



Virginia Department of State Police

General Order ADM 14.04

Chaplaincy Program

Purpose: To enable employees of the Department trained in ministry to provide employees and their families spiritual counseling and guidance according to their needs and requests.

1. Objectives

- a. To provide a Department chaplain for funerals and memorial services at the request of employees, their families, and at the request of a chaplain, if approved by his/her supervisor.
- b. To provide a Department chaplain for visitations to the sick and bedridden at the request of employees, their families, and at the request of a chaplain, if approved by his/her supervisor.
- c. To provide a Department chaplain for spiritual consultation concerning personal situations, other than Standards of Conduct or criminal matters, at the request of employees, their families, and at the request of a chaplain, if approved by his/her supervisor.
- d. To provide a Department chaplain to participate in various ceremonies and services.

2. Guidelines

- a. Selected sworn employees of the Department shall be designated as chaplains. They shall primarily serve the geographic areas covered by the field divisions. However, at the request of employees and their families, they may serve in this capacity anywhere in the state.
- b. Chaplains serve on a voluntary basis. They shall work closely with their supervisors in making arrangements to perform the duty of a Department chaplain. While performing these duties, they are considered in regular pay status and will be credited for hours worked.

- c. The designation as Department chaplain is in addition to regular duties and assignments. However, supervisors shall accommodate this additional service whenever possible.
- d. The program, on the part of employees and their families, is voluntary and confidential. This confidentiality shall not extend to matters involving the Standards of Conduct or matters of a criminal nature which come to the attention of a Department chaplain. Such matters must be handled as provided in General Orders ADM 12.00 and OPR 8.00.
- e. Division and area supervisors are encouraged to make Department chaplains aware of an employee's need when appropriate, such as a death in the family or sickness.
- f. The program is available to all employees and their families regardless of their denomination or spiritual beliefs.

3. Program Coordinator

The Human Resource Director shall serve as the coordinator of the Chaplaincy Program. The coordinator shall schedule periodic chaplain meetings and training; shall meet with the Superintendent or his/her designee annually to discuss the goals, objectives, direction, and effectiveness of the program; and will provide assistance when necessary with coordination of chaplain assignments.

4. Selection of Chaplains

a. Qualifications:

- (1) Candidates must be sworn employees with a minimum of three years experience as a sworn law enforcement officer.
- (2) Candidates should have a positive reputation within the Department among peers and supervisors.
- (3) Candidates should have a current, active relationship with a faith-based institution.
- (4) Candidates should have a clear understanding of the program's purpose, objectives, and guidelines.
- (5) Candidates should be willing to receive training when available.

- b. Sworn employees interested in volunteering as a chaplain must request consideration in a memorandum to the Superintendent, with endorsements through the chain of command.
- c. Candidates will not be considered for appointment as chaplain if they have:
 - (1) more than one active Group I Written Notice;
 - (2) any active Group II or Group III Written Notice; or
 - (3) a current performance evaluation lower than “contributor.”
- d. A panel will interview all candidates for the position of chaplain. The panel shall consist of the Human Resource Director, a Department chaplain with a minimum of three years experience serving in this capacity, a law enforcement chaplain from another law enforcement agency, a Department civilian employee, and another Department Division Commander. The panel will be chaired by the Human Resource Director who shall be responsible for selecting the panel members. During the interview, panel members will define and discuss the duties, responsibilities, and expected conduct of a Department chaplain with the candidate. This discussion shall be documented in the panel's recommendations. When all candidates have been interviewed, the panel will submit its recommendations, through the Director of the Bureau of Administrative and Support Services, to the Superintendent.
- e. The Superintendent will consider the panel's recommendations in conjunction with the candidate's work and disciplinary records. The Superintendent shall be responsible for making the final selection for chaplain.
- f. The Superintendent will notify successful candidates of their appointment to the program by memorandum. All appointments will remain in effect until rescinded by the Superintendent or until a chaplain requests, in writing, to be relieved of the assignment. Upon transfer or promotion, a chaplain shall notify the Superintendent, in writing, of his/her desire to remain in the program or be relieved of the assignment.
- g. The Human Resource Director shall maintain a list of all active chaplains in the Department's Public Folders.

5. Removal from the Chaplaincy Program

A chaplain may be removed from the program following disciplinary action or for engaging in conduct that might be deemed detrimental to the Department or the Chaplaincy Program.