

To	From
	BOARD OF HARBOR COMMISSIONERS
	EXECUTIVE DIRECTOR
	DED & CHIEF FINANCIAL OFFICER
	CHIEF OF PUBLIC SAFETY & EMERG MGT
	DED - MKTG & CUSTOMER RELATIONS
	DED - DEVELOPMENT
	DED - STAKEHOLDER ENGAGEMENT
	SR DIRECTOR, COMMUNICATIONS
	SR DIRECTOR, GOVERNMENT AFFAIRS
	ACCOUNTING
	CARGO/INDUSTRIAL REAL ESTATE
	CARGO MARKETING
	CITY ATTORNEY
	COMMISSION OFFICE
	COMMUNITY RELATIONS
	CONSTRUCTION
	CONSTRUCTION & MAINTENANCE
	CONTRACTS & PURCHASING
	DEBT & TREASURY MANAGEMENT
	EMERGENCY MANAGEMENT

CITY OF LOS ANGELES  
HARBOR DEPARTMENT

OFFICE MEMORANDUM

September 3, 2019

To	From
	ENGINEERING
	ENVIRONMENTAL MANAGEMENT
	FINANCIAL MANAGEMENT
	GOODS MOVEMENT
	GRAPHICS
	HUMAN RESOURCES
	INFORMATION TECHNOLOGY
	LABOR REL & WORKFORCE DEV
	LEGISLATIVE AFFAIRS
	MANAGEMENT AUDIT
	MEDIA RELATIONS
	PLANNING & STRATEGY
	PORT PILOTS
xx	PORT POLICE
	RISK MANAGEMENT
	TRADE DEVELOPMENT
	WATERFRONT/COMM REAL ESTATE
	WHARFINGERS

# SPECIAL ORDER 19-07

**TO: All Port Police Personnel**

**SUBJECT: Modification to Policy 376 Chaplains**

Effective immediately, revised Policy 376 shall be implemented. Policy 376 has been revised to differentiate between sworn and civilian Chaplains.

All staff are directed to read and be familiar with the attached policy, which will be incorporated into the Policy Manual at its next publication.



THOMAS E. GAZSI  
Chief of Police

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## **Chaplains**

### **376.1 PURPOSE AND SCOPE**

This policy establishes the guidelines for Los Angeles Port Police chaplains to provide counseling or emotional support to members of the Department, their families, and members of the public.

### **376.2 POLICY**

The Los Angeles Port Police shall ensure that department chaplains are properly appointed, trained, and supervised to carry out their responsibilities without financial compensation.

### **376.3 ELIGIBILITY**

Requirements for participation as a chaplain for the Department may include, but are not limited to:

- (a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, be free from addiction to alcohol or other drugs, and excessive debt
- (b) Managing their households, families, and personal affairs well
- (c) Having a good reputation in the community
- (d) Successful completion of an appropriate-level background investigation
- (e) A minimum of five years of successful counseling experience
- (f) Successful completion of a California P.O.S.T. Chaplain course
- (g) Possession of a valid driver license

The Chief of Police may apply exceptions for eligibility based on organizational needs and the qualifications of the individual.

### **376.4 RECRUITMENT, SELECTION, AND APPOINTMENT**

The Los Angeles Port Police shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as department personnel before appointment.

Sworn personnel assigned to the Chaplain program will follow their respective MOU agreements regarding compensation when requested to report for duty by the program administrator or watch commander.

#### **376.4.1 SELECTION AND APPOINTMENT FOR CIVILIAN CHAPLAINS**

Civilian chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

# Los Angeles Port Police

## Los Angeles Port Police Policy Manual

---

### *Chaplains*

- (a) Submit the appropriate written application
- (b) Include a recommendation from employers or volunteer programs
- (c) Interview with the Chief of Police and the chaplain coordinator
- (d) Successfully complete an appropriate-level background investigation
- (e) Complete an appropriate probationary period as designated by the Chief of Police

Chaplains are volunteers and serve at the discretion of the Chief of Police. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

### **376.4.2 SELECTION AND APPOINTMENT FOR SWORN CHAPLAINS**

In addition to the process for the civilian chaplains, sworn candidates must have a letter of endorsement from their current commanding officer and a minimum of three years' experience in ministry is required.

After a completed package has been reviewed, a final determination of acceptance or rejection of each candidate will be made by the Office of the Chief of Police.

### **376.5 IDENTIFICATION AND UNIFORMS**

As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by officers through the inclusion of "Chaplain" on the uniform and not reflect any religious affiliation.

Chaplains will be issued Los Angeles Port Police civilian identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Los Angeles Port Police civilian identification cards, with the exception that "Chaplain" will be indicated on the cards. Chaplains shall be required to return any issued uniforms and department property upon demand or at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of this department.

### **376.6 CHAPLAIN COORDINATOR**

The Chief of Police shall delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Administrative Services Division Commander or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Chief of Police. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the Department, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Chief of Police or the authorized designee, chaplains shall report to the chaplain coordinator and/or Watch Commander.

# Los Angeles Port Police

## Los Angeles Port Police Policy Manual

---

### *Chaplains*

The responsibilities of the coordinator include, but are not limited to:

- (a) Recruiting, selecting and training qualified chaplains
- (b) Conducting chaplain meetings
- (c) Establishing and maintaining a chaplain roster
- (d) Maintaining records for each chaplain
- (e) Tracking and evaluating the contribution of chaplains
- (f) Maintaining a record of chaplain schedules and work hours
- (g) Completing and disseminating, as appropriate, all necessary paperwork and information
- (h) Maintaining liaison with other agency chaplain coordinators

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator.

### **376.7 DUTIES AND RESPONSIBILITIES**

Chaplains assist the Department, its members and the community, as needed. Assignments of chaplains should usually be to the Patrol Operations Group. Chaplains may be assigned to other areas within the Department as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities, and the needs of the Department.

All chaplains will be assigned to duties by the chaplain coordinator or the authorized designee.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as chaplains with this department. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Los Angeles Port Police.

#### **376.7.1 OPERATIONAL GUIDELINES**

- (a) Chaplains will not be scheduled as on-call, but will be contacted as needed based on availability.
- (b) At the end of each watch, the chaplain will complete a chaplain shift report and submit it to the Chief of Police or the authorized designee.
- (c) Chaplains may not use personally owned vehicles in the course of carrying out their duties. An unmarked City pool vehicle may be used, if available, in the event the Chaplain cannot be transported as a passenger in a police vehicle.

# Los Angeles Port Police

## Los Angeles Port Police Policy Manual

---

### *Chaplains*

- (d) Chaplains shall be permitted to ride with officers during any shift and observe Los Angeles Port Police operations, provided the Watch Commander has been notified and has approved the activity.
- (e) Chaplains shall not be evaluators of members of the Department.
- (f) Unless chaplains are sworn police officers, they are not law enforcement officers and do not possess law enforcement authority. They are not authorized to carry a firearm (concealed or otherwise) when in the performance of their duties.
- (g) In the field, chaplains shall not interfere with officers performing their duties. When responding to in-progress calls for service, chaplains may be required to stand-by in a secure location until the situation has been deemed safe.
- (h) Chaplains shall serve only within the jurisdiction of the Los Angeles Port Police unless otherwise authorized by the Chief of Police or the authorized designee.
- (i) Each chaplain shall have access to current department member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential and each chaplain will exercise appropriate security measures to prevent distribution of the data.

### 376.7.2 COMPLIANCE

Civilian chaplains are volunteer members of this department, and except as otherwise specified within this policy, are required to comply with the Volunteer Program Policy and other applicable policies.

### 376.7.3 ASSISTING THE DEPARTMENT

The responsibilities of a chaplain related to this department include, but are not limited to:

- (a) Assisting members in the diffusion of a conflict or incident, when requested
- (b) Responding to natural and accidental deaths, suicides and attempted suicides, family disturbances and any other incident that in the judgment of the Watch Commander or supervisor aids in accomplishing the mission of the Department
- (c) Responding to all major disasters, such as natural disasters, bombings, and similar critical incidents
- (d) Being on-call and, if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of department members
- (e) Attending department and academy graduations, ceremonies and social events, and offering invocations and benedictions, as requested
- (f) Participating in in-service training classes
- (g) Willingness to train others to enhance the effectiveness of the Department

### 376.7.4 ASSISTING DEPARTMENT MEMBERS

The responsibilities of a chaplain related to department members include, but are not limited to:

# Los Angeles Port Police

## Los Angeles Port Police Policy Manual

---

### *Chaplains*

- (a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member
- (b) Visiting sick or injured members in the hospital or at home
- (c) Attending and participating, when requested, in funerals of active or retired members
- (d) Serving as a resource for members when dealing with the public in incidents, such as accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse, and other such situations that may arise
- (e) Providing counseling and support for members and their families
- (f) Being alert to the needs of members and their families

### **376.7.5 CHAPLAIN MEETINGS**

All chaplains are required to attend scheduled meetings. Any absences must be satisfactorily explained to the chaplain coordinator.

### **376.7.6 ASSISTING THE COMMUNITY**

The duties of a chaplain related to the community include, but are not limited to:

- (a) Fostering familiarity with the role of law enforcement in the community
- (b) Providing an additional link between the community, other chaplain coordinators and the Department
- (c) Providing liaison with various civic, business, and religious organizations
- (d) Promptly facilitating requests for representatives or leaders of various denominations
- (e) Assisting the community in any other function as needed or requested
- (f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist

### **376.8 PRIVILEGED COMMUNICATIONS**

No person, except sworn police officers, who provide chaplain services to members of the Department may work or volunteer for the Los Angeles Port Police in any capacity other than that of chaplain.

Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient, and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to a non-department counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any Los Angeles Port Police member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

# Los Angeles Port Police

## Los Angeles Port Police Policy Manual

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### *Chaplains*

#### **376.9 TRAINING**

The Department will establish a minimum number of training hours and standards for department chaplains. The training, as approved by the Deputy Chief of Professional Development and Training Group, may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for members of law enforcement and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The law enforcement family
- Substance abuse
- Suicide
- Officer injury or death
- Sensitivity and diversity

#### **376.10 PROGRAM ADMINISTRATION**

Administration of the Chaplain Program will be under the chain of command of the Director of Policy and Administration Group or their authorized designee.