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# POLICY AND PROCEDURE

Houston Police Department		Police and Clergy Alliance (PACA)			
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## **INTRODUCTION:**

The Houston Police Department, as is stated in its guiding principles, recognizes that law enforcement and public safety reflect communitywide concerns, and thus must actively seek the involvement of citizens and residents in all aspects of policing. The Police and Clergy Alliance, hereinafter referred to as PACA, allows local clergy volunteers, in partnership with the HPD, to provide valuable services and resources in areas such as responding to call-out situations where they can offer support to HPD employees, victims and their families, participate in ride-alongs to personally experience what police officers are faced with on a daily basis, go into apartment complexes and schools to mentor at-risk students or those who need additional guidance in their lives, assist with disaster relief efforts, and other significant incidents occurring within the city limits of Houston.

## **POLICY:**

Although a primary focus and mission of the Houston Police Department is to prevent crime, enforce the law, and preserve the peace, HPD clearly recognizes the importance and critical role the faith-based organizations and clergy have as leaders in the community, specifically among its employees, their families, and residents of Houston.

Accordingly, the HPD's Peer Support Unit will actively communicate with department personnel and the community at-large to effectively disseminate information related to PACA, and will continuously work to improve the response to significant incidents in which this partnership is utilized.

## **GOAL I:**

To reinforce and rejuvenate the relationship between HPD and all faith-based organizations seeking to work alongside department personnel. Volunteers must abide by the policies and guidelines set forth in this document and any subsequent policies that may be established by HPD.

## **PROCEDURE:**

1. Periodic presentations will be conducted at HPD's Training Academy
2. Periodic presentations will be conducted at local churches or other venues
3. Active recruitment of volunteers
4. Members will participate in the PACA Academy
5. Members will complete all training requirements and other volunteer services (e.g. ride-alongs, mentoring etc.) to obtain or maintain the department's identification badge

## **GOAL II:**

To demonstrate the commitment of community-oriented policing efforts by using available department and community resources to ensure the program's success, and by working cooperatively with citizens to provide for a safe environment in their communities.

## **OBJECTIVES:**

1. Develop call-up procedures to be maintained by the Crime Analysis & Command Center Division
2. Develop PACA policy and procedures manual to compliment the new Peer Support Role
3. Develop PACA training to equip volunteers in the new Peer Support Unit
4. Establish community partnerships in which to utilize PACA volunteers

## **POLICE AND CLERGY ALLIANCE MEMBERS:**

The Police and Clergy Alliance (PACA) is comprised of members of HPD and a diverse group of volunteer clergy members who represent an array of various faiths, religious beliefs, and lay people willing to abide by all City Ordinances and HPD policies.

## **MISSION STATEMENT:**

The Police and Clergy Alliance provides an effective approach to foster relations with the citizens of Houston by building trust and gaining community respect. This style of policing encourages enhanced levels of community participation as HPD employees strive to improve the quality of community life by addressing law enforcement and other significant issues which reflect community-wide concerns.

## **DEFINITIONS:**

Significant Event – Any event that seems likely to result in substantial media or public attention or may require additional administrative action

Police and Clergy Alliance (PACA) – Individuals who have successfully completed the PACA Academy and all other required training, and who are actively working with HPD to achieve the listed goals and objectives

Clergy - For the purpose of PACA, clergy includes a collective body of chaplains as well as lay and ordained men and women from all religious beliefs

Divisional Clergy Liaison (DCL) – Division manager or any officer so appointed to coordinate meetings, events, and call-outs with the Peer Support Unit and the PACA Divisional Liaison (PDL)

PACA Divisional Liaison (PDL) – Appointed by the Peer Support Unit officers and responsible for coordinating meetings, events, and call-outs with the Peer Support Unit and the DCL

PACA Point of Contact – This person will be the Divisional Clergy Liaison (DCL), or his/her designee, for the purpose of providing or designating a response via the appointed PACA Divisional Liaison to a significant event. ***It is fully acknowledged that resources, abilities, circumstances and availability of PACA members may be such that an immediate response is not possible.*** In cases where no immediate response can be rendered, follow-up efforts should be made to ensure that the citizens / victims involved are provided the appropriate support (e.g., prayer, counseling, referral) as soon as practical.

## **PROCEDURE:**

### **Significant Event:**

- During, or in the aftermath of a significant event (as defined above), if a member of the Peer Support Unit or Divisional Clergy Liaison concludes that persons associated with the incident (i.e., victim, witness, suspect, family member, or a member of the community at-large) may benefit from outreach from clergy members of PACA, notification will be made utilizing the established call-out procedure. Notifications may occur on a 24/7/365 basis. In an effort to avoid the duplication of responses in locations such as hospitals or other facilities where citizens have a pre-existing association with a chaplain or other ministerial support, that clergy person should be contacted in lieu of contacting a member of PACA
- Notification is to be made via telephone by one of the aforementioned police personnel, or their designee, to the PACA Division Liaison (PDL). Upon receipt of notification, and if resources permit, the PACA Division Liaison (PDL) shall either respond personally or delegate a response to the appropriate PACA member. If no response is possible at that time, the contacting police personnel will be notified and the PACA Divisional Liaison (PDL) shall make follow-up efforts to ensure services are provided as soon as practical thereafter

### **Police Personnel:**

- In the aftermath of a significant event involving police personnel (sworn or civilian), members of PACA may be called to provide necessary services. The notification procedure described above will be utilize

### **Community Unrest:**

- As leaders within the community and in their respective congregations, clergy members have a high and inherent level of credibility, trustworthiness, and ability to communicate to vast numbers of citizens. In the aftermath of a significant event that leaves a community in a state of unrest, members of PACA can assist the police in deterring subsequent or retaliatory acts of violence. PACA's access to police leaders will reinforce their credibility within the community and allow for accurate information to be disseminated
- PACA members are directed to contact department officials and report any information they obtain regarding possible retaliatory violence that may occur
- As soon as facts of a significant event responsible for any community unrest can be legally released to the general public, the Public Information Officers (PIO) assigned to HPD's Office of Public Affairs will work with the Employee Services Division's Peer Support Unit and PACA members to disseminate the appropriate information

### **Youth Outreach Procedures:**

- The Outreach Committee will seek opportunities to intervene with youth and their families prior to and after their involvement with the criminal justice system through programs such as the Boys & Girls Clubs of Greater Houston, Big Brother Big Sister, and Teen Court

- The Outreach & Education Committees will develop and periodically update a resource guide listing available resources and services offered through PACA, HPD, and other community partners
- The target audience of this guide will be the parents / guardians of juveniles (below the age of 17) with the objective of providing them resources to assist their family in redirecting a troubled youth. Another target audience will be parents / guardians of juvenile victims of crime that a member of PACA encounters while on a ride-along or call-out
- Subsequent to the arrest of a juvenile, the HPD Juvenile Division may refer the parent or guardian of a juvenile to the Peer Support Unit to receive a copy of the resource guide. Parents / guardians will be encouraged to utilize the services offered by PACA

**PACA Ride-Along Procedures:**

- PACA member ride-along with uniformed personnel in marked police vehicles will be in accordance with HPD **General Order 600-32, Ride-Along Program**

**POLICE AND CLERGY COMMITTEES:**

The lieutenant assigned to the HPD Peer Support Unit is in charge of the PACA clergy liaisons.

The Peer Support Unit will be responsible for the following:

- Appoint PDL(s) to each HPD division
- Review member cases related to ID forfeiture
- Submit written recommendations related to ID forfeiture cases to the lieutenant of the Employee Services Division, Peer Support Unit
- Appoint members to the below committees and determine the size of each committee, along with its duties and responsibilities
- Create additional committees, or increase the duties and responsibilities within the present committees, as necessary

**Committees:**

- **Chaplaincy** – The Chaplaincy Committee will work in coordination with the Peer Support Unit and the DCLs regarding recruitment of other faith-based members/groups and for the development of faith-related employee and citizen intervention programs (e.g., prayer requests)
- **Outreach** – The Outreach Committee will work in coordination with the Peer Support Unit in an effort to coordinate PACA’s involvement in local programs / events that positively affect the citizens and residents of Houston

- **Education & Training** – The Education & Training Committee will work in coordination with the Peer Support Unit to develop the PACA Clergy Academy training curriculum and quarterly training curriculum for new and existing members. They will also be responsible for continuously seeking subject matter experts for training opportunities that will benefit the organization

**CRITERIA: POLICE AND CLERGY ALLIANCE (PACA):**

- Felony Deferred Adjudication – Permanent Disqualifier
- Family Violence Conviction – Permanent Disqualifier
- Class A Misdemeanor Conviction – Permanent Disqualifier
- Class B Misdemeanor Conviction – Disqualifier for 10 years (For Class B conviction that occurred between 5 and 10 years ago, agency head may appeal to DPS for a waiver if there are mitigating circumstances)
- Class B Misdemeanor Deferred Adjudication – Disqualifier for 10 years (For Class B Deferred Adjudication that was completed between 5 and 10 years ago, agency head may appeal to DPS for a waiver if there are mitigating circumstances)
- Must be 18 years of age or older
- Must live or work in the Greater Houston area
- Must be a legal resident of the United States or must provide official documentation proving they are in the United States legally e.g., an assigned legal resident card, which is a card that identifies the bearer as an alien with permanent resident status in the United States. The card may not necessarily be green in color
- Must not have been convicted of any charges stemming from or related to abuse of a Child / Elderly person
- Must immediately report any arrest or pending charges (exception Class C citation) to a Peer Support supervisor and provide written correspondence detailing the arrest action or charges within 72 hours
- *Must conform to the rules and regulations of the City and HPD, and understand that PACA membership can be terminated at any time and the member be required to surrender their identification badge and any other equipment provided to them by the City or HPD*
- PACA members may voluntarily withdraw their membership by surrendering their PACA identification badge to an officer of the Peer Support Unit
- *Must agree to respect the confidential nature of all information, regardless of format (in electronic form or privileged conversations)*

- *Will not represent any person or entity in any matter adverse to the City or HPD*
- *Will not hold press conferences/media briefings or attend press conferences / media briefings where the purpose is to question or condemn the action of the Mayor, the Houston Police Department, or its employees*
- *Members will not engage in conduct or behavior that tends to bring reproach, discredit, or embarrassment to the HPD or PACA*
- *Failure to comply with these procedures will be cause for the immediate forfeiture of the member's identification badge and any other privileges associated with being a PACA volunteer*
- Volunteers may appeal the forfeiture to the lieutenant assigned to the HPD Peer Support Unit. The final decision remains with the Chief of Police.
- PACA members may still identify with additional organizations such as the Police and Clergy Team (PACT), Ministers against Crime (MAC), or Victim Relief Ministries (VRM). However, when participating in a PACA event, the only identification that can be displayed will be the HPD-issued PACA identification badge and logo. Any exception to this policy needs to be approved by a supervisor of the Peer Support Unit

**RECRUITMENT OF PACA VOLUNTEERS:**

The goal is to compile a diversified group of clergy who are proven leaders that can readily identify with specific issues affecting the city and are willing to positively support and represent the PACA program. The Peer Support Unit is responsible for the recruitment of volunteer clergy by utilizing any of the following methods:

- Utilization of the current pool of clergy volunteers
- HPD Facebook advertisement
- Creation of signage / posters or electronic media such as videos or Public Service Announcements (PSA)
- Presentations at churches and other facilities by members of the Peer Support Unit and / or authorized PACA members where there is a potential gathering of clergy
- The PACA group will be created utilizing volunteers of local clergy and lay persons including men and women

**PEER SUPPORT UNIT PACA DUTIES** - Employees assigned to the Peer Support Unit of the Employee Services Division:

Duties:

- Attend roll calls and other meetings as necessary to promote PACA and its role relative to HPD and to provide information regarding the availability of new effective resources as a result of the partnership



- Distribution and retrieval of identification cards
- Assist with the coordination of activities, and dissemination of paperwork between PACA members and Division Clergy Liaison representatives
- Follow-up with Division Clergy Liaisons and other investigative units regarding PACA's involvement in significant events
- Update the PACA call-up list in January of each year and ensure it is distributed to the Crime Analysis & Command Center Division, and all Command Staff members
- Ensure that PACA members maintain current contact information on file with the Peer Support Unit.
- Assist with PACA committees and recruitment of new members
- Ensure PACA members maintain required yearly training and volunteer hours

### **Commander / Division Manager:**

The role of the commanders / division manager is essential to the success of the PACA program. Commanders / division managers are given great responsibility and authority as division commanders and are in a crucial position to offer guidance regarding placement of strategies / programs, such as PACA, within their area of responsibility. A positive connection between the commander, Peer Support Unit personnel and PACA volunteers allows for the expedient dissemination of information to employees within his / her chain of command. PACA provides commanders / division managers another resource to maintain open communication between the department and the citizens of Houston.

- Commander / division manager, or designee, will ensure that supervisors are aware of PACA and encourage its use as an available resource
- Commander / division manager, or designee, will ensure that PACA applications for the ride-along program are processed in accordance with **General Order 600-32, Ride-Along Program**
- Commander / division manager, or designee, will ensure the established call-up procedure for PACA members are followed and a current list is maintained within the division
- Commander / division manager, or designee will, meet with the appointed PACA representative as needed but not less than quarterly, to discuss relevant issues, future events, or conduct after-action reviews

### **PACA Training:**

PACA training is modeled after the Citizens' Police Academy training. In essence, PACA volunteers will be exposed to the functionality of various divisions within the police department. PACA volunteers will be taught techniques, which will allow them to effectively communicate with officers

and citizens in crisis situations. The goal of training is to provide PACA volunteers with a better understanding of the day-to-day duties of police officers and offer insight into the police culture.

**Note:** The minimum PACA training requirements to receive and retain the identification badge issued by the HPD Employee Services Division is, as follows:

**PACA Academy:**

- PACA Academy - 16 hours of training conducted between the hours of 8 a.m. and 4 p.m. (8 hours during the week and 8 hours on the Saturday directly preceding or following the weekday training)
- The following are topics that may be covered in the PACA Academy, though not all inclusive:
  - Police Chaplain Services
  - Psychological Services
  - Media Relations
  - Internal Affairs
  - Use of Force
  - Special Weapons and Tactics /Hostage Negotiation Team (SWAT / HNT) and High Risk Incident Management
  - Shoot / Don't Shoot
  - Judicial System
  - Criminal Investigations
  - Traffic and Enforcement / Investigations
  - CERT Training
  - Independent Police Oversight Board (IPOB)

**PACA Quarterly In-service:**

- Quarterly In-service training will be provided by the Peer Support Unit (minimum of 4 hours)
- PACA members are required to attend at least 8 hours of In-service training during the calendar year
- *Note: In-Service training hours are **not** counted towards volunteer hours*

**PACA Volunteer Services Options:**

A minimum of 4 volunteer hours per quarter is required within one of the following volunteer services or other volunteer service, *as authorized* by a supervisor in the Peer Support Unit or your assigned Divisional Clergy Liaison (DCL).

- Ride-Alongs
- Roll Calls
- Call-Outs (includes catastrophic events and natural disasters)
- Project Safe Start
- Mentoring (Boys & Girls Club of Greater Houston, Big Brothers/Big Sisters or other opportunities, as authorized by a supervisor of the Peer Support Unit or DCL)
- Employee Services Division – Peer Support Unit office assistant
- *Note: In-Service training hours are **not** counted towards volunteer hours*

**PACA Dress Code at Department Sponsored Events, Training, Call-Outs / Significant Events:**

Clothing should always be clean and wrinkle-free. Members are required to wear either General Business Attire or Business Casual Attire as described below, unless other dress attire has been approved by the lieutenant assigned to the HPD Peer Support Unit. Since call-outs and other significant events are not planned, PACA members responding to such an event should refer to the listed dress code guidelines. Also included, is the acceptable dress code for attending department-sponsored events, and training:

- General Business Attire – less formal coats, like sports coats or structured jacket
  - Men may wear suits or slacks; no tennis shoes
  - Women may wear business-like dresses and dressy separates; no tennis shoes
- Business Casual Attire – khakis or slacks and a shirt or blouse with a collar and sleeves, no tennis shoes
- PACA shirt
- PACA ID (Displayed to the front above the waist)
- PACA reflective vest with approved logos
- Absolutely **No** shorts, tank tops, or t-shirts with derogatory writing or sandals / open-toed shoes are to be worn
- In addition, when representing the Houston Police Department or a PACA event as a badged PACA member, only approved PACA attire, logos, or plain clothes can be worn
- Jeans and tennis shoes are allowed to be worn during the 16-hour Clergy Academy and other events as determined by supervisors of the Peer Support Unit
- Body Armor (sometimes known as Bullet Proof Vests) – The wearing of body armor is optional during a ride-along. PACA members may purchase whatever level vest they feel comfortable with that is worn *under* your PACA Shirt. Only certain exterior (over the shirt) vests will be allowed to be worn with approval from a supervisor of the Peer Support Unit
- PACA Police Ride-along Dress Code Guidelines:

- Men may wear comfortable / casual business attire; ties are discouraged during ride-alongs; tennis shoes are approved
- Women may wear comfortable / casual business attire; dresses are not practical or recommended during ride-alongs; tennis shoes are approved

### **PACA Member Identification:**

After being vetted and approved for participation in the PACA program by the Peer Support Unit, each member will be provided a photo ID that identifies him or her as a clergy member approved to work in partnership with HPD. The ability to obtain an ID from HPD signifying an individual as a member of PACA is a *Privilege and not a Right*.

- **Only** PACA ID badges will be authorized to be worn at PACA sponsored events or initiatives. PACA ID's will be the only official volunteer clergy ID recognized by the Houston Police Department
- All expired PACA identification badges must be returned to HPD's Peer Support Unit
- ID's will be renewed every other year during the PACA member's birth month

***Requirement to maintain ID:*** Training requirements and volunteer hours, as established by these policies and procedures, must be met for PACA members to maintain an HPD ID.

### ***Reasons for ID denial / forfeiture:***

- Failure to pass the initial background or renewal background check
- Conviction of a Class B or higher misdemeanor, any Felony and or any conviction of Child / Elderly Abuse
- Failure to advise Peer Support supervisor of a Class B or higher, any Felony, or a charge of Child / Elderly Abuse
- Conviction of family violence

### **Right of appeal:**

PACA members in jeopardy of having their ID taken will have the right of appeal to the lieutenant assigned to the HPD Peer Support Unit, who will make a recommendation. *The final decision remains with the Chief of Police.*

**HOUSTON POLICE DEPARTMENT AND POLICE AND CLERGY ALLIANCE (PACA)  
ACKNOWLEDGEMENT AND VOLUNTEER AGREEMENT**

I \_\_\_\_\_, have read and understand the Police and Clergy Alliance, (PACA) Policy & Procedure Manual. I acknowledge that receiving an identification badge from HPD, which signifies my membership through the Volunteer Initiative Program (VIP) as a member of PACA, is a *Privilege* and not a *Right*. I also acknowledge that I am responsible for adhering to all of the aforementioned procedures. Furthermore, I acknowledge that failure on my part to successfully complete any PACA requirements or upon the discovery of information considered to be a disqualifying act as described in the manual may result in my termination from the program and forfeiture of all rights afforded to me as a member of PACA. I understand that if my PACA membership is revoked or if I resign, I must return the PACA identification badge to the *Peer Support Unit*. My signature below signifies that I have received a copy of the PACA manual.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor  
Peer Support Unit**

\_\_\_\_\_  
**Date**