

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

SECTION 1 - ADMINISTRATIVE
GENERAL ORDER

October 17, 2013
INDEX NO. 1.9

PUBLIC SAFETY CHAPLAIN POLICY

I. PURPOSE

The purpose of the Public Safety Chaplain Policy Program is to provide more sensitive responses to the public in times of crisis and to provide members of the department with any personal assistance they may require. The purpose of this policy is to define the responsibilities of the Public Safety Chaplain and Assistant Public Safety Chaplains. 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. 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.

- A. The Public Safety Chaplain shall be:
 - 1. Appointed by and answer directly to the Public Safety Director.
 - 2. A volunteer chosen from churches within Bay City or Bay County.
- B. The Assistant Public Safety Chaplain shall be:
 - 1. Appointed by the Public Safety Director based upon recommendations of the Public Safety Chaplain.
 - 2. A volunteer chosen from churches within Bay City or Bay County.
- C. All Public Safety Chaplains must:
 - 1. Be ordained ministers or associate ministers who are active full-time in a church within Bay City or Bay County.
 - 2. Never have been convicted of a felony or any criminal offense involving moral turpitude.
 - 3. Be willing and able to serve the chaplaincy by being subject to 24 hour call-out when assigned.

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III. RESPONSIBILITIES AND DUTIES

- A. The Public Safety Chaplain will make their services available to department personnel when they are burdened with personal problems adversely affecting their professional abilities.
- B. Will assist department officials in notifying member's families and the general public in the event of serious injury or death.
- C. 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.
- D. Will assist department officials during major emergency incidents, i.e., major disturbances, natural disasters, major accidents, etc.
- E. The Public Safety Chaplain shall not attempt to recruit to or bring into their denomination, unless a person requests information from the Public Safety Chaplain.
- F. When responding to a service call by vehicle, the Public Safety Chaplain will observe all traffic regulations.
- G. The Public Safety Chaplain, when responding to a service call, will identify themselves and will obey all commands and requests made by a police officer, public safety officer, or firefighter during any given situation.
- H. The Public Safety Chaplain, when engaged on a service call, will identify themselves verbally and by displaying identification provided by the department.
- I. 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.
- J. 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.

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IV. 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.

V. 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.

VI. 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.

VII. 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.

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VIII. CONFIDENTIALITY

Any counseling conducted by the Public Safety Chaplains with either department members or the public will be held in strict confidence in accordance with law. Should the Public Safety Chaplain determine they can no longer be effective with a particular person, that person 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.

IX. NOTIFICATION AND CALL OUT OF PUBLIC SAFETY CHAPLAINS

Any notification and / or call out of the Public Safety Chaplain will require the notification of a supervisor. 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.

When a Public Safety Chaplain arrives at a death scene, they should contact an employee and identify themselves as a Public Safety Chaplain. The employee shall notify the supervisor in charge of the scene of the presence of the Chaplain. That supervisor shall contact the Public Safety Chaplain as soon as practical and apprise them of the situation. The Public Safety Chaplain will act as an intermediary between public safety personnel and the victim's family.

By order of:


Michael J. Cecchini
Public Safety Director