

## **Police chaplaincy services**

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## Policy statement and principles

### What

Spiritual healthcare provision to NZ Police community and management of religious and spiritual matters in NZ Police.

NZ Police provides its workers with access to chaplains for spiritual guidance, support, encouragement and assistance. This includes pastoral care to our Police members and their families and whānau in an informal and often local setting.

### Why

Holistic healthcare comprises of physical, mental, spiritual and social support for individuals. Chaplains are the custodians of spiritual healthcare. Spiritual care is provided as a part of the multidisciplinary approach to wellness.

The policy covers the effective selection, monitoring and operation of chaplaincy services to NZ Police workers and their families and whānau, including retired Police. It also provides a framework of operation for NZ Police chaplains, National Coordinating Chaplain, and Link Chaplains that is consistent with NZ Police goals and objectives.

### How

NZ Police chaplaincy services are an integral part of the NZ Police support structure contributing to the wellness of workers. In doing so, NZ Police aims to reflect community diversity and recognise the provisions of the Human Rights Act 1993. This includes offering chaplain equivalents from a variety of faiths where possible. Police Chaplaincy Services is one of the wellness support options available to staff. Pastoral Care is defined as a holistic approach that recognises a person in the context of their life and their story. Providing pastoral care respects a person's experience, beliefs and traditions and ensures they are listened to in a meaningful way.

### References

- [Policing Act 2008](#)
- [Human Rights Act 1993](#)
- NZ Police Chaplains Handbook
- [Wellness Policy](#)
- [Wellness Services](#)

## NZ Police chaplains

### Role of the chaplains

In response to requests from NZ Police staff, NZ Police chaplains:

- provide support, encouragement, assistance, counselling and spiritual guidance to all NZ Police workers and their immediate families
- comfort and/or assist bereaved workers and their families whatever their particular faith, church, religious commitment, cultural background or sexual orientation
- facilitate contact with appropriate faith, church or religious bodies
- act as a link between staff and families and their local church or faith community
- attend and officiate on request at funerals of NZ Police and conduct other rites or services (e.g. memorial, thanksgiving, marriage, baptisms, naming ceremonies, house blessings) of current or retired NZ Police and family members, in accordance with the official practice of their church or faith
- offer guidance and advice to NZ Police on spiritual or ethical matters
- attend appropriate official NZ Police functions
- provide liaison and advice to the NZ Police Executive or District Commanders when they are dealing with representatives of various religious persuasions in the community
- maintain regular contact with all stations within their appointed area
- build a pastoral relationship with all employees by 'walking the floor'
- provide appropriate written reports to the co-ordinating chaplain
- provide religious ministry and pastoral care in crisis and disaster situations.

### Qualities required for appointment

NZ Police Chaplains should possess these qualifications and qualities:

- understanding of, and commitment to, Crown responsibilities under te tiriti o Waitangi
- display understanding, compassion and sensitivity for all people regardless of their particular faith, church, religious commitment, cultural background, gender or sexual orientation
- be an appropriately qualified member of the religious organisation they represent, being of high standing and accredited by their church or religion
- maintain an open, respectful, non-judgemental attitude to other faiths and world religions and a very clear commitment to refraining from any form of proselytisation
- have connections with leaders of other religious organisations within their area
- display highly developed interpersonal skills and an ability to relate to the [NZ Police values](#)
- be prepared to commit to NZ Police chaplaincy work, including regular visits to NZ Police stations and service centres to which they are assigned
- be willing to respond to a variety of situations within the NZ Police environment where their presence as a chaplain would be of support, encouragement or assistance to NZ Police workers and their families.

### Appointments

NZ Police chaplains are appointed as required by the relevant District Commander upon recommendation from the National Coordinating Chaplain and in consultation with the Director: Safer People. Māori chaplains with an understanding of te ao Māori will be prioritised as part of the appointment process.

Appointments are made to a district for an initial period of 12 months. The appointment must be renewed annually by mutual consent of the chaplain concerned, the National Coordinating Chaplain, the Director: Safer People, and the District Commander. Annual renewal of the chaplain's position will be based on the annual "Assessment form".

### Recommendations for appointment

Potential Chaplains are interviewed by the appropriate District Commander (or their delegate), the National Coordinating Chaplain (or their delegate) and a Safer People representative.

The National Coordinating Chaplain will seek the assent of the nominated denomination or religion's governing authority before

recommending the appointment.

## **Change in circumstances**

If an appointed Chaplain changes denomination or works under a new church authority, he/she must submit a letter of assent from his/her new church authority.

A Chaplain's appointment is to a specific area/District/station(s) and does not transfer automatically if the Chaplain shifts. It is possible that he/she can be appointed in the new area if/when a new vacancy occurs and with the District Commander's, Director: Safer People and National Co-ordinating Chaplain's assent.

## **Liaison with other support services**

Chaplains must closely liaise with Wellness Advisors and District Commanders.

Chaplains are encouraged to regularly report on chaplaincy work to their associated religious organisation.

## **Confidentiality**

Where NZ Police employees seek a Chaplain's support in a work-related activity, the Chaplain must have regard for the employee's confidentiality. If the employees requests the Chaplain to make representations on their behalf, there should be prior discussion and agreement on the nature and extent of the information to be disclosed. Chaplains should seek to meet the standards set out in the Privacy Act 2020.

## **Duty of care**

Where the chaplain has engaged in a conversation where the individual is potentially a risk to themselves or other people. The chaplain will advise the individual that the Chaplain will engage with the local Wellness Advisor.

## **Identification and travel**

A NZ Police chaplain will be issued with the following for use in their duties with NZ Police:

- name badge
- NZ Police identification card
- blazer
- business cards.

District Commanders may authorise travel assistance for Chaplains as appropriate.

## **Annual reimbursing allowance**

A non-taxable reimbursing allowance shall be paid to NZ Police chaplains to assist with out-of-pocket expenses. The allowance will be paid monthly by districts.

This allowance may be paid to the chaplain directly or, when requested, to their associated religious organisation.

## **Link chaplains**

### **Responsibilities and functions**

There are 12 NZ Police link chaplains responsible for:

- coordinating chaplains in their district through regular meetings
- assisting the NZ Police National Coordinating Chaplain with the appointment of NZ Police chaplains
- training new chaplains
- providing advice and support to chaplains in their district or to the District Commander.

The link chaplain role is in addition to their normal NZ Police chaplaincy functions.

### **Appointing link chaplains**

A link chaplain is appointed by the NZ Police National Coordinating Chaplain in consultation with the appropriate District Commander and Director: Safer People.

# NZ Police National Coordinating Chaplain

## Responsibilities and functions

The NZ Police Coordinating Chaplain provides professional leadership and mentorship to all Chaplains. They are also responsible for:

- regularly auditing and reviewing current practices and policies and their effectiveness at a national, district and site level to ensure Chaplains' obligations are met
- liaising with District Commanders (and link chaplains where requested) in the appointment of new chaplains
- ensuring district chaplains are regularly meeting with District Commanders and advising on any themes, issues and opportunities arising
- developing induction material for new Chaplains
- regular communications with Chaplains (e.g. teleconference, newsletter)
- co-ordinating monthly Chaplaincy Reports to the Wellness Manager, Police National Head Quarters that details any themes, trends, risks, issues and opportunities.
- ensuring the promotion of values and ethics within the chaplaincy
- annually assessing the performance of Chaplains, with results made available to Director: Safer People and the respective District Commander.
- acting as secretary to the NZ Police Chaplains Advisory Council.
- Ensuring the intent of the New Zealand Police Chaplaincy service is delivered.

Measures will include employee experience surveys and the NZ Police Chaplaincy service assessment form.

## Appointing the National Coordinating Chaplain

The NZ Police National Coordinating Chaplain is appointed by the Director: Safer People (or delegate).

The National Coordinating Chaplain is assessed initially after one year by the Director: Safer People (or delegate), in consultation with members of the NZ Police Chaplains Advisory Council, who will decide on the next review period.

The National Coordinating Chaplain is expected to have a signed agreement with NZ Police. This is held by the Director: Safer People.

# NZ Police Chaplains Advisory Council

## Responsibilities and functions

The Advisory Council is responsible for the oversight of chaplaincy support services and the quality of those services including:

- reviewing the function of NZ Police chaplains, link chaplains and the Coordinating Chaplain
- developing and implementing procedures for the appointment of NZ Police chaplains, including the NZ Police Coordinating Chaplain
- managing all chaplaincy funding provided by the NZ Police or any other organisation and subject to any audit process
- receiving and acting on recommendations regarding disciplining and dismissing NZ Police chaplains in consultation with the National Coordinating Chaplain, Director: Safer People and appropriate District Commanders
- organising NZ Police chaplains conferences at least every two years in consultation with the National Coordinating Chaplain.

## Membership

The NZ Police Chaplains Advisory Council consists of:

- four elected chaplains
- National Coordinating Chaplain
- Director: Safer People, or delegate.
- A District Commander representative

The chaplaincy council may co-opt others to the board as it feels appropriate.

The Advisory Council will elect a chairperson. The chairperson will change every three years unless the chairperson voluntarily relinquishes the role or is removed by council members in consultation with members of the chaplaincy.

The membership of the council will be determined by the chaplaincy taking into consideration gender, denomination, ethnicity, area and NZ Police's obligations under the Treaty of Waitangi.

## Term of office

Membership to the council will be for three years.

No elected member of the council will be eligible for re-appointment for more than two consecutive terms.

## Appointment and termination of membership

Advisory Council members are nominated and elected by members of the NZ Police chaplaincy.

Membership of the Advisory Council may be terminated on the recommendation of the other remaining members of council.

Any member of the Advisory Council (except the ex-officio member) may resign from the council at any time.

A replacement member will be elected by the members of the chaplaincy.

## Meetings

The Advisory Council will:

- hold meetings bi monthly by way of telephone conferences or face-to-face
- meet at least once a year at a venue to be determined by the Council.

## Dissolution

The full members of the NZ Police chaplaincy may seek dissolution of the advisory council if there is a two thirds majority agreement that the council is not serving any useful function or is no longer needed.

## Biennial NZ Police chaplains conference

Every two years a chaplains' conference may be held and will be co-ordinated by the NZ Police Coordinating Chaplain.



Police chaplaincy services

Proactively released by New Zealand Police

The Director: Safer People/District Commanders are responsible for managing the conference budget in conjunction with the Coordinating Chaplain.

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