

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: CITY CHAPLAINCY PROGRAM
	NUMBER: BEN 6-0	REVISIONS:	EFFECTIVE DATE: JULY 1, 2020
	SUPERCEDES:	APPROVED AND ADOPTED BY MAYOR AND COUNCIL: Derek Norton, Mayor Date City Administrator	

PURPOSE: The purpose of this policy is to establish the City of Smyrna Chaplaincy Corps and the selection process for staffing it. The Chaplaincy Corps will supplement other employee’s assistance programs for employees of the City and their families when desired, needed, or requested.

STATEMENT OF POLICY

The City of Smyrna will consider volunteer ministers (non-employees) from all religious organizations within Smyrna city limits to serve as City employee chaplains. The City will maintain a Chaplaincy to supplement the Employee Assistance Program, encourage religious organizations to adopt neighborhoods and schools improving the quality of life for citizens of Smyrna. The Chaplaincy Corps will provide assistance on a 24-hour basis to employees and family members in the event of a death or other stressful life situations.

RESPONSIBILITIES

- A. The City Administrator will appoint the chaplains to the City’s Chaplaincy. The City Administrator may also appoint a Senior Chaplaincy Advisor.
- B. The Senior Chaplaincy Advisor will provide guidance and assistance to the members of the Chaplaincy Corps.
- C. The Smyrna Police Internal Affairs Unit will conduct a background investigation on all applicants who are not departmental employees.

PROCEDURES

A. Qualifications

- 1. Chaplains will be ordained, licensed, or certified members in good standing in a religious organization. He or she must possess good moral character.
- 2. Chaplains will receive training for duties to which they are assigned.
- 3. Chaplains will sign a statement, prepared by the City, attesting to their physical condition and freedom from mental or emotional problems which might adversely affect his or her duties as a chaplain.
- 4. Chaplains will file a letter or photocopy of their religious organization’s certification with the Human Resources Director as proof of the religious organization’s approval and affiliation.

5. Chaplains must be available to serve as necessary, or as request by the City.
6. Chaplains should attend the City's Citizen Academy for Chaplains within one year of joining the Corps.
7. Other qualifications required of chaplains are as follows:
 - a. Manifest a broad base of experience, professional ministry, emotional stability, and personal flexibility.
 - b. Be tactful and considerate in his or her approach to all people regardless of race, sex, creed or religion.
 - c. Be familiar with the community, medical, psychiatric, and other resources of assistance in the Smyrna area.
 - d. Never have been convicted of a criminal offense involving moral turpitude.

B. Volunteer Status

1. All City chaplains who volunteer their services will serve without compensation.
2. The Chaplain can serve in ceremonial functions such as: funeral and memorial services, academy graduations, and religious and civil ceremonies.

C. Chaplains

1. Chaplains will offer assistance on a 24-hour on-call basis for employees and their families in the event of a death or other stressful life situations.
2. Chaplains will assist in making notifications to families of City employees who have been seriously injured or killed while on duty.
3. Chaplains may perform the following tasks in addition to such duties as directed by the City Administrator or his/her designee.
 - a. Visit sick and injured City employees at home or in the hospital.
 - b. Comfort and counsel families of the deceased or terminally ill members of the City.
 - c. Participate in religious services for deceased employees of the City, as requested by family members.
 - d. Attend and participate (when requested) in the funerals of active or retired members of the City and their immediate family members.
 - e. Attend City graduations, promotional activities, award ceremonies, dinners, social events, etc., to offer invocations and benedictions.
 - f. Periodically spend time, or as directed by the City, with City personnel during the performance of their duties.
 - g. Periodically visit different departments of the City to inform employees of availability of Chaplaincy services.
 - h. At the employees' request counsel officers and other employees having personal problems.
 - i. Be willing to enter into training courses to enhance his or her effectiveness.

- j. Make referrals in cases where specialized attention is needed or in those cases beyond the chaplain's ability to assist.
4. Chaplains will be on call through the Smyrna Police Department Communications Section. City management, Department Heads and supervisors will notify Communications when a Chaplaincy need arises. The Communications Section will have the chaplain's current telephone contact numbers on file.
5. When arriving at the scene of an emergency, Chaplains will report to the highest City management present (i.e. City Administrator, Fire Chief, Police Chief, Department Head, etc.)
6. Chaplains will not release information to the news media, insurance agencies, or an attorney relative to cases the chaplains may be involved in. All information acquired in the role of chaplain will be held in strict confidence and used only for the benefit of employee or the employee's family.
7. Chaplains will not publicly criticize the action of an employee, a department, the City, fellow chaplains or a City policy. All grievances must be taken through official channels, not the Chaplaincy Program.

D. Employee Use of the Chaplaincy Program

1. Any member of City management, including Department Heads and supervisors may refer employees in need of assistance to the Chaplain or the Employee Assistance Program when they are involved in such incidents as:
 - a. Employee injury.
 - b. Employee and family emergencies
 - c. Other critical incidents.
2. Employees may request the services of the Employee Assistance Program or the chaplain without the approval or direction of any supervisor.