



OFFICIAL ORDER

MICHIGAN STATE POLICE

Chapter: Member Conduct and Authority
Subject: 02-42 – Chaplain Program
Effective: June 3, 2022
Supersedes: Official Order 02-42, dated April 19, 2022
Distribution: Department Members

PURPOSE: This Order establishes the functions and services provided by the Chaplain Program.

The Chaplain Program is comprised of volunteer chaplains who provide counseling and emotional support services to members of the department (enforcement and civilian) and their families, participate in department ceremonies and meetings, accompany enforcement members on duty, and perform other related services. When requested, they may also visit sick or injured members, perform wedding ceremonies, and officiate at department funerals.

Chaplains are available to assist members at any time, during any tragedy or emergency.

02-42-1 QUALIFICATIONS AND APPOINTMENT

- A. Chaplains are volunteers appointed at the discretion of the Director or their designee. Persons interested in becoming a Chaplain shall be recommended and endorsed by the worksite commander to the Chaplain Program Coordinator. The below application process shall be followed for the appointment of a chaplain:
- (1) Experience and Education Questionnaire (PD-100)
 - (2) Criminal history and traffic history check
 - (3) Background investigation consistent with the enlisted member pre-employment process
 - (4) Approval by Chaplain Program Steering Committee
 - (5) Appointment by the Director or their designee
 - (6) Newly appointed Chaplains must sign a Memorandum of Agreement (Chaplains agree to follow rules and written directives set forth)
 - (7) Attendance at Spring and Fall Chaplains Conference
 - (8) Official swearing in at a Recognition Ceremony
- B. Department members are excluded from the selection process for the Chaplain Program and are not eligible to serve as a department chaplain.

- C. The worksite commander's responsibility begins with ensuring that a prospective chaplain applicant meets the minimum criteria as stated in section E below. If the applicant meets the criteria, the worksite commander will complete a memo to the Chaplain Program Coordinator endorsing the applicant and explaining how the applicant would be beneficial to the needs of the worksite members. Once it has been determined the applicant meets the minimum standards and receives the endorsement of the worksite commander, the applicant shall submit an application to the Michigan State Police Chaplain Program Coordinator for their review.
- D. Worksite commanders shall ensure this policy is adhered to prior to allowing an interested chaplain applicant to participate in any department business, including a ride-along with enforcement members.
- E. To meet the minimum qualifications for appointment, a chaplain candidate shall:
 - (1) Have a diverse religious interest in view of the preferences of the members to be served.
 - (2) Be located in an area of the state where a chaplain is needed.
 - (3) Have the written endorsement of recognized leaders of their ministry, church, or community.
 - (4) Meet either of the following educational requirements:
 - a. Possess a minimum of a bachelor's degree from an accredited university, and five years of experience in emotional and spiritual support services.
 - b. Substantiate, to the satisfaction of the department, the applicant has met educational requirements, training, experience, and suitability for the position.
 - (5) Show an active interest in being a department chaplain, be suited for the calling, and willing and able to assume the additional duties.
 - (6) Have the ability to develop rapport with members.
 - (7) Meet the same standards with regard to criminal and traffic convictions, drug use, and overall good character that must be met by a candidate for the position of trooper.
 - (8) Is not a current chaplain with another law enforcement entity.
- F. Chaplains are not authorized to carry firearms or any other weapons.
- G. The chaplain position is unsalaried. However, the department shall cover duty-incurred expenses within the limitations listed in other department written directives.
 - (1) Chaplains shall be reimbursed for mileage expenses for official duties that exceed a distance of 100 miles roundtrip.
 - (2) Chaplains will be reimbursed for all travel through the Chaplain Program SIGMA coding block.
- H. When a chaplain is transferred to an area of the state that is adequately covered by another chaplain, a review of the regional distribution of department chaplains will be conducted by the Chaplain Program Coordinator.
- I. When circumstances arise that prohibit a chaplain from continuing to actively serve the department, or the chaplain resigns or retires from the position, the chaplain shall turn in

the department pocket badge, ride-along uniform, and their identification card.

Chaplains on a temporary leave of absence may maintain possession of their equipment at the discretion of the Chaplain Program Coordinator, in conjunction with the Human Resources Division commander or their designee.

02-42-2 CHAPLAIN PROGRAM STEERING COMMITTEE AND WORKGROUPS

- A. To ensure inclusion in the Chaplain Program, a Chaplain Program Steering Committee will be organized, as well as three workgroups established within the Chaplain Program.
 - (1) The Chaplain Program Steering Committee will consist of the Chaplain Program Coordinator, two chaplain volunteers (or appointed by the Chaplain Program Coordinator), and a representative from the Michigan State Police Troopers Association (MSPTA).
 - a. Chaplain volunteers of the Chaplain Program Steering Committee will be selected and rotated every two years at the Spring Chaplain Conference.
 - b. The Chaplain Program Steering Committee will be responsible for having oversight of the Chaplain Program Workgroups and Chaplain Program meetings.
 - (2) The following three workgroups will also be established within the Chaplain Program: Recruit School Workgroup, Chaplain Conference Workgroup, and the Chaplain Training Workgroup. Each workgroup will consist of three chaplains. Volunteers to be a part of the workgroups will be selected annually at the Fall Chaplain Conference. If more than three chaplains volunteer for each workgroup, or not enough chaplain volunteers are received, the Chaplain Program Coordinator will have the final determination.
 - a. The Recruit School Workgroup will coordinate the chaplains who volunteer to assist with the Trooper Recruit Schools, Motor Carrier Recruit Schools, and State Property Security Recruit Schools. Volunteers will also be solicited to assist with graduation dinners and recruit school graduation ceremonies.
 - b. The Chaplain Conference Workgroup will be responsible for developing topics, learning opportunities, and the schedule for the Spring and Fall Chaplain conferences. This workgroup will also be responsible for coordinating lodging and the banquet.
 - c. The Chaplain Training Workgroup will be responsible for acclimating newly hired Chaplains to the department. Members of this workgroup will also be responsible for ensuring that newly hired chaplains are properly trained.

02-42-3 CHAPLAIN DUTIES AND RESPONSIBILITIES

Department chaplains shall:

- A. Actively seek to become personally known by members in their assigned area.
- B. Be available to serve whenever needed.
- C. Devote a minimum of 120 hours, annually (an average of 10 hours or more per month) to the chaplain program.
- D. Attend the Spring and Fall Chaplain Program training conferences.
 - (1) The two-day Spring Conference will be held in conjunction with the annual Fallen

Trooper Memorial service, which is held the first Monday in May at the Michigan State Police Training Academy.

(2) The annual Fall Conference will begin on the first Monday in October.

- E. Attend Chaplain Program meetings called by the department.
- F. Chaplains shall not violate any laws or civil rights of any member or civilian. Chaplains shall fulfill the duties and responsibilities listed in this order. A Chaplain who fails to maintain these competencies, duties, and responsibilities shall be removed from the Chaplain Program.

02-42-4 ATTIRE

- A. When representing the department at an official department function, Chaplains shall wear business attire. While wearing business attire and representing the department, Chaplains may wear the issued chaplain pocket badge. Chaplains shall not wear any other religious trappings, insignias, or medallions.
- B. Ride along uniforms and a jacket shall be provided by the Chaplain Program Coordinator.
- C. Chaplains shall be issued service pins starting at ten years of service and in five-year increments thereafter. Chaplains will be encouraged to attend recognition ceremonies to receive their service pins, beginning with the 30-year pin.
- D. Chaplains retiring with at least 25-years of continuous service to the Michigan State Police Chaplain Program shall receive a retirement sleeve.

02-42-5 RIDE-ALONG POLICY

- A. Chaplains will be allowed to ride along on patrol with troopers, motor carrier officers, and state property security officers in their assigned areas as operational needs permit.
- B. Chaplains shall wear the designated ride-along uniform approved by the Chaplain Program Coordinator in conjunction with the Human Resources Division commander or their designee. The designated ride along uniform may also be worn while responding for unscheduled calls of assistance to the agency or during post meetings.
- C. When participating in ride-alongs, chaplains may wear the issued chaplain jacket.
- D. Chaplains are prohibited from entering a home during the execution of a warrant, until the scene is secure, and their presence is requested.
- E. Chaplains shall not become involved in law enforcement operations or enter crime scenes without the expressed request from an enlisted member or other law enforcement officer.
- F. Chaplains are considered civilian members of the department and are not required to sign a waiver to conduct a ride along or other worksite training.
- G. Chaplains are to be issued a ballistic vest, and it shall be worn at all times while conducting a ride-along. Available ballistic vests will be provided by the Quartermaster upon request from the worksite commander.
- H. Chaplains will be issued a high visibility vest which shall be worn at all times while assisting enlisted members or motor carrier officers during traffic control or investigating traffic crashes on the roadway.

- I. Chaplains are authorized to properly identify themselves while on a ride-along or providing chaplain services. Chaplains are authorized to display their MSP pocket badge or MSP identification card while functioning as an MSP chaplain.
- J. Chaplains shall not disseminate information relating to criminal investigations or matters sensitive in nature to the general public or to the media.
- K. Regardless of a chaplain's concealed weapons license status, chaplains shall not carry a firearm while functioning as an MSP chaplain nor qualify in any department firearms training program.

02-42-6 CHAPLAIN PROGRAM COORDINATOR RESPONSIBILITIES

- A. The Chaplain Program Coordinator, under the supervision of the Human Resources Division commander or their designee, shall serve as the point of contact between department command and the Chaplain Program.
- B. The Chaplain Program Coordinator, under the supervision of the Human Resources Division commander or their designee, shall meet and correspond with the Chaplain Program Steering Committee and Workgroups on a regular basis for the purpose of reviewing the general activities of the Chaplain Program.
- C. When a chaplain separates, resigns, or retires from the program, the Chaplain Program Coordinator shall complete an exit interview.

02-42-7 POST COMMANDER RESPONSIBILITIES

- A. Seek out qualified chaplains to meet the needs of the post per Section 02-42-1.
- B. Post commanders shall promptly notify their local chaplains of serious illnesses, injuries, or deaths involving their members.
- C. Post commanders shall encourage chaplains in their work areas to participate in appropriate local events by:
 - (1) Inviting department chaplains to district and post commanders' meetings.
 - (2) Inviting department chaplains to participate in retirement parties and other post/district social events.
- D. Chaplains shall be permitted and encouraged by the worksite commander to participate in first aid training with their local worksite personnel.
- E. Worksite commanders shall ensure that department chaplains are afforded the same courtesies and access to department installations as any other civilian member of the worksite would enjoy.

DIRECTOR

Annual Review Responsibility: Human Resources Division

Accreditation Standards: CALEA 45.3.1 A-B