ILLINOIS STATE POLICE DIRECTIVE
PER-059, CHAPLAIN PROGRAM

RESCINDS:

REVISED:
02-28-2022
2022-092

RELATED DOCUMENTS:
OPS-069, SRV-009

RELATED CALEA STANDARDS (6th Edition):
22.1.4, 22.1.7, 35.1.9, 45.3.1

I. POLICY

The Illinois State Police (ISP) will provide all department personnel and their immediate family members access to Chaplain services and pastoral care and assistance.

II. DEFINITIONS

II.A. Statewide Chaplain Program Coordinator (CPC) is the ISP employee assigned as the inter-group coordinator of the ISP Chaplain Program, which is currently managed in the Office of Human Resources (OHR).

II.B. Regional Chaplain Field Advisors (RCFAs) are the Chaplains who assist the CPC in the coordination and monitoring of Chaplain activities in the RCFA’s respective Region.

II.C. The Chaplain Program Advisory Council (CPAC) is a group composed of four RCFAs (one from each Region), and the CPC. The OHR Chief approves recommendations made by the advisory council.

III. RESPONSIBILITIES

III.A. ISP

III.A.1. Following an appointment, the Chaplain will assume the responsibilities of the position.

III.A.2. The Chaplain position is unsalaried; however, when appropriate, the Department will cover duty-incurred expenses.

III.A.3. Chaplains will be issued an ISP Chaplain’s identification card.

III.A.4. Chaplains will be provided with body armor to be worn during a Ride-Along.

III.B. The OHR Chief will:

III.B.1. Appoint the CPC to oversee and administer the Chaplain Program

III.B.2. Appoint the CPAC members

III.B.3. The OHR Chief will review with the CPC and reappoint the RCFAs as needed annually, in January, for each Region (from Chaplains serving that Region) to assist in the coordination and monitoring of Chaplain activities within their respective Region

III.C. The CPC will:

III.C.1. Provide administrative direction and guidance to the Chaplains

III.C.2. Organize and schedule CPAC meetings annually or as needed

III.C.3. Coordinate the selection process of prospective ISP Chaplains

III.C.4. Receive and review reports submitted by RCFAs for evaluation purposes

III.C.5. Receive notification from the Springfield Communications Center (SCC) upon dispatch of an ISP Chaplain for serious injury/death involving ISP personnel (Also refer to related information at section IV.F.)
III.C.6. Recommend changes to the Chaplain Program and update policy as necessary

III.C.7. Convey items of importance to Chaplains in the field

III.C.8. Coordinate the training and informal performance review/certification of Chaplains

III.C.9. Coordinate with the Peer Support Advisor (PSA) Coordinator regarding effective ways Department Chaplains could provide assistance and support to the Peer Support Program

III.D. The CPAC will:

III.D.1. Provide direction and guidance in the operation of the program

III.D.2. Assist in the selection process of Chaplains

III.D.3. Recommend certification and appointment of Chaplains to the Director

III.D.4. Assist the CPC as needed

III.E. The RCFAs will:

III.E.1. Monitor activities of field Chaplains in their Region

III.E.2. Forward monthly activity reports to the CPC

III.E.3. Forward any identified issues and/or recommendations to the CPC

III.E.4. Perform other duties as determined by the CPC and the CPAC

III.F. Commanders/Bureau Chiefs/Lab Directors should:

III.F.1. Immediately notify the SCC of a need to dispatch an ISP Chaplain for serious injuries or deaths involving their personnel

III.F.2. Become acquainted with their regional Chaplains and encourage them to participate in appropriate local events to provide Chaplains opportunities to become known by personnel. This familiarization process may be aided by:

III.F.2.a. Posting a current list of Chaplains available in their region

III.F.2.b. Developing ride-along programs (see ISP Directive SRV-009, “Ride-Along Program”) for the Chaplains

III.F.2.c. Inviting Chaplains to participate in retirement parties and other social events

III.F.2.d. Encourage their personnel to identify other clergy who may be interested in serving as Chaplains and to forward this information to the CPC

III.G. Department Chaplains will:

III.G.1. Attempt to become personally known by ISP personnel

III.G.2. Be available upon request in their designated Region

III.G.3. Volunteer their time and talents to help the Department, its employees, and their families with confidential, supportive, and religious needs

III.G.4. When contacted, be immediately available to serve ISP personnel and their immediate families

III.G.5. Recommend other clergy who may be qualified for and interested in serving as Chaplains

III.G.6. Attend Chaplains meetings and training sessions as requested
III.G.7. Submit recommendations

III.G.8. Be available for ceremonial functions

III.G.9. Serve as a facilitator to obtain a local clergyperson to respond to a specific need
   III.G.9.a. If the need for specific professional mental health assistance is identified, Chaplains will notify the OHR for crisis management.
   III.G.9.b. If the OHR is contacted, the Chaplain will, without exposing a name or other confidential information, report the action in their report to the CPC.

III.G.10. Visit hospitalized ISP personnel as needed

III.G.11. Notify the CPC if his/her services are requested

III.G.12. Upon request, respond to critical incidents involving ISP personnel


III.G.14. Perform other duties as determined by the CPAC or CPC and requested by the Department

III.G.15. **Refrain from taking enforcement action or otherwise knowingly placing themselves in danger while acting as a Chaplain.**

III.G.16. Serve as supplements to the personal clergy and/or religious affiliations of department personnel. Chaplains will not usurp the position of an employee's pastor or clergy or act in an unethical way at any time.

III.G.17. Provide grief counseling to Department personnel and their families.

III.G.18. Will complete monthly reports and submit them to the RCFA.

IV. PROCEDURES

IV.A. Upon recommendation of the CPAC, the ISP will appoint Chaplains at the discretion of the Director. In order to meet minimum qualifications for appointment, ISP Chaplain candidates must:

   IV.A.1. Volunteer their services to the Department, show an active interest in chaplaincy, and be able to assume the additional duties

   IV.A.2. Be a graduate of recognized schools/seminaries such as those accredited by the Association of Theological Schools in the United States and Canada or have had similar training from their religious bodies

   IV.A.3. Be ordained or licensed pastors/leaders of religious bodies

   IV.A.4. Successfully pass the appropriate background investigation

   IV.A.5. Have the written endorsement of their religious body for participation as a Department Chaplain

   IV.A.6. Be recommended by the CPC and a current senior Chaplain

   IV.A.7. Have an inter-faith interest to serve the diverse religious preferences among Department personnel

   IV.A.8. Have the ability to develop rapport with Department personnel

   IV.A.9. Be located in a region of the state where a Chaplain is needed
IV.B. Withdrawal from the Chaplain Program

IV.B.1. Chaplains may withdraw from participation at any time with immediate notification to the CPC.

IV.B.2. The Department may remove Chaplains from participation in the program for conduct inconsistent with program objectives.

IV.C. CONFIDENTIALITY

By the very nature of the position, the Department Chaplain will be exposed to certain matters that will be held in confidence. To promote trust and ensure anonymity and confidentiality of those seeking Chaplain assistance, all communications with a Department Chaplain are confidential except when a person is believed to be a danger to himself/herself or others.

Indicates new or revised items.

-End of Directive-