

 MIDDLETON POLICE DEPARTMENT	DATE December 6, 2020	POLICY 15.01.09
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SUBJECT: Chaplain Program		

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PURPOSE

The purpose of this policy is to establish guidelines for the use of Police Chaplains for members of the Middleton Police Department, their spouses or immediate family members, and for members of our community who may be in need of Chaplain Services.

POLICY

The Middleton Police Department recognizes that police department employees often encounter situations that are difficult to handle emotionally. The department also recognizes that many citizens suffer from tragedies that cause severe emotional distress. In order to assist police department employees and citizens in dealing with these problems, the Middleton Police Chaplaincy Program has been created. This program uses members of the local clergy to provide counseling, ministry, spiritual guidance, and comfort in the time of need to citizens and active or retired Middleton Police Department employees and their families. The Police Chaplaincy Program will be coordinated by a department Liaison Officer assigned by the Chief of Police.

PROCEDURE

1. The chaplains are not law enforcement officers and shall possess no law enforcement authority other than that of any other private person. While functioning as a department

chaplain, no chaplain shall carry a weapon of any kind even if the chaplain has a concealed carry permit.

2. They are commissioned by the Chief of Police as police chaplains and shall be issued an identification card and necessary equipment by the Liaison Officer. When the chaplain's service is discontinued, the chaplain is to surrender their identification card to the Chief of Police.
3. Their role is to assist Middleton Police Department employees and other citizens to deal with the initial emotional trauma from a critical incident.
4. They shall in no way interfere with officers in the performance of their duties, but shall be available to police officers to calm down non-violent citizens suffering from grief.

DUTIES AND RESPONSIBILITIES OF POLICE CHAPLAINS

Service to Police Department personnel and their families

1. Chaplains may, when requested, provide counseling services to members of the Department and their families. Counseling may include areas such as personal conflicts, marital problems, health problems, job problems, and any other source of stress which may fall under the expertise of the Department Chaplain. An office or area of privacy will be available at the Police Department where counseling will be arranged by appointment. Counseling can also be scheduled through the Chaplains' church offices.
2. Chaplains are available to assist Department personnel and their families in the event of a death in the family. Assistance may include conducting the funeral service, comforting the bereaved, assisting another member of the clergy in a funeral service, or attending as a representative of the Middleton Police Department. The Chaplains will attempt to contact designated clergymen in the event of death, injury, or serious illness. They will also try to make contact with any personnel who are hospitalized and minister to their needs.
3. Chaplains are available for premarital counseling and to perform wedding services at their discretion.
4. Chaplains will represent the Department at such public meetings or gatherings as deemed necessary and requested by the Chief of Police or his/her designee.

Service to Citizens of the Community

Chaplains are an integral part of the Police Department's relationship with the citizens of the community. In fulfilling this role, they are ready to assist Department personnel in the following areas:

1. Chaplains are available to assist on calls such as domestics, problems related to alcoholism, attempted suicide, and mentally disturbed persons. These calls expose personnel to a higher degree of danger and most of these situations involve a heightened level of emotion. Spiritual intervention may help calm these emotional circumstances.
2. Chaplains are available to assist Department personnel in delivering sudden or accidental death notifications.
3. Chaplains are available to assist Department personnel investigating incidents where a victim has received critical injuries or to offer assistance to a victim's family during a traumatic incident.

NOTIFICATION OF THE CHAPLAIN

1. An officer involved in a situation where they believe a police chaplain could be of assistance is responsible for initiating the callout of the police chaplain through the police dispatch center.
2. The dispatcher will make the contact with a police chaplain from the rotating on-call duty list by calling the appropriate number.
3. If the on-duty Police Chaplain is unavailable, or not responding promptly to callout attempts, an alternate chaplain should be notified by the dispatcher.
4. Police Chaplains found to be unavailable on their assigned duty week without an alternate selected, or chaplains refusing to respond when notified by the dispatch center of a callout may be subject to possible dismissal from the program. Dispatchers discovering such action by police chaplains should notify the Liaison Officer.

FIELD SERVICE MINISTRY

1. The Police Chaplains may be called on to assist officers in a variety of situations including but not limited to:
 - a. Death notifications, serious injury accidents, potential suicide victims, displaced citizens from house fires or other disasters, citizens in need of emergency shelter, victims involved in sex offenses, or any other citizen dealing with emotional trauma from a critical incident.
 - b. Death notifications shall be a cooperative effort between the police department and the Medical Examiner's Office. Under no circumstances shall the identity of the deceased be released to the press or public until this notification is made and the Medical Examiner's Office has authorized release of the information. After the notification is made, the police chaplain should be present to assist the police officer in helping with the family's needs, including, but not limited to, providing comfort, answering questions and help process.
2. Police Chaplains will make an effort to visit sick or injured police department employees and their family members in the hospital, to include retired police department employees and their families.
3. Police department employees are encouraged to seek the personal assistance of a desired police chaplain for confidential counseling after dealing with difficult situations, either on or off duty. Communications made with police chaplains is privileged communication and is protected under State Statute 905.06 (Communication to Clergy).

APPOINTMENT

Department personnel, current Chaplains, or the public can submit names to the Chief of Police for consideration. Chaplains are appointed and serve at the discretion of the Chief of Police or his/her designee.

All potential police chaplains will undergo a background check to include:

- a. Verification that they have never been convicted of a felony or any crime involving serious moral turpitude.
- b. Verification that they possess a valid Wisconsin driver's license.

They shall be duly ordained or licensed ministers employed full time in a church or church related organization.

Prospective police chaplains will be screened and recommended by the Liaison Officer and approved by the Police Chief. Upon completion of a background check the prospective police chaplain will undergo initial and ongoing training through the International Conference for Police Chaplains (ICPC), the Middleton Police Department, and additional trainings and conferences that will aid them in their role as police chaplains.