

CHAPTER 4
CONDUCT AND REGULATIONS

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CHAPTER 4

CONDUCT AND REGULATIONS

1. GENERAL.

a. Volunteers associated with the Volunteer Chaplain Program (VCP) acquire no proprietary interests, vested or non-vested, arising from their association with the CHP. Their status is maintained solely at the discretion of the EHWS commander, and they may be separated from the program without cause.

b. Inconsistent and Incompatible Activities. All Chaplains shall abide by the contents of HPM 10.3, Personnel Transactions Manual, Chapter 14, Inconsistent and Incompatible Activities. With regard to paragraph 17 in Annex A of Chapter 14, Chaplains are not restricted from having a financial interest in an activity regulated by the Department. However, the volunteer will not be permitted to engage in any activity for this Department that would create a conflict of interest between their business entity and their assigned duties.

c. Statement of Professional Ethics. Chaplains shall abide by the CHP 561C, Chaplaincy Program Statement of Professional Ethics. Chaplains shall read and sign a copy of the statement attesting to their agreement to abide by these ethical standards. A copy of the signed form shall be provided to each Chaplain, and the original shall be filed in their personnel folder.

2. PERSONAL CONDUCT.

a. Chaplains shall be required to comply with all departmental rules and regulations governing the conduct of nonuniformed employees. Additionally, Chaplains shall comply with the following:

b. ID Card. The VCP ID card shall be carried at all times while on duty.

c. Professional Conduct. Chaplains shall conduct themselves in a professional manner at all times.

d. Commitment to Equal Employment Policies. Chaplains are to ensure that their activities convey commitment to Highway Patrol Manual 10.12, Equal Employment Opportunity Manual. Any Chaplain who is found to have violated HPM 10.12 shall be subject to dismissal.

e. Under the Influence of Drugs and Alcohol. No Chaplain shall report for duty while under the influence of drugs or alcohol. The odor of alcohol shall be considered presumptive evidence that the Chaplain is under the influence. If a Chaplain necessarily takes prescription medications that cause drowsiness or hampers their ability to perform the duties assigned to them, the Chaplain shall notify the VCP coordinator or other supervisor before reporting to the office.

f. Wearing of Volunteer Chaplain Program Uniforms. Chaplains shall not wear their VCP uniforms while off-duty, except when traveling to and from the office.

g. Responsibilities of Chaplains. Chaplains shall be responsible for using sound judgment in their conduct while in uniform. Chaplains shall avoid conduct that would debase law enforcement or detract from the Department's image.

3. CONDUCT TOWARD OTHERS.

a. Chaplains shall act, both privately and officially, in such a manner as to avoid bringing discredit upon law enforcement in general, the Department, the VCP, or fellow Chaplains.

(1) Chaplains shall imply through appearance, action, or word that they are strictly volunteers, and they do not have any law enforcement or peace officer powers.

(2) Chaplains shall only communicate with in-custody prisoners, suspects, or witnesses with the permission of an officer.

4. PUBLIC RELATIONS AND SERVICE.

a. Public Appearances.

(1) Chaplains may address a public gathering or any organization on matters concerning the Department's VCP only with the approval of the Division Lead Chaplain and Area commander.

(2) Chaplains may write articles or manuscripts for publication in the press concerning departmental business only with authorization from the commander and the CHP Office of Media Relations. If a member of the press requests a statement from a Chaplain, the Chaplain will be courteous and direct the person to a public information officer, the VCP coordinator, or any supervisor or manager.

b. Complaints and Information Requests. Chaplains who receive inquiries from the public concerning complaints about the Department and/or any employee shall direct the person to an on-duty sergeant or manager.

c. Reporting Violations/Incidents.

(1) A Chaplain who commits, or observes another Chaplain commit, a violation of law or departmental policy while in the course of their duties shall report the violation to the Statewide Liaison Chaplain or a supervisor as soon as possible.

(2) A Chaplain who is on duty and a party to a traffic collision or a witness to an incident that involves a response by law enforcement, shall immediately notify the on-duty supervisor through the communications center.

5. ABSENCES.

a. Chaplains must attend all scheduled VCP functions and trainings unless excused by the Division Lead Chaplain.

b. In cases of emergency, sickness, or injury, where Chaplains cannot attend a VCP function or training, they shall notify the Statewide Liaison Chaplain. If contact cannot be made prior to the event, the Chaplain should leave a message with their Division Lead Chaplain.

6. COMPLAINT PROCESS. Complaints against the actions or inactions of a Chaplain by members of the public shall be handled in the same manner as complaints against other CHP employees (refer to HPM 10.4, Citizens' Complaint Investigations).

7. DISCIPLINARY ACTION.

a. In order to maintain the highest standards of professionalism and ethics, Chaplains are subject to disciplinary action when they violate a law or any rule, regulation, or policy of the Department.

b. Forms of Disciplinary Action. Each incident involving misconduct must be considered on its own merit. Factors such as the Chaplain's attitude, past record, and awareness of the alleged misconduct must always be considered when selecting the appropriate level of disciplinary action. The following describes four disciplinary actions that may be taken against a Chaplain, as deemed appropriate

by the EHWS commander. In all cases, the Chaplain is to be notified of the disciplinary action taken. The decision of the commander, however, is final and not subject to appeal.

(1) Verbal Admonishment. A verbal notice of the violation, along with direction to correct the violation.

(2) Written Reprimand. A memorandum of direction or censurable incident report filed in the personnel folder of the Chaplain that describes the incident in question.

(3) Suspension. The removal of a Chaplain from duty for a period of time determined by the EHWS commander. A memorandum explaining the reason(s) for the suspension shall be provided to the Chaplain, and a copy shall be maintained in the Chaplain's personnel folder.

(4) Dismissal. Termination from the VCP by the EHWS commander.

8. AWARDS AND SPECIAL RECOGNITION.

a. Chaplain Recognition. All graduation certificates, commendations, years-of-service awards, commander's citations, etc., shall become part of the Chaplain's personnel folder.

b. Business and Individual Recognition. Individuals outside the Department and business organizations may be recognized by the EHWS commander for special service to the VCP. The appropriate level of recognition shall be determined by the EHWS commander.

9. PERSONAL SAFETY.

a. The personal safety of all Chaplains has the highest priority. For this reason, Chaplains shall not place themselves in a situation that could become confrontational. If necessary, Chaplains are to remove themselves from the situation, immediately notify the communications center and a supervisor of their location, and request the assistance of an officer. The following shall also apply for all members of the VCP:

b. Enforcement Activity. Chaplains shall not take any type of enforcement action, regardless of circumstance. If a Chaplain becomes aware of a situation requiring

enforcement action, the Chaplain shall notify the communications center and request an officer to respond.

c. Carrying of Weapons. Chaplains shall not carry weapons of any type while on duty. This includes, but is not limited to, firearms, knives (other than a pocketknife), and pepper spray or mace.

d. Traffic Stops. Chaplains shall not attempt to make any type of traffic stop or arrest.

e. Radio Calls for Assistance. Chaplains shall not respond to radio calls from beat units or attempt to cover an officer who has requested "back-up" assistance.

f. Crimes in Progress. Should a Chaplain encounter a dangerous situation or observe a crime in progress, the Chaplain shall not become involved. The Chaplain shall move to a safe location and call the communications center for assistance.

g. State Vehicles. Chaplains are prohibited from operating state vehicles.

10. RESPONDING TO A SCENE.

a. Chaplains may operate personal vehicles to travel to the scene of an incident if requested by an on-duty supervisor.

b. Area Volunteer Chaplains shall notify the Division Lead Chaplain of the request to respond to the scene of an incident prior to traveling to the scene.

11. RIDE-ALONGS.

a. Chaplains may participate in a ride-along with field officers. The ride-along may be prearranged through a uniformed supervisor. If the Chaplain is invited to participate in an unscheduled ride-along with an officer while visiting the Area office, the Chaplain shall notify the on-duty supervisor they are participating in a ride-along with that officer. The Chaplain may ride with the officer for the entire shift with the approval of the officer.

b. During the ride-along, the Chaplain is under the direct supervision of the officer. In the event the officer must respond to a potentially dangerous incident, the Chaplain may be dropped off at a safe location (e.g., a restaurant). If this occurs, the Chaplain shall remain at that location. The officer shall notify the communications center so that another unit can respond to transport the Chaplain.

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