

SOUTH CAROLINA LAW ENFORCEMENT DIVISION

4400 BROAD RIVER ROAD
COLUMBIA, SOUTH CAROLINA 29210

3.38 EMPLOYEE ASSISTANCE PROGRAM/CHAPLAINS' PROGRAM

POLICY: 3.38	DATE: Oct.31, 2001	REVISION DATE:
TITLE: EMPLOYEE ASSISTANCE PROGRAM/CHAPLAINS' PROGRAM		PAGE 1 OF 5

RESPONSIBLE AUTHORITY: ASSISTANT DIRECTOR FOR COMMUNITY RELATIONS

RELATED STANDARDS/STATUTES/REFERENCES: S. C. Code of Laws, Section 23-3-65

Understanding (MOU)	SCLEAP Memorandum of CALEA 16.4.1; 16.4.2; 16.4.3; 22.2.5; 22.2.6; 55.2.6; 22.2.10; 35.1.15 (f.) SLED Policy 3.33
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GENERAL PURPOSE: Pressures facing law enforcement personnel and their families are more complex now than at any other time in the history of policing. The need for personnel to have a qualified and understanding person to discuss problems and concerns with on an objective level can be accomplished through the South Carolina Law Enforcement Assistance Program. (SCLEAP)

POLICY: This agency shall make available to employees an *Employee Assistance Program (EAP)* designed to assist in the identification and resolution of concerns or problems (personal or job related) which may adversely affect an employee's personal or professional well-being or job performance. **(CALEA 35.1.15 f.)** These personal concerns may include, but are not limited to, health, marital status, family, financial, substance abuse, emotional/stress and other personal matters. **(CALEA 22.2.10 a.)** Pursuant to S. C. Code of Laws, Section 23-3-65, this agency shall maintain and administer the South Carolina Law Enforcement Assistance Program.

SPECIFIC PROCEDURES:

A. The SCLEAP shall provide the following specific services to Division employees and their families: **(CALEA 22.2.5, 22.2.10 a.; SCLEAP-MOU)**

1. A trained Critical Incident Stress Management and Peer Support Team to provide peer support services to Division employees as needed. **(CALEA 35.1.15 f.)**

2. A confidential system of care and referral for employees and their family members to therapeutic resources in their area and around the state. In this capacity, support will include coordination and screening of employees considered in connection with alcohol and drug problems; mental health issues; family and marriage counseling; parenting issues; elder care issues and financial counseling.

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3. A system for prompt visitation and care of personnel who are sick or injured.

4. A system of notification, in accordance with the procedures of each agency, of families of personnel who have been seriously injured or who have died during the course of employment. **(CALEA 55.2.6)**

5. A cadre of volunteer (auxiliary) chaplains who will serve in public functions such as public prayers, presentations, weddings, funerals, and other services as listed below. **(CALEA 16.4.1 b.)**

6. A system of support and assistance for Victim Advocacy Services already available within the agency. **(CALEA 22.2.6)**

7. The organization and facilitation of training in workplace violence awareness as well as workplace wellness and conflict/anger management.

8. The regular training of staff and volunteers in areas appropriate to the authorized and assigned duties of the SCLEAP. **(CALEA 16.4.2)**

B. Procedures for obtaining program services shall include direct access by the employee and voluntary or mandatory referral by agency supervisors. **(CALEA 22.1.10 b.)**

C. The Division's SCLEAP shall provide for the confidential, appropriate and timely assessment of employee problems (personal and job related). **(CALEA 22.2.10 c.)**

D. When assessment and/or assistance is beyond the scope or expertise of Division staff assigned to SCLEAP, referrals to services and resources, either within the agency or in the community, shall be made for appropriate diagnosis, treatment and follow-up. **(CALEA 22.2.10 d.)**

E. An employee's referral may either be voluntary, in which the employee elects to participate in the program, or it may be a voluntary and/or mandatory supervisory referral in which a supervisor uses agency guidelines to enter an employee into the program. **(CALEA 22.2.10 e.)**

F. The SCLEAP shall provide annual training of designated supervisory personnel in the program services of SCLEAP, the supervisors role and responsibility, and methods of identifying employee behaviors which would indicate the existence of employee concerns, problems and/or issues that could impact employee job performance. **(CALEA 22.2.10 f., SLED Policy 3.33)**

G. Written procedures and guidelines describing services provided through the SCLEAP, including information on referral to and/or mandatory participation shall be made available to Division employees through a printed brochure distributed through the Human Resources Office and on the SCLEAP website: www.scleap.org **(CALEA 22.2.10 a., d., e.)**

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H. Qualifications for SCLEAP Staff

The SCLEAP Staff shall be trained at a Masters Level or above in a discipline consistent with the mission of the SCLEAP program. In addition to those duties listed above, the Division shall define any additional responsibilities of SCLEAP staff.

I. Qualifications - Auxiliaries/Volunteer Chaplains **(CALEA 16.4.2)**

1. Auxiliaries/Volunteers of SCLEAP are supervised by SCLEAP Staff.

2. The agency Volunteer Chaplain positions are voluntary, non-compensated and must be occupied by qualified non-sworn persons. **(CALEA 16.4.1 a)**

a. The Chaplains shall be ecclesiastically certified (ordained), in good standing and endorsed by a recognized religious body, and possess a minimum of five (5) years in ordained service/ministry.

b. The Chaplains shall have at least a Bachelor's Degree in related fields of study, with strong emphasis on counseling.

c. The Chaplains shall have a specialized interest and training in Law Enforcement Chaplaincy.

d. Chaplains shall display a caring and concerned attitude to all

members of the agency regardless of religious background.

e. Chaplains shall be available to serve on a 24-hour/7 day per week call basis.

f. Chaplains shall be appointed for a two year term. The term is renewable at the discretion of the Chief of SLED.

3. Confidentiality - Member/Chaplain Counseling

a. Chaplains are expected to maintain a level of confidentiality regarding matters discussed with them.

b. The exceptions are only when the member is involved in situations of danger either to themselves or others. Chaplains shall use sound judgement in reporting such situations. Chaplains shall advise the employee if the matter is to be brought to the attention of the Chief of SLED. This must be carefully handled and the Chaplain must never become a pipeline of communication to the Chief of SLED.

4. Credentials

a. Chaplains are first and foremost persons of Faith, duly ordained and appointed as approved and experienced religious representatives.

b. Chaplains are support persons to the Chief of SLED. The Chaplaincy Program is administered through the SCLEAP under the Community

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Community Relations Section of the Division. The Captain of the Community Relations Section shall serve as the supervisor of the SCLEAP Staff and the official liaison between the division and other member agencies of SCLEAP.

c. Chaplains are authorized to visit personnel and have access to all buildings and scenes where the presence of law enforcement personnel indicates appropriate involvement.

5. Law Enforcement Knowledge **(CALEA 16.4.2)**

a. Chaplains are not required to be certified law enforcement officers.

However, Chaplains should become familiar with the police environment in order to develop an understanding of the culture of the law enforcement community and the pressures of the profession.

b. Chaplains should attend seminars and other training as available.

c. Chaplains are encouraged to become certified by the International Conference of Police Chaplains as well as becoming certified at the Basic CISM level (ICISF-Mitchell Model).

d. Chaplains shall assist all law enforcement personnel, non-sworn staff and their families in matters within the Chaplain's realm.

The Chaplain shall not in any way interfere with a member in the performance of duty nor assume the duties of a sworn or certified member.

6. Requests for Chaplain Assistance **(CALEA 22.2.5)**

a. Any employee of the State Law Enforcement Division may request the assistance of a Chaplain for personal or professional reasons.

b. The Chaplains may be reached by telephone or digital pager. If seeking assistance, division employees and family members may call the receptionist or duty officer for Chaplain telephone numbers.

7. Equipment/Supply Issue - Travel Reimbursement

a. Chaplains shall each be issued an agency telephone calling card with which to make agency toll calls. These calling cards are to be used for matters related to chaplaincy service with SLED and they are for official business only. Travel expenses incurred by Volunteer Chaplains shall be reimbursed in accordance with state and SLED travel guidelines only after receiving prior approval by the Special Agent In Charge of Community Relations.

b. Chaplains will also be issued appropriate identification to facilitate movement and access, digital pagers, winter jacket, windbreaker, as well as other necessary items when available. The clothing will feature standard reinforcement on the left breast for use with a badge so that an issued "Chaplain" badge can be displayed in lieu of conventional sworn insignia. **(CALEA 16.4.3)**

J. General Duties (CALEA 22.2.5; 16.4.1 b; 55.2.6)
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1. Under the Direction of the SCLEAP Staff, Chaplains will be available for the following:
 - a. Counsel to SLED members **(CALEA 22.2.6)**
 - b. Counsel to families of SLED members;
 - c. Visit sick and injured members in home and hospital;
 - d. Make Death Notifications; **(CALEA 22.2.6)**
 - e. Provide assistance to victims;
 - f. Serve as part of a crisis response team;
 - g. Assist at Critical Incident Scenes
 - h. Serve on the SCLEAP CISM and Peer Support Team as requested;
 - i. Serve as a liaison with other clergy in the community;
 - j. Serve as a resource for questions and concerns of a religious nature
 - k. Serve in ceremonial functions (i.e. funeral, religious and civil ceremonies, academy graduations, swearing in of new agents, awards ceremonies, and others as requested by the Chief)
 - l. Serve on review boards, award boards and other committees;
 - m. Support members experiencing stress due to matters in their personal lives;
 - n. Be an advisor to the Chief of SLED in matters pertaining to moral, spiritual and religious issues affecting the Division;
 - o. Coordinate and plan any religious service or educational programs for the agency.
 - p. Provide presentations to the agency's training and recruiting components/functions;
 - q. Attend agency briefings, when possible; and
 - r. Other duties as assigned by SCLEAP
2. Chaplain Resource: Through the normal Group Paging System, the Officer of the Day, the appropriate Assistant Director, or the Special Agent In Charge, will notify the Volunteer Chaplains for the following:

- a. When an employee personally sustains a serious injury, serious illness, or death;
- b. Information regarding births, deaths and funeral information regarding immediate family members of employees;
- c. Information regarding potential serious community crises or man-made or natural disasters (hurricanes, tornadoes, etc.);
- d. Other statewide information/emergencies deemed within the realm of the Volunteer Chaplain; and
- e. Other specific information as requested by a member of the Division.

BY ORDER OF:

Robert M. Stewart
CHIEF OF SLED

DISTRIBUTION: MANUAL HOLDERS