



POLICY & PROCEDURES

HOLMEN POLICE DEPARTMENT

SUBJECT: **POLICE CHAPLAIN**

NUMBER: 9.2

SCOPE: ALL DEPARTMENT PERSONEL

ISSUED: 03/01/2012

DISTRIBUTION: POLICY & PROCEDURE MANUAL

REVIEWED: 03/26/2017

Purpose

The purpose of this policy is to describe the role of the Police Chaplain Program and how members of the Holmen Police Department may use it. The Holmen Police Department uses Chaplains from the La Crosse County Law Enforcement Chaplaincy. The Chaplaincy program works with all area law enforcement departments and in conjunction with the City of La Crosse Police Department for background checks, I'd verification and issuance of chaplaincy identification badges.

Policy

It is our policy to maintain a Police Chaplaincy Program, using members of area clergy to provide voluntary services in the area of ministry, guidance, counseling, comfort, and help to department employees, their families, and the community.

I. Definitions

- A. *Head Chaplain:* A volunteer, non-sworn clergy person, **independent** from the department, who is appointed by the Chief by recommendation of the Liaison Officers.
- B. *Assistant Chaplain:* Assist the designated Head Chaplain as requested.
- C. *Liaison Officer:* Officer(s) appointed by the Chief who acts as coordinator for both the department and Chaplain Program. Such officer(s) are responsible for coordinating training and assignments for members of the Chaplain Section.
- D. *Personal Contact:* Contact between a department employee and a chaplain. ALL such contacts are strictly confidential per Wisconsin State Statute 905.06.
- E. *Public Contact:* Contact between a chaplain and the general public.

II. Chaplain Requirements

- A. Chaplains are not law enforcement officers and possess no law enforcement authority other than that of a private person.
- B. Chaplains must be ordained or licensed ministers.
- C. Chaplains must possess a valid driver's license and be valid in the State of Wisconsin.
- D. Chaplains are appointed by the Chief and will be issued a photo identification card by his/her designee through the Administrative Liaison, (City of La Crosse Police Dept.)
- E. Chaplains are to assist police personnel and community members in whatever way possible.

- F. Chaplains shall in no way interfere with department members and the performance of their duties.
- G. Chaplains must never have been convicted of a felony unless granted a pardon by the governor of the State in which charges were levied, or by the President of the United States.

III. Staffing and General Duties

A. Head Chaplain

- 1. The Chaplain Program is headed by a liaison(s) that appoints the Head Chaplain, with approval of the Chief. The Head Chaplain is the volunteer person in charge of the program.
- 2. His/her duties include, but are not limited to, the following:
 - a. Planning, organizing, and directing activities of the program.
 - b. Providing reports to the Police Liaison and Chief as requested.
 - c. Maintaining duty rosters and call lists for chaplain coverage.

B. Assistant Chaplains

- 1. The Police Liaison and Head Chaplain appoint as many Assistant Chaplains as may be necessary to accomplish the goals and objectives of the Chaplain Program.
- 2. All chaplains will assist in accomplishing the goals and objectives of the Chaplain Program.
- 3. Active Assistant Chaplains will be assigned at least one monthly duty day.
- 4. It is the responsibility of the Assistant Chaplain to find a replacement if s/he cannot meet his/her obligation for a previously assigned duty day. Such information will be routed to the Head Chaplain for documentation purposes.
- 5. Chaplains will sign-out for department/program equipment and supplies as the need arises.

C. Chaplain Notification

- 1. The investigating officer is primarily responsible for initiating the call to a Police Chaplain; an on-scene supervisor may also make such a request. The dispatcher will make the contact via the use of the pager (or radio if the chaplain is on-duty on a ride-along). If a specific chaplain or a specific denomination is requested, the dispatcher will use the call list to make the proper notification.
 - a. Chaplains will respond on a no-decline basis (unless extenuating circumstances exist and they shall find a substitute) when requested by an officer or dispatcher.
 - b. When making a public contact, the chaplain should notify the involved person's clergy if the party does not object. The chaplain should make proper referrals in those cases that need specialized attention.
- 2. Chaplains may respond to calls as they feel appropriate without being dispatched, but must check in with an officer in charge at the scene to see if his/her services are needed or may be helpful. If not needed, the chaplain shall clear from the scene.

D. General Services

- 1. A chaplain may be called to assist department personnel in a variety of situations to include, but not limited to:
 - a. Death notifications.
 - b. Serious traffic accidents.
 - c. Attempted or committed suicides.
 - d. Assistance to victims or families of victims.

2. Chaplains will complete a case report when making a public contact that is forwarded to the Head Chaplain or Police Liaison.
3. Efforts should be made to visit seriously ill or injured members and/or family members in hospital care.
4. Police Chaplains shall always carry proper identification on their person when performing related duties. They shall be neat, clean, and properly attired.

Chief of Police
Shane Collins