




**Division of State Patrol  
Policy and Procedure**

Number  
**15-16**

Subject <b>DIVISION CHAPLAINCY PROGRAM</b>	
Author/Originator Office of the Superintendent	Approved by <b>Superintendent</b> 
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**I. POLICY**

It is the policy of the Division of State Patrol (DSP) to provide law enforcement chaplain services to employees who request them utilizing Division appointed chaplains that have met prescribed requirements. Chaplain services will include counsel to Division employees and immediate family members, assistance during death notifications, crisis response, visitation to Division employees and immediate family members who are sick or injured, and participation at official ceremonies and special occasions.

**II. BACKGROUND**

The law enforcement profession has witnessed ever increasing demands and potentially dangerous situations that require even temperament on the part of officers and other employees so that they can perform their duties professionally while also addressing personal issues and challenges that may stem from such circumstances. Sworn officers and administrative staff, along with their immediate families, are impacted during crises and other stressful situations that can have a profound effect on their attitudes, perspectives and personal well-being.

**III. OBJECTIVES**

- A. Establish a procedure for the appointment of law enforcement chaplains by the Division.
- B. Set forth standards governing the chaplain.
- C. Prescribe qualifications and training requirements that must be met by those appointed as Division law enforcement chaplains.
- D. Outline the law enforcement chaplain’s duties and responsibilities.

#### **IV. GENERAL PROVISIONS**

The Division has established a program to provide support to employees and their immediate families during times when they have a need to reach out to and confide in individuals with training in empathetic listening. Chaplains serve well in this capacity because of the nature of their education and training along with an ability to understand the nature of law enforcement while maintaining professional distance. Law enforcement employees may choose not to discuss certain situations that affect their work or personal lives with supervisors, co-workers or immediate family members to avoid undue concern or negative judgment. While they may contact their own clergy where applicable, employees may benefit from the services of law enforcement chaplains in a unique way regarding issues related to the law enforcement profession.

#### **V. PROCEDURE FOR APPOINTMENT OF DIVISION LAW ENFORCEMENT CHAPLAINS**

- A. Chaplain candidates shall meet the qualifications and training requirements prescribed in Section VII of this policy.
- B. Any supervisory member of the Division or current chaplain may formally submit the name of a chaplain candidate via official memorandum to the Superintendent of State Patrol utilizing the established chain-of-command for appointment consideration.
- C. Any chaplain candidate recommended to the Superintendent of State Patrol shall be provided with a copy of this policy and shall submit a formal letter of interest describing the reasons for application and applicable chaplaincy background and qualifications. The letter shall be addressed to the Superintendent of State Patrol.
- D. Appointment of any Division chaplain shall be made in a written letter from the Superintendent of State Patrol to the appointee with the clarification that the appointee will serve on a volunteer basis, not as an employee of the Division, at the discretion of the Superintendent of State Patrol. Acknowledgement and acceptance of the appointment and conditions of service shall be made in kind by the appointee.

#### **VI. STANDARDS GOVERNING DIVISION LAW ENFORCEMENT CHAPLAINS**

- A. Chaplains will serve on a volunteer basis.
- B. Chaplains will not serve as law enforcement officers and shall at no time while on-duty or off-duty assume such a role.
- C. Chaplains shall provide service and assistance within the scope of their duties and responsibilities according to Section VIII of this policy when requested by employees and/or immediate family members as requested.

- D. Chaplains shall not interfere with Division sworn officers and other employees in the performance of their official duties. While in the field, the chaplain may witness a criminal act or the misconduct of an officer. These events do not constitute a “confessional” and may be reported.
- E. Chaplains shall gain and maintain a basic understanding of the organization and mission of the Division of State Patrol and the nature of duties performed by all employees of the Division.
- F. Duly appointed Division law enforcement chaplains that are actively serving in such capacity will be issued an official identification card similar to those specified in DSP Policy and Procedure 15-6 **Issuance of Identification Cards to DSP Personnel** for retired Division employees. Any chaplain no longer active in the service of the Division shall promptly surrender their issued identification card to the Executive Staff Assistant in the Office of the Superintendent.
- G. The chaplain shall conduct him or herself in a professional and compassionate manner consistent with the intent of this policy. Inappropriate or unethical conduct exhibited by the chaplain shall be grounds for immediate dismissal by the Superintendent of State Patrol.
- H. Chaplains shall make reasonable efforts to ascertain if Division employees and/or their immediate family members have personal clergy and offer to contact that clergy to advise the nature of law enforcement chaplaincy services if the employee/family member chooses.
- I. Chaplains may suggest to Division employees and/or their immediate family members to further seek guidance from their personal clergy or other counseling services such as the Employee Assistance Program (EAP) when deemed appropriate.
- J. Chaplains shall not engage in public comment or criticism regarding the Division, its activities and its employees or their immediate families while actively serving as a duly appointed Division law enforcement chaplain.
- K. Chaplains shall maintain confidentiality and not release any information to media or other social networks of communication concerning law enforcement sensitive issues and information.
- L. Chaplains shall maintain all confidential conversations with employees and/or their family members as privileged. Chaplains shall maintain all privileged communication to themselves unless waived by the employee or family member as applicable unless the communication affects the safety of the employee, family member or others.

**VII. QUALIFICATIONS AND TRAINING REQUIREMENTS**

- A. Division law enforcement chaplains must be ordained or licensed clergy ecclesiastically certified in good standing by a recognized religious denomination at the time of appointment and shall maintain such standing for the duration of their active service.
- B. Chaplain must have successfully passed an extensive background check conducted by the Division prior to appointment to serve as a Division law enforcement chaplain and must immediately disclose any derogatory circumstances or events, subsequent to their appointment, to the Superintendent of State Patrol.
- C. Chaplains shall possess and maintain a valid driver's license recognized in the State of Wisconsin.
- D. Chaplains shall acquire familiarization with EAP services and demonstrate consistent support of the program(s).
- E. Chaplains shall receive suicide prevention training as recommended by EAP.
- F. Chaplains responding to crisis situations shall work in conjunction with professional EAP staff where possible.
- G. Chaplains are required to conform to the standards and protocols of the International Conference of Police Chaplains (ICPC).
- H. Chaplains shall have training in death notification protocols, crisis intervention and de-escalation, grief counseling, and any other training as required or recommended by the Superintendent of State Patrol.

**VIII. DUTIES AND RESPONSIBILITIES**

- A. Division law enforcement chaplain
  - 1. Assist the Division as directed to make compassionate death notifications to immediate family members.
  - 2. Respond as requested to emergency medical treatment facilities regarding employees and conduct visits to employees or their immediate family members who are sick or injured as appropriate.
  - 3. Provide confidential consultation and guidance to employees when requested by them.
  - 4. Participate in ride-alongs and other law enforcement-related activities while adhering to proper protocols according to this policy and those of DSP Policy and Procedure 3-8 **Guidelines for Permitting Non-Division and Non-Sworn Division Personnel in Patrol Vehicles** pertaining to their status as non-employees of the Division.

- B. Superintendent of State Patrol
  - 1. Appoint Division law enforcement chaplains in accordance with the intent and objectives of this policy.
  - 2. Maintain the integrity of the law enforcement chaplain program to serve the needs of Division employees and their families.
  
- C. Division supervisory employees
  - 1. Maintain awareness of the law enforcement chaplain program within the Division.
  - 2. Provide information to Division employees regarding the law enforcement chaplain program and availability of the chaplaincy services.
  - 3. Request Division law enforcement chaplain services via direct communication with the chaplain or through EAP.
  - 4. Provide feedback regarding the law enforcement chaplain program in order to assist in facilitating improvements and responsiveness to the needs of all Division employees and their families.
  
- D. Non-supervisory employees
  - 1. Request Division law enforcement chaplain services via direct communication with the chaplain or through EAP.
  - 2. Provide feedback regarding the law enforcement chaplain program in order to assist in facilitating improvements and responsiveness to the needs of all Division employees and their families.

**IX. REFERENCE**

“Starting a Chaplaincy Program” International Conference of Police Chaplains (rev. 10/11/2012)