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	<b>Chaplaincy Program</b>		Page 1 of 5
	<b>Issued By:</b> Interim Chief Aimee Metzger	<b>CALEA Standards</b> 	
<b>Effective:</b> 08/10/1998	<b>Updated:</b> 07/07/2023		
<b>Last Reviewed:</b> 07/11/2023			

**I. PURPOSE**

The purpose of this order is to establish policy and procedures for the recruiting, appointment and administration of volunteer chaplains in the Ann Arbor Police Department.

**II. POLICY**

It is the policy of the Ann Arbor Police Department to implement a vibrant, interfaith chaplaincy program to provide emotional, moral, ethical, and spiritual support to the members of the police department, and the Ann Arbor community. The Ann Arbor Police Department is firmly committed to connecting with the community through intentional engagement. Creating and maintaining a chaplaincy program will help establish a strong link between the police department and the faith-based community. In order to broaden this relationship, chaplains are encouraged to connect department members to events and activities which will give their constituents the opportunity to interact with members of the police department.



Police personnel are confronted with situations that create emotional, mental, and spiritual burdens. There are times when employees have a need to express their frustrations and problems to one who fully understands the circumstances surrounding their duties and obligations. The role of a police chaplain is to provide support for officers and civilians alike. Chaplains give appropriate assistance, advice, comfort, counsel and referrals to those in need who request their support. It is first and foremost a ministry of presence.

The Michigan State Constitution in Article 6 Section 1 dealing with education states, "Religion, morality, and knowledge being necessary to good government and the happiness of mankind, schools and the means of education shall forever be encouraged." The Ann Arbor Police Department accepts this constitutional statement and desires to educate its members on the principles of religion and morality so that they may fulfill their duties and obligations toward the members of the community with knowledge and understanding. The Ann Arbor community is a diverse community in terms of culture and religion. The department believes that a full appreciation of these various situations will provide for better government and ultimately a happier society and department.

Recognizing these needs, the Ann Arbor Police Department has implemented a chaplain program to act in concert with the police department. The department is fully aware of the establishment clause of the U.S. Constitution. For this reason, chaplains will not be selected or appointed based upon a singular religious basis. Chaplains are also constantly aware that their purpose is not to proselytize or spread a belief. However, they are present to assist personnel who have concerns in moral, ethical, or spiritual areas.



**III. DUTIES**

A. The chaplain shall be available to police personnel and their families as

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requested in times of personal stress and/or crisis, and whenever such service is requested.

- B. The chaplain shall assist department officials in making notifications to families of officers in case of a serious injury and/or death.
- C. The chaplain shall be encouraged to visit sick and injured police personnel at home and/or in the hospital.
- D. The chaplain shall minister to persons in any crisis that involves the police department; whether bodily injury, mental disturbance, or other occasions at the discretion of the responding police officers.
- E. The chaplain shall seek to contact, as soon as possible, the clergy or minister representing the faith of victims of crisis or emergency situations, in order that they may be ministered to by individuals of their own faith when requested.
- F. The chaplain shall make death notifications whenever requested. An officer will be dispatched to assist the chaplain until the scene is stable for the chaplain.
- G. The chaplain may seek to counsel persons attempting suicide and assist officers in dealing with the family of those individuals who have committed suicide.
- H. The chaplain shall become involved in domestic situations only when the department feels that chaplain's services may be of help to the officers involved.
- I. The chaplain shall be available to assist officers with youths.
- J. If at the request of the officer-in-charge of a prisoner, the chaplain may plan for counseling with incarcerated persons and their families in matters of morality or spirituality. It is understood that they will not act as a liaison between the police, courts or boards for the incarcerated.
- K. All chaplains are required to be involved in Department activities for at least 4 hours per month. Chaplains are also required to do ride-a-long's and attend Department briefings regularly. Ride-a-longs should be at least 2 to 3 hours long but shall not exceed 12 hours unless the supervisor on duty requires. To maximize their interaction with different officers, it is suggested that chaplains schedule ride-a-longs on varying shifts and days of the week so that they stay in touch with the pressures and problems that confront police personnel and others on the street.
- L. If a chaplain is unable to attend a scheduled ride along, they are to contact duty

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command at least one hour prior to starting a tour of duty at 734-794-6921.

- M. The chaplain shall assist the officers to do their jobs in family crisis and stress situations. In these cases, the chaplain shall not intervene unless requested to do so by the officer.
- N. The chaplain may be called to assist police officers when there is a serious injury to provide comfort to the injured parties and their families.
- O. The chaplain will educate officers in areas of stress management, ethics, family life, and pre-retirement issues.
- P. The chaplain will be familiar with the Critical Incident Stress Management Team process. They may be members of the team if they are qualified.
- Q. Police chaplains shall be subject to the rules, regulations, policies, and procedures of the police department. Chaplains shall utilize proper procedures at an incident scene. Chaplains will report to the officer in charge when arriving at an incident scene.
- R. Chaplains are authorized to drive a city vehicle to respond to incident scenes and to carry out official departmental duties.
- S. Chaplains are authorized to respond to a scene in their personally owned vehicles and are eligible for mileage reimbursement.



#### IV. TRAINING

- A. Police chaplains must complete all the training requirements for this position as outlined in [P&P 033-007](#).
- B. Police chaplains will complete the International Conference of Police Chaplains online video training series or similar training.

#### V. UNIFORMS and I.D.

- A. Police chaplains will wear uniform, clerical or civilian clothing.
- B. Chaplains will be issued a departmental badge, ID card, and business cards.



#### VI. QUALIFICATIONS

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- A. A chaplain should be an ecclesiastically certified person in good standing and endorsed for the law enforcement chaplaincy by a recognized religious body. Under certain circumstances, after review of the chaplain’s application, the Chief of Police or his/her designee may waive this requirement. These may include previous experience as a police chaplain, or successful completion of a law enforcement chaplaincy training program.
- B. A chaplain should have a specialized interest in law enforcement chaplaincy by training, working experience and appointment.
- C. A chaplain will be required to submit to a background investigation questionnaire during the application process.
- D. Police work is a 24-7 operation, and the need for a chaplain may arise at any time. Therefore, chaplains should be regularly available for immediate requests for service.
- E. A chaplain should manifest a broad base of experience, professional ministry, emotional stability and personal flexibility.
- F. A chaplain should be tactful and considerate in approaching all people regardless of race, sex, creed or religion.
- G. A chaplain should be willing to become involved in training programs that enhance one’s efficiency in meeting and dealing with people in crisis and should be familiar with community medical, psychiatric and other helping resources in the Ann Arbor area.
- H. A chaplain must never have been convicted of a felony criminal offense or offenses involving moral turpitude.
- I. A chaplain should be willing to commit to a minimum of one year of service to the department and be willing to spend a minimum of four hours per month performing his/her duties with the department.

**VII. ACCOUNTABILITY**

- A. Police chaplains serve at the appointment of the Chief of Police. They are ultimately responsible to the Chief.
- B. An appointed officer will act as the liaison officer for operational concerns of the chaplains.

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- C. The liaison officer will give direction to the chaplains based upon direction from the Chief.

VIII. RANK

The position of police chaplain is a rank, however, is not commissioned with sworn officer status. The chaplain is a member of the department and is allowed access to all members of the department to include meetings, briefings, and events where the presence of a chaplain may be beneficial.

IX. CONFIDENTIALITY

All information communicated to the volunteer police chaplain while acting in the role of a police chaplain will be recognized as privileged communication by all members of the department and the public. This privilege will be consistent with Michigan statutory and case laws.

Police chaplains shall not release any information to the news media, insurance agencies, or attorneys regarding any City of Ann Arbor case or related activity without first obtaining the expressed consent of the Chief of Police and/or his or her designee.

Chaplains are not authorized to access personnel files unless authorized to do so in accordance with the procedures outlined in the appropriate collective bargaining agreements.

X. WORKER'S COMPENSATION

Police chaplains shall be entitled to all rights and benefits of the Worker's Compensation Act of the State of Michigan. When injured in the performance of their duties as police chaplain; and for the purpose of this provision, shall be deemed to be receiving such salary and wages from the City as would provide them the maximum benefits under this Act.