



**POLICE AND CLERGY ALLIANCE
(PACA)
POLICIES AND GUIDELINES
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Table of Contents

Introduction.....	2
Policy	2
Goal I & Objectives	2
Goal II & Objectives.....	3
Police and Clergy Alliance Members	3
Mission Statement.....	3
Definitions.....	3
Procedures.....	4
Police and Clergy Governing Board.....	5
Membership Criteria	6
Recruitment of PACA Volunteers	7
PACA Training	7
Volunteer Services	8
Dress Code/Call Outs/Significant Events	8
Membership Identification Badge.....	9
Clergy Liaison Unit.....	9
Division Commanders	10
Acknowledgement and Volunteer Agreement.....	11

POLICY AND PROCEDURE

INTRODUCTION

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

POLICY

The mission of the Houston Police Department is to prevent crime, enforce the law, and preserve the peace. HPD recognizes the importance of and the critical role that faith-based organizations and clergy have as leaders in the community. HPD's Clergy Liaison 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 events in which this partnership is utilized.

GOAL I:

To restructure and rejuvenate the relationship with HPD, all faith-based organization volunteers seeking to work with department personnel must abide by the policies and guidelines set forth in this document and any subsequent policies that may be established by HPD.

Objectives:

1. Periodic presentations will be conducted at HPD's Training Academy
2. Periodic presentations 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 further demonstrate the commitment of HPD's community oriented policing philosophy

Objectives:

1. Establish community and business partnerships with assistance from PACA volunteers

2. Use department and community resources when appropriate
3. Work cooperatively with citizens, businesses, and PACA volunteers
4. Develop call-out procedures to be maintained by the Command Center
5. Develop PACA policy and procedures
6. Develop PACA training pamphlets

MISSION STATEMENT

The Police and Clergy Alliance will provide an effective approach to foster relations with the citizens of Houston by building trust and encouraging enhanced levels of community participation, as HPD strives to improve the quality of community life by addressing law enforcement and other significant issues which reflect community-wide concerns.

POLICE AND CLERGY ALLIANCE MEMBERS

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

DEFINITIONS:

Significant Event: Any event that will likely 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 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 lay and ordained men and women from all religious beliefs.

Divisional Clergy Liaison (DCL): HPD Division Commander or any officer so appointed to coordinate meetings, events, and call-outs with the Clergy Liaison Unit and the PACA Divisional Liaison (PDL).

Clergy Liaison Unit (CLU): Classified employees assigned to the Clergy Liaison unit of the Public Affairs Office.

PACA Divisional Liaison (PDL): Responsible for coordinating meetings, events, and call-outs with the Clergy Liaison Unit and the DCL. ***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, referrals) as soon as practical.

PROCEDURES:

Significant Events:

- During or in the aftermath of a significant event, a member of the Clergy Liaison Unit or Divisional Clergy Liaison concludes that a person associated with the incident (i.e., victim, witness, suspect, family member, etc.) may benefit from outreach from clergy members of PACA, notification will be made utilizing the established call-out procedure. Notifications may occur at anytime, 24 hours a day, 365 days a year. 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, every effort should be made to use the pre-existing faith-based services in lieu of contacting a member of PACA.
- Notification is to be made via telephone by the Clergy Liaison Unit designee or the Divisional Clergy Liaison to the PACA Divisional Liaison. Upon receipt of notification, and if resources permit, the PACA Divisional Liaison shall either respond personally or delegate a response to the appropriate PACA member. If no response is possible at that time, the PACA Divisional Liaison shall notify the Clergy Liaison Unit designee and make follow-up efforts to ensure services are provided as soon as practical.
- 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 utilized.

Community Unrest:

- As leaders within the community and their respective congregations, clergy members have an inherent level of credibility and the ability to communicate to vast numbers of citizens. In the aftermath of a significant event that leaves a community in a state of unrest, PACA members can assist the police in deterring subsequent or retaliatory acts of violence through timely and accurate dissemination of information. PACA access to police leaders will reinforce their credibility within the community.
- As soon as facts of a significant event with the potential to create community unrest can be legally released to the general public, HPD's Public Information Officers (PIO) will work with PACA members to disseminate accurate information.

Youth Outreach:

- 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 Club of Greater Houston, Big Brothers Big Sisters, and Teen Court.
- The Outreach and Education & Training Committees will develop, and periodically update, a guide of available resources and services offered through PACA, HPD, and

- Following the arrest of a juvenile, the HPD Juvenile Division may provide the parent or guardian a copy of the resource guide. Parents/guardians will be encouraged to utilize the services offered by PACA.

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

POLICE AND CLERGY GOVERNING BOARD

A Governing Board for PACA will be elected by the PACA membership. The Board will consist of seven members: five (5) clergy members, one (1) classified supervisor, and one (1) classified officer from the Clergy Liaison Unit. Clergy board members will be appointed for two-year staggered terms to ensure experience is maintained. New appointments will be made in January of the year in which the term expires, and will be effective on the actual date of the original appointment. PACA Board Members will be responsible for the following:

- Selection of a Chairperson, the co-chair will be a member of the Clergy Liaison Unit
- Appoint PDL(s) to each HPD division
- Review member cases related to ID forfeiture
- Submit written recommendations related to ID forfeiture cases to the Deputy Director of Public Affairs
- Appoint members to the following committees and determine the size of each committee, along with its duties and responsibilities:
 - **Chaplaincy** – The Chaplaincy Committee will work in coordination with the Clergy Liaison Unit 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 Clergy Liaison 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 Clergy Liaison Unit to develop the PACA 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 PACA members

- Create additional committees or increase the duties and responsibilities within the present committees, as necessary

PACA MEMBERSHIP CRITERIA:

- Felony Conviction – Permanent disqualifier for membership
- Felony Deferred Adjudication – Permanent disqualifier for membership
- Family Violence Conviction – Permanent disqualifier for membership
- Class A Misdemeanor Conviction – Permanent disqualifier for membership
- Class B Misdemeanor Conviction – Disqualifier for 10 years
- Class B Misdemeanor Deferred Adjudication – Disqualifier for 10 years
- Must be 18 years of age or older
- Membership is confined to persons residing or working in Harris, Fort Bend or Montgomery counties
- Must be a legal resident of the United States for a minimum of 10 years or must provide official documentation proving they are in the United States legally, (e.g., Permanent Resident Card), which identifies the bearer as an alien with permanent resident status in the United States
- Must not have been convicted of any charges stemming from or related to the abuse of a child or elderly person

In addition, PACA members:

- Must immediately report any arrest or pending charges (except Class C traffic citations) to a Clergy Liaison Supervisor
- Must conform to the rules and regulations of the City of Houston 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
- May still identify with an organization such as Police and Clergy Team (PACT), Ministers against Crime (MAC), or Victim Relief Ministries (VRM), but these organizations are separate from PACA and therefore not subject to PACA rules and regulations. The identification issued by HPD will reflect the PACA name only
- Must agree to respect the confidential nature of all information, regardless of format (written form, electronic form or privileged conversations)

- PACA members may withdraw their membership at any time
- PACA members, when wearing the PACA ID badge and identifying themselves as PACA members, will not represent any person or entity in any matter adverse to the City or HPD
- PACA members, when wearing the PACA ID badge and identifying themselves as PACA members, will not hold press conferences/media briefings where the purpose is to condemn City Administration or the Houston Police Department
- PACA members, when wearing the PACA ID badge and identifying themselves as PACA members, will not engage in conduct or behavior that tends to bring reproach, discredit, or embarrassment to the City, HPD or PACA

Failure to comply with these procedures will be cause for the immediate forfeiture of the member's PACA identification and any other privileges associated with being a PACA volunteer. Volunteers may appeal the forfeiture to the PACA Governing Board via the following process:

- Request a hearing with the Governing Board (at least 4 members including 1 CLU member must be present)
- Hearing will take place within 10 working days
- Governing Board will review information submitted and make a written recommendation to the Deputy Director of Public Affairs. The final decision will remain with the Chief of Police

RECRUITMENT OF PACA VOLUNTEERS

The goal is to recruit a diversified group of local clergy and lay persons that can readily identify with specific issues affecting the city and are willing to positively support and represent the PACA program. The Clergy Liaison Unit is responsible for the recruitment of volunteer clergy by utilizing any of the following methods:

- The PACA group will be created utilizing volunteers of local clergy and lay persons including men and women
- HPD Facebook advertisement
- Signage/posters or electronic media such as videos or Public Service Announcements
- Presentations at churches and other facilities by members of the Clergy Liaison Unit and/or authorized PACA members where there is a potential gathering of clergy

PACA TRAINING

PACA training is modeled after the Citizens' Police Academy training. 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.

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

- **PACA Academy** - 16 hours of training conducted between the hours of 8 a.m. and 5 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:
 - 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)
- Quarterly in-service trainings provided by the Clergy Liaison Unit (minimum of 4 hours)
- PACA members are required to attend at least 8 hours of in-service training during the calendar year

PACA Volunteer Services:

A minimum of 4 hours per quarter within one of the following volunteer services or other volunteer service, as authorized by a supervisor in the Clergy Liaison unit must be completed:

- Ride-Alongs
- 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 Clergy Liaison Unit)
- Teen Court Advocate
- HPD Public Affairs – Clergy Liaison Unit office assistant

Dress Code at Department Sponsored Events, Trainings, Call-Outs/Significant Events:

Clothing should always be appropriate for the occasion. Members are required to wear either General Business Attire or Business Casual Attire, unless other dress attire has been approved by

the PACA Governing Board. 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:

- General Business Attire – less formal coats, like sports coats or structured jacket. May wear suits or slacks and a shirt or blouse with a collar and sleeves
- Jeans and tennis shoes are allowed to be worn during the 16-hour Clergy Academy and other events as determined by the PACA Governing Board

Member Identification Badge

Each volunteer will be provided a photo ID which identifies them as a clergy member approved to work in partnership with HPD. The ability to obtain an ID from HPD identifying 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 issued by the Houston Police Department. ID's should be worn displayed to the front, above the waist
- All formerly issued clergy badges (MAC and PACT) must be returned to the Clergy Liaison Unit
- ID's will be renewed every other year during the PACA member's birth month
- To retain ID, training requirements, as established by these policies and procedures, must be met

Reasons for ID denial/forfeiture:

- Failure to pass the initial background or renewal background check
- Conviction of a Class B misdemeanor or higher, any Felony and or conviction of Child or Elderly Abuse
- Failure to advise Clergy Liaison supervisor of a Class B or higher arrest, any Felony, or a charge of Child or Elderly Abuse

CLERGY LIAISON UNIT

Duties:

- Attend roll calls and other meetings as necessary to promote PACA and its role relative to HPD and 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 regarding PACA's involvement in significant events
- Update the PACA call-out 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 Clergy Liaison Unit
- Assist with PACA committees

Division Commanders

Captains 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 Captain, Clergy Liaison Unit personnel and PACA volunteers allows for the expedient dissemination of information to employees within his/her chain of command. PACA provides Captains/Division Managers another resource to maintain open communication between the department and the citizens of Houston.

Duties:

- Captains, or designee, will ensure that supervisors are aware of PACA and encourage its use as an available resource.
- Captains, or designee, will ensure that PACA applications for the ride along program are processed in accordance with **General Order 600-32, *Ride-Along Program***.
- Captains, or designee, will ensure the established call-out procedure for PACA members are followed and a current list is maintained within the division.
- Captains, 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.

For questions please contact the Clergy Liaison Unit of the Houston Police Department Public Affairs office at 713-308-3200.

**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 and 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 to the Clergy Liaison Unit.

My signature below signifies that I have received a copy of the PACA manual.

Applicant Signature

Date

Clergy Liaison Unit Supervisor

Date