be approved by and completed by a supervisor.

4. Community Chaplains shall not respond to any scene without first being requested.

5. The approving supervisor should make the request for on-scene assistance through Communications (Information Channel) as soon as possible.

6. When making the request, the supervisor should provide Communications with the scene location, type of call and the supervisor’s contact information. The supervisor should also request that the responding Community Chaplain be directed to promptly call the supervisor via cell phone so he/she may be briefed prior to arrival at the incident scene.

7. Communications will relay the above information to the on-call Community Chaplain. If Communications is unable to make contact with the designated on-call Community Chaplain, the Police Chaplain will immediately be notified. The Police Chaplain will either attempt to locate the on-call Community Chaplain or identify an alternate Community Chaplain for Communications to contact.

8. When arriving on the scene, the Community Chaplain will report directly to and be assisted by the requesting supervisor or his/her designee. For ease of identification by on-scene officers the Community Chaplain will be wearing a photo ID on a lanyard, and his/her car will have a laminated ID card displayed on the dashboard.

9. The safety of the Community Chaplain at serious scenes is the responsibility of the requesting supervisor or his/her designee.

C. Community Chaplaincy Program Application and Selection Process
1. The Police Chaplain is responsible for coordinating the application and selection process for the Community Chaplaincy Program.

2. Interested applicants shall:
   a. Submit a resume
   b. Complete an interview with the Police Chaplain

3. Candidates who successfully complete the above phase shall:
   a. Be endorsed by the existing CCP members
   b. Complete a criminal history and background check
   c. Complete the Lexington Police Volunteers in Policing application
   d. Receive and review the Lexington Division of Police Volunteers Handbook
   e. Receive and review the Community Chaplaincy Program Handbook
   f. Provide the Police Chaplain with proof of possession of a valid Kentucky driver’s license and current vehicle insurance
   g. Attend orientation and training session(s) prior to responding to scenes

D. CCP Member Training and Retention

1. The Police Chaplain will be responsible for the ongoing training and retention of the members of the Community Chaplaincy Program.

2. CCP members are responsible to attend additional training sessions as coordinated and requested by the Police Chaplain.

3. Any problems or issues related to the conduct or actions of Community Chaplains at scenes should be reported directly to the Police Chaplain or a Bureau of Administration commander. Conduct or actions that discredit the Division of Police or the Community Chaplaincy Program could result in dismissal from the program.