



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 328 – Volunteer Chaplaincy Program

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Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC, SSO	Number of Pages:	2
Forms Referenced in Procedure:	None	Related Procedures:	None

.01 INTRODUCTION

This procedure informs officers of the existence of the Volunteer Chaplaincy Program and identifies the services that the program provides to officers and their families.

.02 PURPOSE

- A. The Volunteer Chaplaincy Program is designed to provide all members of the Department with the services of volunteer chaplains on an on-call basis for spiritual guidance and assistance in the time of need.
- B. The Program may provide spiritual guidance to residents of the City of San Antonio in crisis situations and experiences when police officers have become involved and where citizens have requested such help.
- C. The Program also provides a link in communication between persons in crisis and their own spiritual advisor. The Program is not intended to replace the officer's or citizens own pastor, priest, rabbi, or other spiritual counselor. The Program may serve as a referral source at the request of the officer or citizen.

.03 TERMINOLOGY *(For specific use within this procedure, see Glossary)*

Catastrophic Illness	Chaplain Coordinator	Police Department Chaplaincy Liaison Officer
Serious Bodily Injury	Volunteer Chaplain	Volunteer Chaplaincy Program Board

.04 VOLUNTEER CHAPLAINS

- A. Volunteer chaplains are clergy appointed by the Chief of Police to participate in the Volunteer Chaplaincy Program.
- B. Upon notification of an officer's death, serious bodily injury, any incident in which an officer suffers a gunshot wound (regardless of severity), or catastrophic illness, a chaplain shall initiate the Volunteer Chaplaincy Program and provide the level of assistance that is prescribed in this procedure.

.05 SERVICES PROVIDED

- A. Death of Active Duty Officer
 - 1. Assists with notification of next of kin, if death occurs on duty;
 - 2. Provides beneficial support to members in the event of a traumatic or crisis situation as requested. The chaplain in coordination with the Psychological Services Office and the Family Assistance Program will be aware of what the community helping resources are and how to make referrals to them; and
 - 3. Provides members and/or their families with confidential counseling as requested.
- B. Death of Retired Officer
 - 1. Provides family counseling and advice, if requested.
- C. Serious Bodily Injury or Catastrophic Illness to Active Duty Officer
 - 1. Assists with notification of next of kin, if requested; and



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 328 – Volunteer Chaplaincy Program

2. Provides family counseling and advice, if requested.

.06 VOLUNTEER CHAPLAINCY BOARD

- A. The Volunteer Chaplaincy Board has the following responsibilities:
 1. Considers and approves applicants for participation in the Volunteer Chaplaincy Program before submittal to the Chief of Police for final approval;
 2. Serves as the planning, evaluating and consulting team with whom the Department relates; and
 3. Makes recommendations regarding policy and procedural changes to the Office of the Chief.

.07 CHAPLAINCY LIAISON OFFICER

- A. Serves as contact person for the Department and the participating clergy members.
- B. Monitors the performance of the Volunteer Chaplaincy Program and Volunteer Chaplaincy Board.
- C. Assists with planning and coordinating training sessions for the volunteer chaplains.

.08 NOTIFICATION PROCESS

- A. A Department volunteer chaplain will be notified by the Family Assistance Program Officer when an on-duty officer:
 1. Is killed;
 2. Receives serious bodily injury; to include any incident in which an officer suffers a gunshot wound (regardless of severity); or
 3. An officer involved shooting occurs. Need will be determined by the Psychological Services Office Representative.
- B. A Department volunteer chaplain will be notified by any member when an off-duty officer:
 1. Has died;
 2. Receives serious bodily injury; or
 3. Suffers a catastrophic illness.
- C. Any member having a need to contact a volunteer chaplain should contact the Chaplains' Hotline at 207-7159, or the Office of the Chief.