

ILLINOIS STATE POLICE DIRECTIVE PER-059, CHAPLAIN PROGRAM

RESCINDS: PER-059, 2014-009, revised 01-14-2014.	REVISED: 09-08-2017 2017-058
RELATED DOCUMENTS: OPS-069, SRV-009	RELATED CALEA STANDARDS: 16.4.1, 22.2.3, 22.2.6, 35.1.9

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 Equal Employment Opportunity Office (EEO).
- 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 EEO 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 EEO 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 EEO 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 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 Springfield Communications Center 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 EEO for crisis management.
 - III.G.9.b. If the EEO 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.13. Upon request, participate in next-of-kin notifications for a line-of-duty death (see ISP Directive OPS-068, "Next-of-Kin Notifications")
- 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-