

# PORT HURON POLICE DEPARTMENT POLICY AND PROCEDURAL ORDER

			ORDER NO: 16-08
SUBJECT: Chaplain			
EFFECTIVE DATE:  October 8, 2019	DISTRIBUTION:	REVIEWED: REVISIED:	Annual
REQUIREMENTS:			
ISSUED BY: Chief Joseph A. Platzer		FORMS:	

I. PURPOSE

The purpose of this order is to establish policy and procedures for the recruiting, appointment, and administration of volunteer chaplains in the Port Huron Police Department.

II. POLICY

It is the policy of the Port Huron Police Department to maintain a volunteer chaplain program to provide moral, ethical and spiritual assistance to department members and citizens. Personnel are confronted with situations that can create emotional, mental and spiritual burdens. There may be times when employees have a need to express these burdens to one who fully understands the circumstances surrounding their duties and obligations.

Recognizing these needs, the Port Huron Police Department has implemented a chaplain program to act in concert with the department. As the department is fully aware of the establishment clause of the U. S. Constitution, chaplains will not be selected or appointed based upon a singular religious basis.

Chaplains, therefore, must be constantly aware that their purpose is not to proselytize or promote a particular belief. They are present to assist personnel who request support in moral, ethical, or spiritual areas. The Port Huron Police Department chaplain program has not been established to detract from the City of Port Huron's Employee Assistance Program and should be considered an additional resource.

III: QUALIFICATIONS FOR APPOINTMENT

- A. A chaplain is appointed by the Police Chief according to the following qualifications.
1. Willing to serve in a volunteer capacity, at the pleasure of the Police Chief.
  2. Available to respond to call-outs where a chaplain's presence is needed.
  4. Must complete an application, pass a background investigation, and have a good reputation in the community.
  5. Must possess a valid Michigan driver's license.
  6. Be familiar with medical, psychiatric, and religious resources in the community.
  7. Show compassion, understanding, and respect for all people. Relate easily to people; be tactful and considerate in approach to all persons, regardless of race, creed, or religion.
  8. Must be ordained as a member of his / her denomination and submit a letter from that denomination endorsing the application. Must also be an active member in good standing of their denomination.
- B. Chaplains must complete training and demonstrate knowledge of the following topic areas:
1. Department orientation – tour of facilities, chain of command, patrol, investigative division, departmental programs, and crime prevention officer.
  2. Communications – radio procedures, briefings, districts, reports, recordkeeping.
  3. Court system – civil, criminal, and juvenile.
  4. Patrol and ride-along orientation – types of calls, traffic stops, crime scenes, and accident scenes.
  5. Types of complaints handled by police officers – OWI, criminal sexual conduct, child abuse, domestic violence, death notification, etc.

6. Understanding the role of the chaplain:
  - a. Chaplain duties.
  - b. Social services available.
  - c. Job stress and personal problems.
  - d. Professional.
  - e. Family.
  - f. Ethics.

VI: DUTIES AND RESPONSIBILITIES

- C. Chaplains report directly to the Chief of Police or designee.
- D. Chaplains will participate in a function with the department quarterly, at a minimum.
- E. Chaplains will be issued a pictured identification card and a police department chaplain badge. Upon separation from the department and program, the above items will be returned to the department.
- F. The Administrative Lieutenant, or designee, may appoint a chaplain coordinator to coordinate chaplain activities.
- G. In coordination with other service providers, provide guidance, counseling, and support to citizens in crisis situations, at the request of a police officer and with the consent of the citizen.
- H. When requested, respond to situations involving the serious injury or death of an employee and assist supervisory staff in making notification to next of kin.
- I. Maintain contact with hospitalized employees or on extended sick leave.
- J. Provide training and orientation to employees relating to personal stress, family crisis intervention, and the role of the chaplain.
- K. Serve in ceremonial functions, such as memorial services, weddings, funerals, award ceremonies, and other religious and civil ceremonies.
- L. Make referrals to social service agencies, professional counseling services, or other clergy members.

- M. Ride with personnel on a regular basis and attend briefings.
- N. Provide liaison with religious leaders and other chaplaincy programs.
- O. When called to a scene of an incident, the chaplain shall report to the shift supervisor or designee for his/her assignment.
- P. Chaplains, when on duty, shall dress in appropriate attire and carry identification issued by the department. The chaplain's attire is clearly distinguishable from sworn law enforcement officers in the following manner:
  - 1. Chaplain name plate.
  - 2. Polo shirt or uniform shirt.
  - 3. Crosses on the cuffs.
  - 4. Crosses as collar brass.
  - 5. Police patch on both shoulder with a Chaplain rocker above the patch.
- Q. The Community Services Officer will oversee the Chaplain Program directly under the supervision of the Administrative Lieutenant.

V: ASSISTING POLICE DIVISION EMPLOYEES

- A. The primary responsibility of the chaplains is to assist employees with personal problems when requested to do so. Any employee may contact a chaplain directly regarding any issue. The chaplains shall maintain a mailbox within the police division, which should be used to relay non-emergency communications and requests for appointments.
- B. Traumatic incidents involving department employees (shootings, major injuries, death) may require the notification of a chaplain. In such cases, a chaplain shall be available to assist the involved employee(s) or their families as necessary.
- C. Confidentiality - Communications with a chaplain are privileged communications, as provided by law. Chaplains shall not be required to reveal the substance of any confidential communications, except as provided by law. However, if a chaplain becomes aware of a situation in which the life or safety of an employee is endangered, the chaplain shall notify the proper authorities and/or resources to mitigate the situation.

VI: ASSISTING CITIZENS

- A. A secondary responsibility of chaplains shall be to assist citizens who come into contact with the department and who indicate a need for the services of a chaplain. A chaplain may be utilized in these cases when the following

criteria are met:

1. The citizen indicates that he/she is willing to accept a chaplain's services; and
  2. The needs of the citizen are such that they can best be handled by a member of the clergy.
- B. When chaplains respond to an approved request to assist a citizen, the chaplain shall not participate in the actual investigation of the particular crime or situation. Chaplains will not be required to prepare any written reports. Chaplains are considered auxiliaries. Auxiliaries are not sworn officers and do not have the authority to make a full custody arrest.

VII: DEATH NOTIFICATIONS

Chaplains shall be available to assist in the notification of next of kin of employees or to assist the employee's family. Chaplains may be used for notifications of the next of kin of other deceased persons as well.

VIII: PROFESSIONAL CONDUCT

- A. Chaplains, due to the nature of the information received in personal counseling and through confidential reports or observations, will maintain strict professional privilege in these matters.
- B. A police chaplain's own personal convictions will not interfere with the convictions of others, and no attempt will be made to convert them to his/her faith or church. Chaplains shall strive to keep an unbiased understanding of all faiths and keep acquainted with their liturgies. Chaplains shall perform their duties in a manner that will foster the good will of all churches and faiths.
- C. Chaplains may be reimbursed for mileage and other minor expenses, such as meals, which are incurred due to call-outs, with approval through the on-duty supervisor. Chaplains may apply for membership in the International Conference of Chaplains and its Michigan affiliate. The department will cover the cost of the membership if they apply.
- D. Anytime a chaplain is utilized, the officer shall document the activities in a report.

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