



POLICY & PROCEDURE

PORTAGE POLICE DEPARTMENT

SUBJECT: **CHAPLAIN PROGRAM**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedures Manual

REFERENCE:

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PURPOSE: The purpose of this Policy & Procedure is to define the areas of responsibilities and procedures for service of the Chaplain Service of the Portage Police Department.

This Policy & Procedure consists of the following numbered sections:

- I. PURPOSE OF THE SERVICE
- II. ORGANIZATION
- III. DUTIES & RESPONSIBILITIES
- IV. PROCEDURES
- V. RIDE ALONGS

I. PURPOSE OF THE SERVICE

- A. The chaplains will provide aid to Portage Officers and the citizens of Portage through a field service ministry.

They will provide spiritual guidance, pastoral counseling, and comfort in times of crisis, plus such physical help as they are equipped to give on an emergency basis. Such services will be provided as a result of requests from members of the Portage Police Department.

- B. The chaplains will provide spiritual guidance and pastoral counseling to all personnel of the department, sworn and civilian, and their families in times of need.

These services are available on the basis of need and desire. Police chaplains are not intended, nor do they wish to replace an individual's own minister.

II. ORGANIZATION

A. The chaplain division will be staffed by persons certified in police chaplain ministry, ordained, or licensed ministers employed in a church or church related organization.

1. Police Chaplain: The police chaplains will be appointed to the service by the chief and will serve at his/her will.

B. Requirements for membership

1. A Police Chaplain must:

- a) Be police chaplain certified, ordained, or licensed minister employed in a church or church related organization.
- b) Have a minimum of 3 years' experience in ministry or certification as a police chaplain.
- c) Possess a valid driver's license.
- d) Submit to background check
- e) Not have any felony convictions or arrests for offenses involving moral turpitude.

2. A chaplain's identification will consist of a card issued by the chief. When the chaplain's service is discontinued, the chaplain is to surrender their identification card to the chief or designee.

C. The chief may appoint a member of the Portage Police Department to act as a chaplain coordinator. The coordinator would be responsible for carrying out such specific assignments as the chief may request.

IV. DUTIES & RESPONSIBILITIES

A. The police chaplains shall report to the chaplain coordinator.

B. The police chaplains shall act as chaplain to the personnel of the Portage Police Department and provide those services indicated in this Policy & Procedure.

C. The administrative duties of the chaplain coordinator shall include planning, organizing and directing the activities of the chaplain division.

D. The police chaplains and or chaplain coordinator will submit reports on the activities of the division from time to time as deemed necessary by the chief. No reports will be submitted on meetings with department members or their families seeking chaplain services for themselves.

- E. The police chaplains will be on call for assigned time periods. During this time, the chaplain agrees to make themselves available as possible to answer calls made by personnel of the Portage Police Department.
- F. The police chaplains may be called on to assist police officers in a variety of situations including but not restricted to:
 - 2. Death notices. This could be homicides, suicides, accidents or natural deaths.
 - 3. Accidents involving serious injury for comfort to the injured and/or their families.
 - 4. Persons who are confused or emotionally upset.
 - 5. Attempted or potential suicide victims.
 - 6. Marital quarrels. The police chaplains may wish to make appointments for counseling or may make referrals for counseling as the need may indicate.
 - 7. Persons who simply want or need to talk over problems.
 - 8. People suffering from addiction - aid in gaining admission to a treatment facility.
 - 9. Stranded persons in need of financial help for travel.
 - 10. Persons in need of food, shelter or medical services who need direction to an agency that can help.
 - 11. Assisting officers in quieting an upset person or possibly to aid when a person is being committed to a hospital.
 - 12. Comfort to victims, or families of victims, involved in sex offenses.
 - 13. Assist police officers and the people they contact in any other function of the ministerial profession as requested.
- G. Police Chaplains may respond to field service calls in their personal vehicle or may meet an officer and be given a ride to the location by an officer.

V. PROCEDURES

- A. The chaplains are not law enforcement officers and possess no law enforcement authority other than that of any private citizen.

They are appointed by the chief as police chaplains, and their responsibility is to assist Portage Police Officers and other citizens as outlined in this Policy & Procedure. They shall in no way interfere with the officers in the performance of their duties.

- B. The Portage Police Department participates in the Columbia County Sheriff's Office Chaplains program.
- C. Available Chaplains and an on-call list of chaplains will be maintained by Columbia County.
- D. When providing field service ministry, the chaplain should, as soon as practical, notify the involved person's minister. The chaplain should make proper referrals in those cases that need specialized attention. A directory of services will be part of a chaplain kit.
- E. Chaplains, when on duty, shall be clean and properly attired. They shall properly identify themselves, be courteous and conduct themselves in a manner becoming a chaplain, a concerned citizen and a representative of the church and the Portage Police Department.
- F. The responding chaplain shall make a report on all field service responses to the chaplain coordinator. This report will not become part of the police department investigation files.
- G. Chaplains are not to release any information regarding cases they work to entities such as the news media or insurance agencies. Requests for information by outside entities should be approved by the chaplain coordinator.
- H. Any pastoral information secured by chaplains will be held in confidence and used only for the benefit of the person(s) involved. This applies to both field service responses for citizens and services provided to Portage Police Department personnel.
- I. A chaplain shall not hesitate to ask a police officer to accompany them, to meet them and assist, or to be nearby if they think it advisable.
- J. The chaplain is responsible for contacting their relief and arranging for the transfer of any equipment assigned for chaplains.
- K. Chaplains are free to make follow up calls at their discretion or they may make a follow up request to the relief chaplain. How much a chaplain becomes involved in a case is their decision to make.
- L. The chaplains shall not take part in or become a part of the departmental grievance procedure.
- M. Chaplains, when functioning in the role of Portage Police Chaplain under the guidelines of this Policy & Procedure, will be protected and covered against any liability by the Portage Police Department and the City of Portage.

VI. RIDE ALONGS

- A. Chaplains are encouraged to accompany officers on patrol duty. It is important to remember that care must be taken to minimize placing chaplains in a hazardous position that could result in their injury.

1. When an officer responds to a hazardous call such as a robbery-in-progress, burglary-in-progress, family dispute, bar fight, etc., the chaplain must remain in the police vehicle until the officer has determined that the chaplain can enter the scene.
 2. If an officer needs to assist in a pursuit, the chaplain must be let out of the police vehicle immediately even though this pause could delay or eliminate the officer's pursuit of the wanted vehicle.
- B. A chaplain may accompany officers in a police vehicle either at the request of the chaplain or at the request of an individual officer except that an officer may decline to have a chaplain accompany them in the police vehicle.

Keith J. Klafke
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

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