



Novi Police Department

Director of Public Safety
Chief of Police

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Subject	Directive	Number of Pages	
Chaplain Program	510	6	
<i>*This Directive Supersedes All Previously Issued Correspondence Relative To This Topic*</i>			
CALEA Standards:		Effective Date	Revised Date
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I. Statement of Purpose

We believe that as professional clergy we are called through ordination, to minister to the community at large, as well as to our own individual congregations and parishes. Each clergy is a resident within a given faith community and that community reflects the challenges and disparity of people everywhere. The faiths that we are called to serve are really only the larger community in microcosm.

II. Policy

The Police Chaplain Program offers a number of unique types of ministry and service. Primarily, it offers the skills, techniques, and ministerial abilities of the clergy to the Novi community at large. This area includes, but is not limited to such areas as serious injury, sudden illness or death of a police officer or an officer's family member, the counseling of police officers with personal or family-related problems and the vital ministry of caring about the job that the professional police officer is asked to perform.

III. Duties and Responsibilities

- A. To aid in personal and family related problems for individual officers.
- B. To promote a more positive relationship between law enforcement and the Novi community at large.
- C. To render spiritual guidance to Novi Police Officers and / or their families, if requested.
- D. To train police chaplains in the concepts and stressors of the law enforcement environment.
- E. To assist officers in carrying back the Police Department's mission of service to the community.
- F. To assist the Director of Public Safety / Chief of Police and his/her staff in making decisions that affect the general population of Novi. Chaplains are looked upon with great respect as they represent their place of worship within their particular community.
- G. To act as a liaison and resource person between the Novi Police Department and the Department psychologist for the officer in any psychological problems.
- H. To be available to the Novi Police Department and the Novi community at large in times of great need or disaster.

IV. Qualifications

- A. All candidates for the Chaplaincy Program must meet the following requirements to participate in this program:
1. A letter of recommendation and authorization from the spiritual leader or governing body to which the minister and / or spiritual representative is accountable must be submitted to the Chaplain Coordinator.
 2. Each chaplain must undergo a police security check that includes, but is not limited to inquiries into the candidate's personal and professional life.
 3. Each chaplain must be an ordained minister from an accredited or recognized religious body within the City of Novi or its immediately surrounding area.
 4. Each chaplain must have advanced education from an established institution, seminary, university or college. This education must include theological training and/or training commensurate with the needs and skills of the chaplain ministry.
- B. The Novi Police Department has the right to refuse any candidate's entry into the Chaplaincy Program and the right to remove any chaplain from the program at any time at the sole discretion of the Department.
- C. All chaplain candidates will be subject to a final review of a Chaplain Advisory Board, after training is complete to see if the candidate is ready to meet the complex challenges facing them. The Advisory Board will report their recommendations to the Director of Public Safety / Chief of Police or his / her designee, who will make the final authorization to appoint the chaplain candidate. The final selection board will be made up of the following personnel:
1. One current Chaplain
 2. Police Officer Chaplain Coordinator
 3. One civilian member of the Novi Police Department

V. Training

- A. Basic training for Novi Police Chaplains is mandatory. The training period will consist of four sessions. Training will be consistent with the training guidelines of the ICPC (The International Conference of Police Chaplains). A chaplain candidate must complete all of the training sessions for entrance into the Chaplaincy Program.
- B. In addition to completing the above sessions, each candidate for the Chaplaincy Program must spend a minimum of four hours per quarter riding in a patrol car with an on-duty officer. This would be arranged according to the mutual schedules of all persons involved.
- C. In-service training programs for active Chaplains will be scheduled from time to time by the Chaplain Coordinator. Every effort should be made to attend these training programs.
- D. Training will be coordinated through the Chaplain Coordinator and the Chaplain Advisory Board.

E. Training Outline

1. Session One:

- a. Introduction
- b. Rules and procedures for the chaplain
- c. Department policy for police chaplains
- d. Police Department chain of command
- e. Different department and chaplain paperwork
- f. Radio communications and military time
- g. Introduction to crime prevention/COP
- h. Overview of crime in Novi and surrounding areas

2. Session Two:

- a. Basic court procedure
- b. Basic laws of arrest, search and seizure
- c. Police code of ethics
- d. Rules and regulations governing police officers each day
- e. Basic knowledge of police equipment

3. Session Three:

- a. Death notification process
- b. Accident/Crime scene
- c. Community disaster procedures

4. Session Four:

- a. Police officer's problems/challenges (both on and off duty)

VI. General Duties

The areas listed below are general circumstances wherein a chaplain may be called upon. Unique situations or special needs not listed herein may arise. Therefore a chaplain's duties may not be limited to the duties listed below. Those "general" duties consist of the following:

- A. Death of a police officer
- B. Serious injury or sudden serious illness of an officer.
- C. Citizen death notification
- D. Citizen suicide threats
- E. Any possible Community Oriented Police problems where the chaplain can help, acting as a liaison
- F. Domestic disturbances frequently occurring at the same residences
- G. Any highly stressful situations where a chaplain could aid as a "calming" presence
- H. Assist in disaster control response and / or with the C.E.R.T Group
- I. Assisting in crime prevention projects
- J. Visiting officers or officers' family members who are hospitalized.
- K. Conducting memorial services
- L. Participating in the police ride-along program

- M. Counseling of police officers or officers' families if needed
- N. Making regular visits to the police station
- O. Other duties as assigned by the Senior Police Chaplain or the Director of Public Safety / Chief of Police.
- P. Participation in Critical Incident Debriefing Sessions as needed

VII. Duty Chaplain

- A. The duty chaplain will be assigned a one-week slot. The Chaplain Liaison Officer or Senior Chaplain will create the assignment schedule. This duty will be assigned on a rotating basis listing the duty and the alternative duty chaplains. The Senior Chaplain will issue a duty schedule roster to each chaplain on a regular basis. The Chaplain Coordinator will insure that the duty schedule roster is given to the Novi Dispatch Center before the current one expires. This officer will also act as a liaison officer between the Novi Police Department and chaplains.
- B. The role of the duty chaplain will be as follows:
 - 1. All duties as listed under the general duties section.
 - 2. To be on call 24-hours a day during his or her assigned duty time.
 - 3. To attempt to make at least one appearance at the Police Department and/or ride along with an on-duty officer at least one time during his or her duty time.
- C. It is the responsibility of every chaplain to check the duty chaplain roster to see what dates he or she is assigned. Furthermore, it is the responsibility of the duty chaplain to keep the Novi Police Dispatch Center informed of a phone number where he or she can be reached at all times. Also, it will be the responsibility of the duty chaplain to inform the alternate chaplain and police dispatch any time he or she will not be available for on-call duty.

VIII. Ride-Along Program

- A. Every effort should be made on the part of the Novi Police Department to allow chaplains to ride with on-duty officers in the patrol car. Chaplains should avail themselves of this program as often as possible. There are a number of good reasons for this: first, it allows chaplains to gain recognition; second, it is an ideal way for chaplains to experience what officers face every day and to allow interaction between the police officers and the chaplains; third, it puts chaplains where they can be of the most benefit to the Department and community at large. There are some calls pertinent to the chaplain program that can only be experienced through the ride-along program.
- B. Chaplains should also feel welcome and encouraged to visit other sections of the Police Department (records, dispatch, etc.).

IX. Dress Code

- A. At all times, except in cases of emergency when the circumstances call for other apparel, chaplains should be clean and properly attired. Proper attire for chaplains is clerical uniform, collar and/or chaplain jacket or suit coat if desired, or other official uniform apparel as supplied by the department. Furthermore chaplains shall also wear a police identification that identifies them as a police chaplain.

- B. Each chaplain will be issued a photo identification card and badge. These items must be carried at all times when acting as a police chaplain. These items remain the property of the Novi Police Department and shall be returned to the Police Department upon request.
- C. The chaplain shall, at all times, identify himself as a police chaplain, be courteous and conduct himself in a professional manner.

X. Firearms

- A. At no time will a police chaplain be permitted to carry or handle any firearm or weapon while acting as a police chaplain.

XI. Legal Aspects

- A. Confidentiality of the chaplaincy/police relationship is a matter of extreme sensitivity and importance to the Novi Chaplains and members of the department.
- B. In accordance with Michigan Statutes MCL 600.2156 and MCL 767.5a, "when functioning in the performance of counseling duties, the communications between the chaplain and the counselee are privileged, and the chaplain may not be compelled to disclose what he has learned".
- C. Due to the "nature of privileged information" doctrine, the police chaplain is not to disclose such information to anyone in or outside of the Police Department. However, the statutes do not bar testimony by a chaplain, with knowledge of relevant facts, in a court of law. As an example, a chaplain may testify regarding a public incident that he or she may have witnessed while acting in the performance of his duties.

XII. General Rules

- A. The chaplain is not a law enforcement officer and shall at no time assume such a role. His responsibility is to assist the law enforcement officer when asked to do so, in matters that are within the realm of chaplaincy. The chaplain shall in no way interfere with the officer in the performance of the officer's duties.
- B. The chaplain shall not publicly criticize the action of any law enforcement officer or that of another chaplain.
- C. The chaplain shall not at any time release any information on cases to the news media, insurance agencies or the general public. All questions of this nature are to be referred to the Director of Public Safety / Chief of Police.
- D. The chaplain shall at all times be ready to follow the directions of the officer in charge and also be ready to serve in times of community-wide emergencies.
- E. As in all other areas of professional ministry, the confidentiality factor of privileged information applies to the chaplain as well. This confidentiality applies to dealing with a community resident and/or Police Department employee in a counseling situation.

- F. Volunteer participation in the Chaplain program is "at will". The Police Department may release any Departmental volunteer Chaplain at any time with or without cause at the sole discretion of the Police Department.

XIII. Program Evaluation

- A. The success or failure of any program is in large part due to accountability. To insure the success of the Chaplaincy Program and to allow for program improvements, an evaluation system is instituted. Again, this is not designed to make the job difficult for the police chaplain, but rather to set up a system of feedback and accountability.
- B. The Duty Chaplain may supply to the Chaplain Coordinator a monthly program evaluation. This may include a brief summary of his or her activities and a section of program suggestions.
- C. Any chaplain may make suggestions or recommendations to the Chaplain Coordinator or the Chaplain Advisory Board to improve the program. In addition, the Chaplain Coordinator and Chaplain Advisory Board may also meet regarding the program from time to time.