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Introduction

To serve and protect those who serve and protect.

“Dispatch, please send a chaplain.” That radio request puts into motion a chain of events for one of the chaplains who volunteer for the Topeka Police Department. The police chaplain may be called to the scene of a critical injury crash, a fatality or a grisly crime scene. Chaplains are called at any hour of the day and night, in all kinds of weather. The chaplain deals with people at the worst possible times of their lives. Their gentle touch comforts people who are shaking with fear. As a team, both chaplain and officer make an important difference in the lives of persons touched by tragedy: they work together. The chaplain brings experience, training and skills that are as specialized as the law enforcement expertise every officer develops and gains with training and experience.

The chaplains at the Topeka Police Department represent a wide variety of religious traditions and levels of professional preparation and endorsement. But when the chaplain is working in the police world, each is “chaplain” for everyone, not the religious leader of a particular tradition serving a particular congregation or service agency. The chaplains at the Topeka Police Department respect the persons they serve, even though there may be profound differences in race, gender, economic status, religious experience and many other factors.

The chaplains at the Topeka Police Department serve many personal and spiritual needs of individuals without judgment. It is a humanitarian calling that has more than its share of emotional and physical dangers. The chaplains combine all spiritual and wellness help of a clergy person with a passion for serving the unique world of police officers. Obviously, it is a special calling to serve in this culture.

The basic qualifications for a chaplain are easy to state: someone who is compassionate, has a loving spirit, and possesses good listening skills. But it goes beyond that. By making the decision to volunteer to become a chaplain and in doing so, facing the great moments of crisis and tragedy, the TPD chaplains must know that their deep sense of spirituality is the guiding factor that allows them to find and to offer peace out of chaos.

The police chaplains receive training in police regulations, policies, and procedures. In addition to regularly scheduled bi-monthly meetings, the chaplains attend special training sessions in grief counseling, crisis intervention, suicide prevention and many other related topics. For example, advising a victim’s next of kin of a relative’s death can result in reactions of shock, anger or violent outbursts. The chaplains must have proper training to handle these situations. The benefits of this training are far-reaching. Often chaplains are asked to teach classes dealing with stress, family life, relationships, ethics, and other issues. Practical knowledge gained from actual field experience is also very beneficial. Chaplains eventually understand the difficulties of
public bureaucracies and are able to provide expert assistance with the “red tape” moments of life for officers and the public alike.

The chaplains at the Topeka Police Department know their officers, understand their reality, and provide support, counseling, or other resources. Police work can play havoc with human emotions; officers go from positive to the negative and back again many times each day. Combine this with the reality of going from total calm to an adrenaline boosting emergency at any moment and it creates a great deal of stress.

The statistics in law enforcement are staggering. Police officers hold a high rate of suicide, addictive behavior, divorce and stress-related diseases: more than most any other group of professionals in our nation.

Police officers are trained and able to face armed robbers or control an unruly crowd. But a sobbing parent at a SIDS (sudden infant death syndrome) incident can erase even the most stoic officer’s composure. In many of these cases, be it murder, accidental death, or suicide, the officer who is involved may also need comfort and help in coming to grips with the dark side of law enforcement.

The chaplain provides a confidential ear that’s non-judgmental, so officers can vent. The Topeka Police Department chaplains regularly visit the department for personal contact with law enforcement personnel and staff. They build trusting relationships and establish credibility. They provide guidance and confidential counseling for personal, family, and job-related problems to both sworn and civilian personnel, their families and others. They refer those in need of professional help to qualified counselors. In short, they uphold those who uphold the law. And they do all of this willingly, with no compensation or promise of material rewards.
A Brief History of

TOPEKA POLICE CHAPLAINCY

The city of Topeka experienced three significant racial disturbances in 1965. Local clergy were contacted and asked to assist the sheriff and police in alleviating these problems and addressing the issues. The public response to this was very positive and on March 21, 1967 the TPD Chaplains program began with 15 ministers pledging to serve. Their official name was “Metropolitan Police Chaplains, serving all Law Enforcement Offices in Topeka. The first coordinator was Rev. Riley Bird, a strong leader in the Afro-American community. Initial responsibilities involved helping officers deal with transients and assisting in a few domestic tension situations.

As the chaplains became more comfortable with the officers, they began to develop other ministries to them and their families. Ride-alongs were encouraged and practiced to help build rapport.

In 1980, the TPD received a Federal Grant to establish a part time Office of Stress Management. Chaplain Don Rogers served as the OSM coordinator, working approximately 10 hours per week. In 1986, the TPD contracted with the Menninger Foundation for this service. Rev. Rogers remained as the volunteer coordinator of the chaplaincy program until 1990. After chaplain Rogers left in 1990, the program was inactive until Rev. Lee Martin accepted the coordinator position in June of 1991 and recruited 6 other volunteer clergy to assist him.

In January of 1996, Chaplain Martin offered his services to the department on a full-time basis. He was supported by his denomination as a “Home missionary” and received some support from Topeka area churches. There was no salary or reimbursement connected with the department although TPD did provide a pager and a car. The on-call chaplain also had a pager and department radio. Chaplain Martin continued to coordinate the volunteers, who now numbered 12 of various traditions. When the new LEC building was finished, the chaplains were allowed to set up an office. Here the chaplains seek to be available, as schedule permits, to the officers and staff of the LEC. Chaplain Martin would cover Sunday calls for the volunteers who were on call for 24/6, on a rotating basis. The department agreed to provide a tank of gas each week for the chaplain on call.

Chaplain Martin focused his efforts on working directly with the officers and support staff and paved the way for the honor and respect the program now enjoys among the department personnel. In the fall of 2007, Chaplain Martin retired and currently focuses his efforts in developing the Law Enforcement Family Ministries of Topeka. TPD Police chaplains Don Rogers and Lee Martin both received the “John A. Price Excellence in Chaplaincy Award”, given by the International Council of Police Chaplains. Chaplain Lee Martin retired from the Topeka Police Department Chaplaincy program in November 2007.
ARTICLE 1
PRIMARY RESPONSIBILITIES OF THE LAW ENFORCEMENT CHAPLAIN
The Law Enforcement Chaplain must represent to all members of the law enforcement agency morality, justice, fidelity, and peace. Therefore, to all officers he/she shall guide and direct them through counseling and personal example to that end; and to the recruits, he/she shall impart the principles of law enforcement ethics as fundamental to their functioning as a law enforcement officer and as essential for their personal career.

ARTICLE 2
DUTY TO BE WELL VERSED IN MORAL LAWS AND DEPARTMENTAL REGULATIONS WITH RESPONSIBILITY TO SELF AND OTHER POLICE PERSONNEL
The Law Enforcement Chaplain shall assiduously apply himself/herself to a greater understanding of moral laws (including ethnic differences), departmental regulations, as well as the ethics by which he/she must live and guide others. The Law Enforcement Chaplain will make certain his/her responsibilities in these particulars, seeking aid, advice and enlightenment from his/her religious and civil superiors in matters of their respective fields.

ARTICLE 3
UTILIZATION OF PROPER MEANS
The Law Enforcement Chaplain shall be mindful of his/her responsibility to pay strict heed to the selection of proper means on the discharge of the chaplain’s office. Violating the laws of God and/or department regulations may instill in the minds of departmental personnel and their public like dispositions. The employment of improper means, no matter how worthy the end, is certain to destroy all respect toward the Chaplain. If laws and regulations are to be honored by others, they must be honored by the Chaplain who represents morality and justice.

ARTICLE 4
COOPERATION WITH DEPARTMENT AND RELIGIOUS OFFICIALS IN THE DISCHARGE OF LAW ENFORCEMENT CHAPLAINCY DUTIES
The Law Enforcement Chaplain shall cooperate with department and other religious officials in the discharge of his/her duties, regardless of affiliation. The Law Enforcement Chaplain shall be meticulous in guarding against the use of his/her office or person in a way that may bring disrepute to himself/herself, law enforcement chaplaincy, or the department. In any situation open to question, the Law Enforcement Chaplain shall seek counsel from the respective religious and/or department authority.

ARTICLE 5
CONDUCT TOWARD THE COMMUNITY
The Law Enforcement Chaplain, in performing his/her duties, shall inevitably deal with members of the community. The Law Enforcement Chaplain on these occasions shall perform ministerial services in such a manner as becomes the office of the Chaplain. The Chaplain will give service to the community where he/she can without interfering with police procedure or infringing upon the ministry of others. While dedicated to the service of law enforcement officers, their families, and other members of the department, a Chaplain also has a responsibility of service to all humanity.
ARTICLE 6
PROFESSIONAL CONDUCT OF LAW ENFORCEMENT CHAPLAIN

A. PRIVILEGE. Because of the nature of the information received in personal counseling and through confidential reports or observations, the Law Enforcement Chaplain will maintain strict professional privilege in these matters.

B. ECUMENISM. The Law Enforcement Chaplain’s own personal convictions do not give him/her the right to disdain the faith of others nor attempt to proselytize them for his/her own church. The chaplain shall strive for an unbiased understanding of all faiths and be acquainted with their liturgies. The Law Enforcement Chaplain shall conduct himself/herself in a manner that will foster great ecumenism with churches other than his/her own and will attempt to win the goodwill of all.

C. GIFTS AND FAVORS. The Law Enforcement Chaplain bears the heavy responsibility to foster integrity and honor within the department. The chaplain shall guard against placing himself/herself in a position in which any person can expect special consideration has been given. The Law Enforcement Chaplain should refuse gifts, favors, or gratuities, large or small, which the public could interpret as being offered to influence others.

D. PROFESSIONAL ATTITUDE. The Law Enforcement Chaplain shall always discharge his/her duties with a feeling of serious responsibility. By diligent study for self-improvement and dedicated service toward police personnel, he/she shall strive for effective moral leadership and high-spirited morale. The Law Enforcement Chaplain shall appreciate the importance and the responsibility of the department and hold his/her office as essential in assisting all officers to render valuable service to the department and community.
Standards

The Chaplain Corps desires to maintain the highest possible standards of professional ethics, recognizing that all people are created and loved by God. We recognize that the goal of pastoral care is to enable the person to use their own ethical-religious system of beliefs and values to find meaning and purpose in life. In recognition of this responsibility, each member of the Chaplain Corps should strive to practice in accordance with this code of ethics.

IDEALS - Members of the Chaplain Corps shall exhibit professional expertise with the dignity of the office of the clergy, recognizing that above all, they are servants of God who has commissioned them and to whom they are accountable. Members are expected to give unselfishly in service to their fellow human beings without prejudice.

KNOWLEDGE AND SKILLS - Members of the Chaplain Corps shall strive continually to improve their knowledge and pastoral care skills. On-going training consists of speakers and topics which are presented during regular meetings. Chaplains are encouraged to participate in additional ride-alongs in order to strengthen chaplain-officer ties and maintain familiarity with police practice and procedure. In-service training may be offered through the department or an outside agency. The police department also offers a citizen’s academy which members of the Chaplain Corps have found very educational and interesting.

RECOGNITION OF PERSONAL AND PROFESSIONAL LIMITS - Members of the Chaplain Corps shall recognize that their skills are primarily those developed by clergy, and they should seek to use these skills with competence. They should recognize their limitations, both professional and personal, and take care not to extend themselves beyond the limits of their competence. They shall freely seek consultation with those who possess other skills, and should freely make referral when such referral is in the best interest of the person whom they are called upon to help.

PERSONAL ETHICS - Members of the Chaplains Corps shall conduct themselves in a way that is consistent with the high personal ethics required of their profession and sacred vows. They should obey all laws. Should conscience compel a Chaplain to undertake acts of responsible civil disobedience, that Chaplain is expected first with the Chaplain Liaison, and if appropriate, willingly remove himself/herself from active duty as a Chaplain during the time of civil disobedience.

REMUNERATION – Members of the Chaplain Corps volunteer their services as servants of God and their fellow human beings. They will accept no financial gift for such services, nor perform any duties with the view of personal material gain.

CONFIDENTIALITY – Members of the Chaplain Corps will sign a Confidentiality form. Privileged communication should be regarded as highly confidential material and should only be revealed with the consent of the person involved.
CONSULTATION – Members of the Chaplain Corps should feel an obligation to refer individuals they come in contact with through the Chaplaincy role to the individual’s own clergy for further counseling, if needed. If the individual is unaffiliated with any religious institution, the Chaplain still has an obligation to refer him/her to a clergy person on his/her faith. Exercising good and sound judgment, Chaplains should also feel an obligation to refer individuals in need to any other community agency that is set up to deal with the person’s specific problems. At all times, the Chaplain must consider first and foremost the welfare of the individual he/she will be dealing with when setting up his/her referral patterns.

SOCIETAL OBLIGATIONS – Members of the Chaplain Corps have societal obligations. Some of these are to obey laws. Chaplains who become aware of individuals who present a risk to society should take action to provide the appropriate safeguards. In all cases, Chaplains are expected to employ good and sound judgment.

PROSELYTIZE – Members of the Chaplain Corps understand and accept the difference between imposing beliefs and revealing or sharing them. It is considered unethical to proselytize for allegiance within an established chaplain-counselee relationship. One’s beliefs/faith can always be shared, but coercion is irresponsible.

CONTINUING EDUCATION – Members of the Chaplain Corps shall be committed to continued education in their professional discipline. They should engage regularly in experiences which are personally and professionally enriching.

MAINTENANCE OF THE CODE OF PROFESSIONAL ETHICS – The Chaplain Liaison, in conjunction with the Chaplains, will be responsible for the continual upgrading and maintenance of the Code of Professional Ethics.
Members of the Chaplain Corps shall, when on duty, be clean and properly attired. Chaplains shall properly identify themselves, be courteous and conduct themselves at all times as Servants of God and a supporting aid of the Topeka Police Department. Chaplains shall wear their I.D. while they are on duty and when they are in the Topeka Police Department building.

Members of the Chaplain Corps are not Law Enforcement Officers and shall at no time while on duty assume such roles. The Chaplain’s responsibility is to assist the Topeka Police Department Officer when asked to do so in matters within the Chaplaincy realm. The Chaplain is reactionary; responding as a need is expressed. Chaplains shall not in any way interfere with a Police Officer in the performance of the Officer’s duties. This also means that a Chaplain will not just show up on a radio call without first being requested.

Members of the Chaplain Corps shall not publicly criticize the actions of any Law Enforcement Officer or Chaplain. Chaplains shall not gossip about other Chaplains, or Police Officers, whether the subject be true or false. Any Chaplain having a grievance shall bring the matter to the Volunteer Coordinator, who shall in turn bring it to the Chaplain Liaison as needed.

Members of the Chaplain Corps shall keep themselves informed of all policies and procedures made available through regular departmental communications.

Members of the Chaplain Corps shall stand ready to accept directions as they may be given by the designated authority and shall be ready to aid in times of national and community emergency.

Members of the Chaplain Corps shall, when called to the scene of an emergency, report to the Police Officer present and wait for directions from the Officer. If no Police Officer is present, the Chaplain shall call for the Police Officer to return to the scene. At that time, the Chaplains shall identify themselves and proceed to be of assistance.

Members of the Chaplain Corps are responsible to the Police Officer in Charge. If the Police Officer has left the scene with the Chaplain in charge, and the situation deteriorates so that the Chaplain has some reason to believe an illegal act may be committed, the Chaplain shall again summon the Police Officer.

Discipline will be handled through the Volunteer Coordinator and Chaplain Liaison. Any conduct or action by the Chaplain that brings discredit to the Topeka Police Department or the Chaplaincy Corps is grounds for dismissal.
QUALIFICATIONS OF A POLICE CHAPLAIN

Candidates for the Topeka Police Chaplain Corps must be duly ordained clergy with a degree from a recognized institution. Candidates must be currently serving in the Ministry or retired from the Ministry, or men and women having the equivalency of theology, experience and counseling. The applicant must also be an active participant in his/her denomination, parish, synagogue or temple. Candidates must be in good standing and presently affiliated with a duly recognized religious group.

A candidate for the Chaplain Corps must pass a criminal history and background check that is conducted by the Police Department.

Candidates for the Chaplain Corps must demonstrate compassion, understanding, and love for fellow humans and be tactful and considerate in their approach to all people regardless of race, creed or religion.

Candidates for the Chaplain Corps must be interviewed by the Chaplain Advisory Committee and approved by the Chief of Police.

Accepted Chaplain Corps candidates must attend orientation and training requirements as they are established.

Chaplains must possess a current and valid Kansas driver’s license; Chaplains must have adequate personal health insurance.

Chaplains must be law abiding citizens and refrain from drinking alcoholic beverages while on duty.

Highest preference will be given to those possessing (at a minimum) a Bachelors degree in Theology from an accredited educational institution. Education, training and experience in counseling, crisis intervention, addiction and behavior disorders are recommended.

A newly sworn Chaplain serves a 6 month “trial period” where he/she trains with an active Chaplain and is allowed to see if the chaplaincy is really what he/she desires.
PROCEDURES FOR BECOMING A POLICE CHAPLAIN

Interested individuals who wish to apply with the Topeka Police Chaplain Corps must make application to the Volunteer Coordinator. A resume is appreciated, but not required. Once the background check form is completed and presented to the Volunteer Coordinator, a background check is submitted on the applicant.

The Advisory Committee, (three Chaplains and a Commander) will be convened and the candidate will be interviewed. If accepted, the Candidate is welcomed into the program. Each new Volunteer is finger printed and provided with a photo ID Badge.

Training sessions will be scheduled to include:

- Participation in the Topeka Police Departments Citizen’s Police Academy, which is typically a 14 week commitment of one three hour evening per week.
- Ride alongs on all three shifts- this serves several purposes. Officer impression of the candidate is valued, as the officer has the opportunity to observe the volunteer’s conduct. Officer recommendations for approval/denial are very important because the officer may later develop a close working relationship with this volunteer. Also, as every officer knows, patrol is a mixture of hours of boredom with moments of anxiety and stress. Candidates need to have a good feel of the volunteer services they will perform and the unpredictable nature of community patrol.
- Reviews of the general orders and Chaplain’s manual to prepare the new Chaplain for the duties and use of equipment and resources.

POLICE CHAPLAIN DUTIES AND RESPONSIBILITIES

- Willing to serve three shifts of 24 hrs. per month of on-call during which he/she is available upon request of the department to assist in crisis situations or death (signal 37) occurrences.
- Assists the officers on scene by providing a comforting presence in crisis and allowing officers to pursue their duties in connection with the incident.
- With an officer present, provides death notification to family members or significant others.
- At the request of the other departments, to assist in the notification of family members of an out-of-state death (Signal 37) victim.
- Helps gather personal information about the deceased for use by the Coroner or investigating officers.
- Helps family members walk through the grief process of a death (signal 37) by providing helpful information regarding agencies to contact, local funeral services available, VA benefits and Victim’s Crime Assistance.
- Works with the Coroner in preparing those present for the removal of the body and necessary investigative procedures following the death (signal 37).
- Will offer to contact the family’s religious leader of local parish or synagogue personnel to provide comfort and grief counseling for the friends and family.
• May, when appropriate, offer to pray or help family members with funeral arrangements and follow up.

• The Chaplains provide guidance and confidential counseling for personal, family, and job-related problems to both sworn and civilian personnel and their families. They refer those in need of professional help to qualified counselors.

• A major part of the Police Chaplain’s role is helping officers deal with the stresses of the profession. The Chaplain provides a confidential ear that’s non-judgmental, providing support, counseling, or other resources.

• The Chaplains are encouraged to get to know all of the officers and to understand their workday reality by regularly visiting the department for personal contact with law enforcement personnel and staff.

• Leads annual Memorial Services for TPD officers who have died in the line of duty. Represents the TPD Chaplaincy at state memorial services and special functions.

• One of the most important on-going endeavors of the Chaplains is to build trusting relationships and to establish personal credibility with the officers and civilian personnel.
The “on call” Chaplain has a department radio and pager available to use while serving. These items are located in the Chaplains’ office of the LEC. Many Chaplains find it more convenient to use their personal cellular phones to communicate with Dispatch, other officers and co-Chaplains. Chaplains carry a department issued badge and photo ID. The department issues “Dress Uniforms” for memorial services and TPD formal functions such as recruit class graduations.

**FORMAL DRESS UNIFORM:**
- Dress Coat
- Pants – Dark Navy
- Shirt – White Uniform with Shoulder Patches
- Tie – Dark Navy
- Patrolman hat with Chaplains Hat – Shield
- Name tag – Silver Polish
- Chaplain’s badge
- Shoes – Hi-Gloss Black

NOTE: Exception to this uniform is made for tradition-specific items, such as clerical collar, or yarmulke

**DAILY WEAR UNIFORM:**
- Polo – Gray, Embroidered badge
- Pants – Dark Navy
- Coat – Windbreaker with pulldown identification strips “CHAPLAIN”
DEATH NOTIFICATION

The most frequent duty of the Police Chaplain is to make Death Notification assignments. Death Notifications are high stress inducing situations, both for the Police Chaplain and for the recipient of the bad news. The following are some important points to remember when making a death notification.

- Always make death notification in person, accompanied by a Law Enforcement Officer. It is very important to provide the survivor with a human presence or “presence of compassion” during this extremely stressful time. Notifiers who are present can help if the survivor has a dangerous shock reaction – which is not at all uncommon. The Police Chaplain can help the survivor move through this most difficult moment. There is an option of telephoning the person ahead of time, especially late at night, and identifying yourself, however, only to advise the person that you have an important message and that you will be arriving in a few minutes to deliver the message in person.

- Never take death information over the police radio. Retrieve the information over the telephone, thus avoiding the possibility that it might leak out to family through the media or private parties listening to police radio. Never transmit information about specifics involving a death notification over the police radio. There should be no occasion where a victim or deceased’s name need be transmitted over the radio.

- The Chaplain must provide notification as soon as possible – but be absolutely sure, first of all, that there is positive identification of the victim. Too many survivors are devastated by learning of the death of a loved one from the media. Mistaken death notifications have also caused enormous trauma which in turn may require intervention by the Law Enforcement Officer.

- Obtain as much detail as possible about the circumstances of the death, about health considerations concerning the survivors to be notified, and whether other people are likely to be present at the notification.

- Notifiers should clearly identify themselves, present their credentials and ask to come in. Do not attempt to make the notification at the doorstep. Ask to move inside, and get the survivor seated in the privacy of the home. Be sure you are speaking to the right person. Relate the message directly and in plain language. Survivors usually are served best by telling them directly what happened. The presence of the Police Chaplain already has alerted them of a problem. Inform the survivor of the death; speak slowly and carefully.
giving any details that are available. Then, calmly answer any question the survivor may have. You may offer to tell children separately if that is desired by adult survivors.

- Begin by saying something like “I have some news to tell you regarding, “Name” or similar statement. This gives the survivor an important moment to prepare for the shock. Try to avoid vague expressions such as “Sally was lost” or “passed away”. Examples of plain language include: “Sally was involved in an automobile accident and she was killed”. “Sally was shot today and she died.” “Your father had a heart attack at his work place and he died”. REMEMBER: Call the victim by name rather than “the body”.

- Refer to the attending Officer any questions about the cause of death, the location of the deceased’s body, how the deceased will be transported to a funeral home, and if held by the Coroner, whether an autopsy will be performed before the deceased is transported to a funeral home. If you don’t know the answer to a question, don’t be afraid to say so.

- There are few consoling words that survivors find helpful – but it is always appropriate to say, “I am sorry this happened.” Remember: your presence and compassion are the most important resources you bring to death notification. Accept the survivor’s emotions and your own. It is better to let a tear fall than to appear cold and unfeeling. Never try to “talk survivors out of their grief” or offer false hope. Be careful not to impose your own religious beliefs.

- Many survivors have reported later that statements like these were not helpful to them: “It was God’s will”, “She led a full life”, and “I understand what you are going through” (unless the notifier indeed has had a similar experience). Plan to take time to provide information, support, and direction. Never simply notify and leave.

- Do not take a victim’s personal items with you at the time of notification. Survivors often need time, even days, before accepting the victim’s belongings. Eventually, survivors will want all items, however. (A victim’s belongings should never be delivered in a trash bag.) Tell survivors how to recover items if they are in the custody of law enforcement officials.

- Give the survivors helpful guidance and direction. Survivors bear the burden of inevitable responsibilities. You can help them begin to move through the mourning and grieving process by providing immediate direction in dealing with the death. Offer to call a friend or family member who will come to support the survivor and stay until the support person arrives. Offer to call their family clergy person.
- Offer to help contact others who must be notified (until a support person arrives to help with this duty). Survivors may have a hard time remembering what is done and said, so write down for them the names of all those who are contacted. Viewing the body of the deceased is a decision that the Medical Investigator will make.

- Always leave your name and phone number with survivors. If the death occurred in another county or state, leave the name and phone number of a contact person at that location. Most survivors are confused and some might feel abandoned after initial notification. Many will want clarifications or may need more direction on arrangements that are necessary.

**Death Notification in the work place.**

- Often survivors need to be notified at their work place. Here are several tips to help apply the basic principles described above to a work place notification. Ask to speak to the manager or supervisor, and ask if the person to be notified is available. It is not necessary to divulge any specific details regarding the purpose of your visit. General information within the confines of confidentiality would be appropriate. Ask the manager or supervisor to arrange for a private room in which to make the notification.

- Follow the basic notification procedures described above: in person, in time, in plain language, and with compassion. Allow the survivor time to react and offer your support. Let the survivor determine what he or she wishes to tell the manager or supervisor regarding the death. Offer to notify the supervisor, if that is what the survivor prefers. And finally, arrange for transporting the survivor if necessary.

**Death Notification in a Hospital setting.**

- It is not unusual to receive an assignment to make a death notification at a hospital or an institution. It is important to remember that most hospitals and institutions have a set protocol and procedure to handle death notifications on their own. It is important to contact the hospital Chaplain and brief them on the information.

- In all cases, the Police Chaplain should make contact or attempted contact with the hospital or institutions assigned Chaplain. If unable to reach one in a timely manner, detailed documentation should be made by the Police Chaplain and forwarded to the hospital Chaplain. A detailed incident report should also document the incident for record keeping purposes.
“Debriefing” for Death Notification Volunteer Chaplains

- Death notifications are, without a doubt, stressful and difficult and sometimes very depressing. Share personal feelings and emotions of the notification with other chaplains, spouse or trusted professionals. Be frank and honest. Share your concerns with one another and bring them to the Chaplain meeting. Be mindful that a notification experience may have triggered emotions and stress related to a Chaplain’s own loss of a loved one. Support and pray for one another.

DOMESTIC DISTURBANCE IN CONNECTION WITH A DEATH NOTIFICATION

- Officers generally have just a few options available to them during these instances. Mediate, separate, referral or arrest. Police Officers and Chaplains should avoid taking sides. Stay neutral, it is not as important who is wrong, but what is wrong. Police and Chaplains serve as a safety valve at a disturbance. Allow the disputants to “blow off steam”. Attempt to get them to sit down and talk. Attempt to allow the one with the most anger to talk first. Don’t expect to have a major impact on the disputants. Whatever caused the domestic dispute probably didn’t happen overnight, and the solution is not likely to unfold immediately.

- A Chaplain should use the training, education and faith already possessed to guide them through a domestic disturbance. Listen to your “gut” feelings (because they are probably right) if the situation seems tense. The Chaplain should not go into a disturbance without Police presence and it is at the Chaplain’s discretion to determine if the Police are still needed while at the scene. (Note: Police Officers are always in charge of any Police situation and the Chaplain Corps serves at the Police Officer’s discretion).
• Follow up is optional and can be the last step in completing a “person-centered” and sensitive death notification that is truly helpful to survivors. When completed with the death notification assignment, the Police Chaplain needs to notify the Police Officer or Department who assigned the notification.
CRISIS RESPONSE

The Police Chaplain is occasionally called in to assist in a crisis situation. The mere nature of the word Crisis Response lends itself to a variety of situations that the Police Chaplain may face. The Topeka Police Department offers on-going contingency training to give guidance and preparedness during and before such crisis situations. Examples of situations where Police Chaplains can be or have been utilized in the past include: aircraft disaster, civil disorder, weather related disaster, mass casualty scenes, terrorism aftermath scenes, hostage or barricaded gunmen situations, and officer down situations.

The Police Chaplain should be mentally and physically prepared for any situation imaginable. It is to be expected that during a crisis situation, disorder, panic and shock can be anticipated. The Police Chaplain may not have the benefit of clear and concise duties and responsibilities. In situations where Police and Fire Chaplains have been utilized during crisis response, there have been a number of ways in which the Chaplains were useful. Examples include: emergency worker counseling, providing spiritual comfort, assisting with victims and the bereaved, transportation, death and injury notification.

The best advice in preparing for crisis situations is to pre-plan a course of action in representing the Topeka Police Department. It is imperative that during a crisis response, Chaplains are clearly identified, through their uniform, displaying Police Chaplain’s badge and identification.

Individual Counseling
Police Chaplains should strive to develop a relationship with Police Officers. This will help the Chaplain gain a perspective on the issues affecting the officer’s job and the officer. This perspective is the key to gaining the Police Officer’s trust. The Police Officer must believe that what he or she says to a police chaplain is held in strict confidence. Trust is necessary for person-to-person counseling.

A growing amount of research indicates Police Officers suffer a higher than normal divorce rate, family problems, increased incidents of child and spousal abuse, alcoholism, heart disease and stress related illness. After encountering a critical incident, officers can become obsessed with the incident. Individual counseling can help reduce the excessive stress reactions which may include some of the above mentioned problems.

Fatal Shooting Involving an Officer
The most stressful situation a Police Officer encounters is the use of deadly force. This situation creates extreme doubt and confusion in the mind of the Police Officer. The Officer will begin to second guess his/her own actions. The Officer will encounter physiological reactions as a normal course of this stressful event. The Officer will have a need to talk, but most likely will seek out his/her peers and family. The Officer will experience what can be described as survivor’s guilt. After an event like this, the Officer will be experiencing normal reactions to an abnormal situation. The Chaplain can be a source of consolation and presence.
POLICE LIAISON DUTIES AND RESPONSIBILITIES

The Liaison works closely with the Volunteer Coordinator and assists with the agenda for the monthly meetings, new member and ongoing training, scheduling of special meetings and publication updates involving the Police Chaplain Corps.

The Chaplain Liaison serves the Police Department as a sworn law enforcement official with full time responsibilities. The Liaison is an advisor to the Chaplains. The Liaison assists with the needs and administrative functions that are necessary for day-to-day operations of the Chaplain Corps. The Liaison shall be available to answer any questions raised by a Chaplain.

The Liaison shall perform (or designate to be performed) all necessary tasks such as: reports to the Administration, correspondence within the Police Department, scheduling of ride-a-longs and outside speakers. The Liaison shall provide resources and equipment upkeep for the Chaplain program. The Liaison shall meet regularly with the Chaplains for dissemination of department policy, procedures, general orders and general information as it applies to the Chaplain program.
POLICE CULTURE

(The following is an excerpt from the Police Chaplains’ Conference held in Kansas City, Missouri, May 6, 1993 from Deputy Chief Charles Key).

There is an unwritten, but well known code associated with the police culture. It is a culture which has often been described as a “Macho” or “Star” culture. Self-sufficiency and control are highly valued. Strength and courage are very much admired. Weakness and mistakes are not well accepted. In fact, sometimes failure can mean the end of a promising career. There is no crying in a police department. When you lose, you pick up your marbles, go home and come back the next day ready to play again. Competition is fierce in the police culture, especially on the career ladder-assessment centers, merit systems, and always a pre-occupation with a cold objectivity.

Religion isn’t openly discussed in the police culture and police shy away from “touchy-feely” kinds of things because it makes them feel uneasy in an environment where emotional control and the ability to “stand alone” are encouraged. And finally, there is the tension which always exists between the idealism Police Officers have in wanting to be saviors and the cynicism they develop over time as they begin to find out that this will never be totally possible.

Can you imagine the suffering this environment causes when its members hit the wall, i.e., when they fail at a promotions, or lose a friend in an accident, or find out that someone they love has just been diagnosed with a terminal illness? For many, it is the first time in their lives that they realize there are things over which they have absolutely no control. Their sense of helplessness and failure is overwhelming.

There are many suffering these days with terminal illnesses in their families, divorces are pending or in litigation, there are workloads or other career stresses in their lives, addictions to alcohol, concerns about declining health, and problems of aging. Within this context, there are three important needs in the police culture.

First, there is a need for Police Officers to learn that it’s okay to have feelings. That it’s okay to cry, for tears are healing. Second, that it is alright for police to reach out and touch others – that it is okay to love one another. And, third, police need to realize that there is no weakness in letting others help them: they do not always have to walk alone.

There are six key points in being successful as a Police Chaplain and gaining acceptance. **Be There** is probably the most important. You can’t gain the trust of a Police Officer until he or she sees who you are and what you are about. What this simply translates into is that you have to be there when they have a compelling need: at the hospital when they are seriously injured, at their homes in the event of death or other tragedy, at the station, when they need you to listen to problems occurring in their lives. Chaplains have distinct advantages when they are trusted. They are outsiders who can share in the problems of insiders without putting the insider’s career at risk.

**Be Clergy**, insure that you remain aware of your role in the organization. Don’t try to be a Police Officer by assuming their dress, mannerisms and other characteristics of the police culture. This often backfires and discourages acceptance rather than promoting it. Police Officers don’t need you to be a Police Officer. They need you to be a Chaplain.

**Be Aware** of the police culture and its expectations. Respect any ethically proper codes found in the culture, and use your knowledge of these codes to facilitate needed interventions at appropriate times.

**Be Quiet** means to be unobtrusive in your interventions. Recognize that police are procedurally bound and orientated to getting the job done first, then worrying about themselves or other things.
Honor the priorities established in the culture by assuming secondary roles and intervening after the fact. When all of the procedural bases have been covered, and the adrenaline is down, it’s time for you to step in.

**Be Healing**, reach out and touch Police Officers in their struggles to give them hope and the courage to face whatever it is they have to face. Remember the importance of control in the culture. Help the officers regain it in times of crisis, and teach them there is no failure in being human. Nurture their spirits whenever you can, and guide them well in their pursuit of peace.

**Be a Window** for Police Officers. Help Police Officers see the good in people: people who have the right values and care about one another. Bring those people in a non-threatening way to the officers. Don’t wait for the officers to go to them. Help the officers to see there is more to society
TPD Chaplain Application

Please fill out completely. An incomplete application may not be processed. Any section that does not apply to you, please indicate with “N/A”. The Topeka Police Department appreciates your interest in service and commends your spirit to volunteer.

PERSONAL INFORMATION:

NAME: ___________________________ ___________________________ ___________________________

Last Name    First Name    Full Middle

MAIDEN NAME, FORMER MARRIED NAME or ALIAS: ____________________________________________

ADDRESS: ___________________________________________

Street    City    Zip Code

PREVIOUS ADDRESSES (Last Five Years):

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

PHONE: (Home)________________________ (Work) ___________________________ (Cell) __________

EMAIL: ___________________________ SOCIAL SECURITY #: ___________________________ 

DATE OF BIRTH: ___________________________ STATE OF BIRTH ____________ SEX: □ M  F

Month/Day/Year

RACE (for background check identification only):

□ African American □ Asian □ Caucasian □ Hispanic □ Native American □ Other (Specify) ____________________

CRIMINAL HISTORY AND DRIVING RECORD:

KANSAS DRIVERS LICENSE NUMBER:

HAS YOUR LICENSE EVER BEEN SUSPENDED OR REVOKED? □ YES  NO

HAVE OU EVER BEEN CONVICTED OF A CRIME (INCLUDING MISDEMEANORS)?

□ YES  NO

IF YES, EXPLAIN ____________________________________________________________________________

LIST ALL TRAFFIC CITATIONS AND ACCIDENTS FOR THE PAST TWO YEARS: ________________

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EDUCATION BACKGROUND AND MILITARY EXPERIENCE:

EDUCATION: (Grade or Degree Completed) ____________________________________________

MILITARY SERVICE: ________________________________________________________________

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SPECIAL RELIGIOUS TRAININGS:
(1) ____________________________________________________________
(2) ____________________________________________________________
(3) ____________________________________________________________

TELL US A LITTLE ABOUT YOURSELF:
WHAT TYPES OF COUNSELING ACTIVITIES DO YOU ENJOY? ________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
WHAT HAS BEEN YOUR EXPERIENCE WITH A POLICE CHAPLAINCY? __________________________
____________________________________________________________________________
____________________________________________________________________________
SPECIAL SKILLS (E.G. COMPUTER PROGRAMS, BILINGUAL, ETC) ____________________________
____________________________________________________________________________
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PLEASE TELL US WHY YOU WISH TO VOLUNTEER YOUR TIME AS A CHAPLAIN.
____________________________________________________________________________
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REFERENCES:
PLEASE DO NOT USE FAMILY MEMBERS AS REFERENCES. LIST THREE (3) INDIVIDUALS
YOU HAVE KNOWN FOR AT LEAST 2 YEARS

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**PLEASE READ CAREFULLY AND SIGN:**
The facts set forth above in my application are true and complete to the best of my knowledge. I understand that if accepted as a CHAPLAIN, false statements on this application shall be considered sufficient cause for dismissal. I further understand that an incomplete application or an absence of my signature on this application is just cause for rejection of this application.

My signature authorizes the Topeka Police Department to review ALL records listed above, also my driving, and criminal records or other background data as it may relate to the position of CHAPLAIN for which I am applying. I also authorize the release of information to the Topeka Police Department for purposes of a criminal background check.

**DATE**

**SIGNATURE**

Return the completed application to:

Volunteer Coordinator
Topeka Police Department
320 S. Kansas Ave., #100
Topeka, KS 66603
C. Chaplain Program:

The Agency shall make readily available pastoral services to Department members, their families and victimized persons of the community when needed or upon request. To accomplish this, the Department maintains a Chaplaincy Program that is responsible for providing on-call spiritual guidance, counseling, consultation, and other forms of crisis intervention for those in need.

The goal of the Chaplain Program is to provide a trusted person in whom Department members, as well as citizens of the community, may confide or seek assistance concerning problem areas. Chaplains shall receive training in those authorized and assigned duties.

1. The Chaplain Program provides:

a. Immediate availability of clergy, to offer comfort, counsel and guidance in emergency and crisis situations to officers, their families, and the community on request;
b. A resource to the law enforcement agencies in northeast Kansas for situations that merit immediate intervention, as needed;
c. Assistance in serving death notifications;
d. Assistance in Department ceremonial functions; and
e. Prayer, invocation, and spiritual leadership at meetings as requested.

2. Membership

The Chaplain Program shall be divided into two separate categories:
a. Chaplains: One who meets all requirements set forth for chaplains; and
b. Associate Chaplains: One who does not meet all the requirements, but is recruited to serve in a specific area of ministry, and will serve under the supervision of one of the chaplains.

3. Chaplain requirements:

a. All chaplain applicants must complete and pass a background check prior to selection;
b. Must be ordained or endorsed;
c. Must be a member of, and in good standing with, a recognized local religious organization
d. Must have theological training or appropriate experience; and
e. Must complete a written application and submit a written letter of support from their religious organization.
4. Associate chaplain requirements:

a. All associate chaplain applicants must complete and pass a background check prior to selection;
b. Must be a member of, and in good standing with, a local recognized religious organization;
c. Must have a written application and a letter of support from their religious organization; and
d. Must be willing to serve under the supervision of a chaplain.

5. All chaplains and associate chaplains must meet and receive majority approval from the Advisory Committee and be selected and approved by the Chief of Police.

6. Advisory Committee:

a. The Advisory Committee shall:

1) Interview prospective chaplains and associates;
2) Make chaplain recommendations to the Chief;
3) Certify chaplains for continued service; and
4) Serve as the disciplinary board regarding complaints pertaining to chaplains.

b. The Advisory Committee is comprised of at least three chaplains serving a two-year, rotating term, and a commander.

7. Responsibilities

a. All chaplains must be available for call on a rotating basis.
b. Must respect and give high priority to confidentiality.
c. Submit a completed monthly report to the lead chaplain.
d. Participate in scheduled chaplain meetings.

8. Uniform requirements:

a. Chaplains shall dress in an appropriate manner as a representative of the law enforcement and religious communities. The Department issues polo shirts, caps, and jackets.
b. Identification badges are to be displayed while performing duties associated with the Department.
c. Issued jackets, polo shirts and/or chaplains caps are to be worn, at crime scenes or in areas where there are both police officers and citizens, to identify chaplains and clearly distinguish them from police officers.
d. Chaplains are issued formal dress uniforms that are to be worn at ceremonies and as directed.

9. Complaint process:

a. All complaints initiated by chaplains must be in writing and submitted to the commanding officer in charge or volunteer coordinator;
b. A chaplain may request a hearing before the Advisory Committee to voice complaints;
c. The Advisory Committee will have the authority to act upon any problem or complaint before them with the approval of the Chief of Police; and
d. Compliments and complaints regarding a chaplain will be referred to the commander in charge of the unit.