

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 1 - ADMINISTRATIVE
GENERAL ORDER

December 15, 2020
INDEX NO. 1.9

PUBLIC SAFETY CHAPLAIN POLICY

I. PURPOSE

The purpose of this policy is to establish policy and procedures for the recruiting, appointment, and administration of volunteer chaplains in the Bay City Department of Public Safety. In the interest of assisting the public and members of the department, the Public Safety Director may authorize Public Safety Chaplains to assist other departments and agencies.

II. POLICY

It is the policy of the Bay City Department of Public Safety to maintain a volunteer chaplain program to provide moral, ethical, and spiritual assistance to department members and citizens. Personnel are confronted with situations that can create emotional, mental, and spiritual burdens. There may be times when employees have a need to express these burdens to one who fully understands the circumstances surrounding their duties and obligations.

Recognizing these needs, the Bay City Department of Public Safety has implemented a chaplain program to act in concert with the department. As the department is fully aware of the establishment clause of the U.S. Constitution, chaplains will not be selected or appointed based upon a singular religious basis.

Chaplains, therefore, must be constantly aware that their purpose is not to proselytize or promote a particular belief. They are present to assist personnel who request support in moral, ethical, and spiritual areas. The Bay City Department of Public Safety chaplain program has not been established to detract from the City of Bay City Employee Assistance Program and should be considered an additional resource.

III. ORGANIZATION

The Public Safety Chaplain Program shall be headed by the Public Safety Chaplain and staffed with as many Assistant Public Safety Chaplains as necessary to accomplish the objectives of the program.

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- A. The Public Safety Chaplain shall be:
 - 1. Appointed by and answer directly to the Public Safety Director.
- B. The Assistant Public Safety Chaplain shall be:
 - 1. Appointed by the Public Safety Director based upon recommendations of the Public Safety Chaplain.

IV. QUALIFICATIONS FOR APPOINTMENT

- A. Any chaplain is appointed by, and answers directly to the Public Safety Director according to the following qualifications:
 - 1. Be an ordained minister or associate minister who is active, full-time in a church within Bay City or Bay County.
 - 2. Willing to serve in a volunteer capacity, at the pleasure of the Public Safety Director.
 - 3. Available to respond to call outs where a chaplain's presence is needed on a 24-hour basis.
 - 4. Must complete a volunteer application and pass a background investigation, including no felony convictions, or any criminal offense involving moral turpitude.
 - 5. Must possess a valid Michigan driver's license.
 - 6. Be familiar with medical, psychiatric, and religious resources in the community.
 - 7. Show compassion, understanding, and respect for all people. Relate easily to people; be tactful and considerate in approach to all persons, regardless of race, creed, or religion.
- B. Chaplains must complete training and demonstrate knowledge of the following topic areas:
 - 1. Department orientation – tour of facilities, chain of command, Patrol, Support, and Fire Operations Divisions, and departmental programs.
 - 2. Ride along orientation – Review of Ride Along Guidelines, types of calls, traffic stops, crime scenes, and traffic crash scenes, use of radio.
 - 3. Types of complaints handled by officers – OWI, retail fraud, CSC, assaults, domestic violence, death notifications, dealing with mentally ill subjects.
 - 4. Understanding the role of the chaplain:
 - a. Chaplain duties
 - b. Social services available (including HelpNet)
 - c. Job stress and personal problems specific to public safety employees

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V. RESPONSIBILITIES AND DUTIES

- A. Chaplains will be issued a photo identification card and a public safety department chaplain badge. Upon separation from the department and program, the above items will be returned to the department.
- B. The Public Safety Chaplain will make their services available to department personnel when they are burdened with personal problems adversely affecting their professional abilities.
- C. Will assist department officials in notifying member's families and the general public in the event of serious injury or death.
- D. In coordination with other service providers, provide guidance, counseling, and support to citizens in crisis situations, at the request of a public safety employee and with the consent of the citizen.
- E. Provide training and orientation to employees relating to personal stress, family crisis intervention, and the role of the chaplain.
- F. Make referrals to social service agencies, professional counseling services, or other clergy members.
- G. Provide liaison with religious leaders and other chaplaincy programs.
- H. Shall become involved in domestic situations only when the investigating law enforcement officer's supervisor or the Public Safety Director feels the Chaplain's services may be of help to the family involved.
- I. Will assist department officials during major emergency incidents, i.e., major disturbances, natural disasters, major accidents, etc.
- J. The Public Safety Chaplain shall not attempt to recruit to or bring into their denomination, any person, unless a person requests information from the Public Safety Chaplain.
- K. When responding to a service call by vehicle, the Public Safety Chaplain will observe all traffic regulations.
- L. While riding along or when on the scene of a police or fire incident, the Public Safety Chaplain shall wear the issued authorized insignia that clearly identifies them as a Public Safety Chaplain, to include a department polo shirt or safety vest.
- M. The Public Safety Chaplain, when engaged on a service call, will identify themselves verbally and by displaying identification provided by the department.
- N. When called to the scene of an incident, the chaplain shall report to the shift supervisor or designee for his/her assignment.
- O. The Public Safety Chaplain, when responding to a service call, will obey all commands and requests made by a police officer, public safety officer, or firefighter during any given situation.

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- P. The Public Safety Chaplain is a volunteer of the department, and such, is not considered a component of the formal chain of command. The Public Safety Chaplain shall not intervene or hinder in any way the actions and decisions made by departmental employees in the performance of their duties.

VI. SAFETY

Every attempt shall be made not to jeopardize the safety of the Public Safety Chaplains. Should a situation develop in which an employee requires immediate assistance, i.e., employee whom a Public Safety Chaplain is working with becomes involved in a physical altercation, the Public Safety Chaplain should call for assistance and should only become involved when ordered to do so by an employee or if an employee is incapacitated. However, the requirements in this policy shall not be constructed as to infringe on the rights and privileges of an ordinary citizen.

VII. RIDE ALONG

- A. A “Waiver of Liability” must be signed by the Public Safety Chaplain wishing to ride along.
- B. The Public Safety Chaplain shall follow the directives of the employee to whom they may be assigned.
- C. The Public Safety Chaplain shall remain in the patrol vehicle or fire apparatus unless the employee directs the Public Safety Chaplain that it is safe to exit. A Public Safety Chaplain shall not exit the vehicle on any “high risk” calls to which they may be assigned.
- D. Under no circumstances will a Public Safety Chaplain be present in a patrol vehicle involved in any aspect of a vehicle pursuit.
- E. While riding along or when on the scene of a police or fire incident, the Public Safety Chaplain shall wear the issued authorized insignia that clearly identifies them as a Public Safety Chaplain.

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VIII. LAW ENFORCEMENT OFFICER INVOLVED SHOOTING

Any time a law enforcement officer is involved in a police related shooting, they will be given the opportunity to have a Public Safety Chaplain present as soon after the shooting as possible. If the law enforcement officer so desires, the Public Safety Chaplain may stay with them through every phase of the investigation, with the exception of the interview of the law enforcement officer.

IX. COMPLAINTS AGAINST PUBLIC SAFETY CHAPLAINS

Should an employee have a complaint against a Public Safety Chaplain, the employee shall document the complaint and forward it to the Public Safety Director through the chain of command.

X. PROFESSIONAL CONDUCT

- A. Chaplains, due to the nature of the information received in personal counseling and through confidential reports or observations, will maintain strict professional privilege in these matters.
- B. A public safety chaplain's own personal convictions will not interfere with the convictions of others, and no attempt will be made to convert them to his/her faith or church. Chaplains shall strive to keep an unbiased understanding of all faiths and keep acquainted with their liturgies. Chaplains shall perform their duties in a manner that will foster the good will of all churches and faiths.
- C. Should the Public Safety Chaplain determine they can no longer be effective with someone, they may be referred to another chaplain or agency by the department. Information concerning the individual may only be released to the referred counseling source with permission of the person being counseled.
- D. When chaplains respond to an approved request to assist a citizen, the chaplain shall not participate in the actual investigation of the particular crime or situation. Chaplains will not be required to prepare any written reports. Chaplains are not sworn officers and do not have the authority to make a full custody arrest.

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XI. NOTIFICATION AND CALL OUT OF PUBLIC SAFETY CHAPLAINS

- A. The primary responsibility of the chaplains is to assist employees with personal problems when requested to do so. Any employee may contact a chaplain directly regarding any issue.
- B. Confidentiality – communications with a chaplain are privileged communications, as provided by law. Chaplains shall not be required to reveal the substance of any confidential communications, except as provided by law. However, if a chaplain becomes aware of a situation in which the life or safety of an employee is endangered, the chaplain shall notify the proper authorities and/or resources to mitigate the situation.
- C. Any notification and / or call out of the Public Safety Chaplain will require the notification of a supervisor, and any response by a chaplain will be noted in an incident report. The Public Safety Chaplain may be called to assist in:
 - a. The death notification and / or acknowledgement of an employee or a member of the employee's immediate family.
 - b. Any law enforcement officer involved in a shooting.
 - c. Serious injury or illness to an employee or immediate family.
 - d. Any traumatic crime or accident scene.
 - e. Any matter pertaining to moral, spiritual, and / or religious welfare of public safety personnel or a private citizen where religious guidance is needed to address a crisis situation.
- D. A secondary responsibility of chaplains shall be to assist citizens who come into contact with the department and who indicate a need for the services of a chaplain. A chaplain may be utilized in these cases when the following criteria are met:
 - a. The citizen indicates that he/she is willing to accept a chaplain's services.
 - b. The needs of the citizen are such that they can best be handled by a member of the clergy.

By order of:


Michael J. Cecchini
Public Safety Director