

Canadian Police Chaplain Association

New Member Handbook



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Revised, January 2021

On behalf of the Canadian Police Chaplain Association (CPCA) Executive and all members:

Welcome!

Your membership with CPCA affords you a wealth of resources, training, and information pertinent to law enforcement chaplaincy. The CPCA strives to serve, support, train and encourage those who serve us. Your affiliation with our organization will be of benefit to you, the law enforcement personnel, and families you serve.

CPCA has proven itself over many years to be a great resource for chaplaincy. Whether helping you start your chaplaincy program, offering support to an existing program, providing training, or credentialing—CPCA is the standard.

Credentials: Chaplains who have taken the 6 Core Courses and 7 other Training Courses receive Basic Certification. Advanced training can be obtained through the International Conference of Police Chaplains (ICPC).

Annual Training Seminar

Annually CPCA hosts a five (5) day Annual Training Seminar (ATS). This ATS usually falls on one of the weeks between Canadian Thanksgiving and Remembrance Day. Courses cover basic topics and usually there are enrichment courses as well. The ATS is also a great time for networking with other chaplains.

Please visit the CPCA website for more information (<http://www.canadianpolicechaplains.com>).

If we may be of further assistance to you, please do not hesitate to contact us.

Best regards,

Your CPCA Executive



WHO WE ARE

The Canadian Police Chaplain Association CPCA is a national organization that supports police chaplains and law enforcement services throughout Canada. It provides educational opportunities in annual training seminars. Members offer support and training to new chaplains through personal contact and mentoring. CPCA helps share information on law enforcement chaplaincy.

Experienced assistance is given to law enforcement services seeking information on chaplaincy or starting a chaplaincy program. It offers experience to police services in helping their chaplain program grow.

PURPOSE STATEMENT - "Serving those who serve with excellence."

OUR MISSION

- To serve police chaplains across Canada
- To establish and maintain standards for Canadian police chaplains
- To equip police chaplains by providing high quality police chaplain training
- To promote chaplaincy programmes in Canadian police services across Canada
- To maintain a strong partner relationship with the International Conference of Police Chaplains for promoting international police chaplaincy

CORE VALUES

Presence - Knowledgeable, compassionate, peaceful. "Loitering with intent."

People – Serving officers, family members, and civil employees associated with law enforcement services.

Integrity

Confidentiality

Spiritual Direction

Respect

Availability



PRESENT SCOPE OF CPCA—CPCA is an organization serving police and peace officer chaplains.

CHAPLAIN ROLES - Police Chaplains do some or all of the following...the list is not exhaustive:

- Provide sacramental ministries (marriage, initiation, funeral)
- Offer spiritual guidance
- Counsel police officers, peace officers, civilian members of the services and the families of those who serve
- Provide referral to available support services as needed
- Visit and support sick and injured personnel and family members
- Offer and/or assist in crisis response, defusing, and critical incident debriefing
- Aid victims
- Assist at suicide incidents
- Make death notifications
- Assist in hostage negotiations
- Educate in areas such as stress management, ethics, family life, addictions, etc.
- Serve as liaisons with other faiths and clergy in the community
- Provide informed responses to spiritual questions
- Advise agency leadership on the morale and spiritual well-being of members
- Offer prayers at ceremonial functions

FAITH SUPPORT—Where applicable, members will provide endorsement to the CPCA from their respective faith communities.

LAW ENFORCEMENT SERVICE SUPPORT – All members must receive endorsement to the CPCA from the law enforcement service to which they provide chaplain service.

HOW CPCA WORKS

Constitution—CPCA is governed by a constitution which is available on our website.

Leadership—A volunteer, elected Executive Committee provides leadership of the CPCA. The CPCA constitution empowers the Executive to direct the affairs of the CPCA. Executive decisions are ratified at the annual membership meeting held each year at the Annual Training Seminar (ATS). The membership provides direction to the Executive through the Annual General Meeting.



All elected officers are on the CPCA Executive. Ordinarily the Executive is made up of these elected officers: President, 1st Vice-President, 2nd Vice-President, Secretary-Treasurer, Registrar and Past-President. Nominations for the Executive are presented at or prior to the ATS meetings.

Annual Meeting—The ATS includes the Annual General Meeting of the CPCA membership. In addition to the election of new executive, the CPCA membership ratifies policies, the budget and financial, and strategic decisions. Various reports and matters for the membership meeting are presented to the ATS attendees prior to the ATS.

Annual Meeting Voting—Only CPCA members with current, paid membership are eligible to vote.

BECOMING A CPCA MEMBER

Chaplains who wish to become a member of the CPCA should make application to the CPCA Registrar. The following will be required for full membership.

1. Completed application form and membership fee.
2. Written endorsement or letter of appointment from the senior officer of the department of the law enforcement agency under which the chaplain is currently serving.
3. Written endorsement from the faith community the chaplain is serving (if applicable).

CPCA CERTIFICATION

For Basic Certification, a person must:

- 1) Be presently serving in a law enforcement service and have served satisfactorily for a minimum of two years, and receive endorsement from that police service,
- 2) receive endorsement from their faith community where applicable and,
- 3) have received training in the following Core areas:

CORE COURSES

- ☞ **THE ROLE OF THE CHAPLAIN:** To identify, define and address the Do's and Don'ts of being a chaplain to the law enforcement community.
- ☞ **LIABILITY & CONFIDENTIALITY:** To identify, define and address the legal and ethical responsibilities of serving as a chaplain and a confidant in a police service.



- ☞ ETHICS: To identify, define and address the ethical responsibilities and demands placed on individuals associated with the law enforcement community.
- ☞ SENSITIVITY AND DIVERSITY: to identify, define and address the need for understanding different cultures particularly as applied in the context of law enforcement.
- ☞ SPIRITUAL DIVERSITY: To identify, define and address the need for understanding of others' faith backgrounds, beliefs, and perspectives, particularly as applied in the context of law enforcement.
- ☞ CEREMONIES/EVENT/FUNERALS:
To identify and provide practical applications for ceremonies, events and funerals as chaplains may be engaged.

POLICE COMMUNITY/FAMILY

Three courses in the Police Community/Family Area are required for Basic Certification. To fulfill the requirements of a course in this area, the course must pertain to the unique implications associated with the law enforcement community and/or the member's families. The purpose of these courses is to increase chaplains' awareness of the law enforcement community, the issues that face the members, the issues that face the member's families, and identify strategies to assist chaplains in their ministry to the members of the law enforcement community and/or family.

Examples of such courses are:

- ☞ OFFICER INJURY AND DEATH
- ☞ POLICE OFFICER BURNOUT
- ☞ STRESS MANAGEMENT
- ☞ CISD & PTSD
- ☞ OFFICER SUICIDE
- ☞ THE POLICE COMMUNITY



- ☞ THE POLICE MEMBER FAMILY
- ☞ OFFICER SUBSTANCE ABUSE
- ☞ R2MR (Road to Mental Readiness)

CRISIS MANAGEMENT

Three courses in the Crisis Area are required for Basic certification. To fulfill the requirements of a course in this area the course must pertain to strategies and knowledge a chaplain requires to assist in crisis and pastoral interventions and responses as called upon by the police agency. Examples of such courses are:

- ☞ RESPONDING TO CRISIS
- ☞ SUICIDE INTERVENTION & DEALING WITH SUICIDE
- ☞ NOTIFICATION OF NEXT OF KIN
- ☞ CISM
- ☞ DISASTER RESPONSE

The Registrar maintains records and transcripts of chaplain training and certification. Each chaplain who attends an ATS will receive a certificate from the Registrar. Courses completed by chaplains are recorded by the Registrar. If a chaplain has questions these can be addressed to the Registrar. Courses from various academic institutions or those offered by police services may also be added to the chaplain's training records at the discretion of the Registrar and/or the Academic Standards Committee.



CPCA CODE OF CONDUCT

1. The Law Enforcement Chaplain will always practise the highest degree of conduct regarding honesty, integrity, humility, compassion, decency, and inclusivity.
2. If a leader in a faith community, the Law Enforcement Chaplain shall be recognized by that faith community as one in in good standing. Any change in such status must immediately be reported to Law Enforcement Agency and the CPCA.
3. The Law Enforcement Chaplain serves in a spiritually diverse setting. He or she is not to use the role of chaplain to proselytize adherents to his or her faith group. It shall be assumed that the Law Enforcement Chaplain shall be familiar with and respectful of the beliefs and practices of the various faith groups represented in his or her Department.
4. The Law Enforcement Chaplain shall be aware of Departmental regulations concerning favours, gifts and gratuities and follow them rigorously. He or she shall not give or receive any favor, gift or gratuity that has, or has the appearance of having, a basis in special consideration. He or she shall always conduct himself or herself in an ethical and professional manner.
5. Typically, a police chaplain is not an officer of the law. If a Chaplain does happen to be a sworn officer as well as a chaplain, he or she must make certain that everyone understands which role he or she is fulfilling at any given time, always conducting himself or herself in an ethical and professional manner. Departmental requirements for reporting matters through the chain of command and the necessity for confidentiality in communication with the chaplain make this imperative.
6. The Law Enforcement Chaplain shall seek guidance from Departmental authorities and/or colleagues in chaplaincy when such guidance becomes necessary to properly discharge chaplaincy duties.
7. The Law Enforcement Chaplain may from time-to-time face situations involving members of his or her general community. The chaplain is to discharge his or her duties in such situations with due regard for any Departmental policies and procedures that may pertain to such circumstances.



8. The Law Enforcement Chaplain shall maintain the confidentiality of those who seek his or her guidance and counsel as a chaplain. The Law Enforcement Chaplain shall become familiar with the laws governing confidentiality that obtain in his or her province, territory and nation.
9. The Law Enforcement Chaplain shall not lend his or her presence to any political or social movement in any manner that may suggest departmental endorsement of such a movement. Any such endorsement or advocacy must be undertaken only as a civilian member of the community. Political and social movements are clearly distinguishable from civic office. As citizens, Law Enforcement Chaplains may and do hold public office either by election or appointment.
10. The Law Enforcement Chaplain shall maintain timely and accurate records of any resources put at his or her disposal for the exercise of the chaplaincy and be always ready to render an account of such resources to the appropriate authority or authorities.

Chaplain Dismissal Policy

Intent

Canadian Police Chaplain Association, as part of our commitment to providing the highest quality service to our clients, reserves the right to dismiss a chaplain from our organization as deemed necessary. Dismissal will generally only occur after the application of our progressive discipline policy and will take place as a last resort. Immediate dismissal will only occur in extreme cases. The progressive discipline process contained in this policy is intended for chaplains of the Canadian Police Chaplain Association only.

Definitions

The following are grounds for enacting discipline on the chaplain and/or immediate dismissal:

1. Unsatisfactory Performance: a chaplain who fails to perform his or her job in a manner deemed satisfactory by his or her supervisor.
2. Misconduct: conduct that is clearly contrary to levels of professional behaviour expected by the Law Enforcement Agency the chaplain serves.
3. Negligence: a chaplain who is negligent (whether deliberate or otherwise) in performing his or her assigned duties. This includes deliberate (conscious) negligence, where the chaplain knowingly neglects a duty such that it results in unsatisfactory performance or misconduct, and inadvertent (unconscious) negligence where the chaplain fails for any reason to perform his or her job to a satisfactory level.



Procedure

Police officers and administrators are encouraged to monitor the performance and behaviour of chaplains. Where an officer or Administrator has a concern about the performance of a chaplain from the Canadian Police Chaplain Association, the officer or Administrator is encouraged to bring this matter forward to the chaplain's supervisor or to the CPCA Executive.

The chaplain's supervisor will investigate all allegations brought forward regarding the chaplain, and will determine what response, if any, will be required to maintain the best interests of the Law Enforcement Agency and the Chaplain.

Where it is determined that a response is required, chaplains will generally be provided with four (4) opportunities to correct the unwanted behaviour, unless the behaviour or concern is one of a severe nature, in which case, progressive discipline can be accelerated to match the violation.

Typically, progressive discipline will progress through the following steps:

1. Coaching – informal
2. Verbal warning – formal
3. Written warning – formal
4. Final written warning with possible suspension – formal, and
5. Dismissal of chaplain.

With each violation or apparent problem, the chaplain will be provided with a written document to: (1) alert him/her to the problem, providing a reiteration of Canadian Police Chaplain Association's policy regarding the violation, (2) advise him/her of the consequences associated with further infractions, and (3) provide suggestions on how to improve the behaviour, etc.

If informed by the Law Enforcement Agency or Chaplain's Supervisor of dismissal, the Canadian Police Chaplain Association will retain all records of disciplinary action pertaining to chaplains in a secure location where only designated personnel will have access, as per applicable privacy legislation.



Employment Standards

As unpaid members of Canadian Police Chaplain Association and local police agencies, volunteer chaplains are not considered employees for the purposes of the *Employment Standards Act*, and notice and just cause requirements present in the *Act* do not apply in the dismissal of a chaplain.

Chaplains are subject to protection under provincial *Human Rights Codes* and as such, any decision to dismiss a chaplain based on the chaplain's relationship or association with a protected ground under the *Code* may be considered a violation of his/her human rights.