

		<p>MUKWONAGO FIRE DEPARTMENT</p> <p>OPERATING PROCEDURES</p>	
Chaplain Program		Approved by: Chief Jeffrey R. Stien	
POL#42	Draft Date: 6/6/16	Revision Date:	Effective Date: 7/27/16

PURPOSE: The purpose of this policy is to provide Police and Fire employees, their families, and citizens of the Village of Mukwonago appropriate assistance, advice, comfort and referrals whenever such services are requested.

SCOPE: This policy/procedure is to be followed by all officers and members of this department. Authority to deviate from this policy/procedure rests with the officer in charge of the incident who will be responsible for the results of any deviation.

Procedures:

A. Organizational Assignment

- The Chaplains are a component of the Village of Mukwonago Police & Fire Department Administration. Chaplains shall have direct access to the Police and Fire Chief on all matters regarding the spiritual and morale welfare of the department.
- Chaplains shall serve as volunteers. A member of this program will not be armed and only possess those powers of arrest as granted any other citizen under Wisconsin State law. A Chaplain who, while off duty, does possess a State of Wisconsin issued Concealed Weapons permit, will not take any action as a Village of Mukwonago Police Department employee.
- All Chaplains shall be approved and shall serve at the pleasure of the Police & Fire Chief.

B. Qualifications

1. Prospective Chaplains will meet the following qualifications:
 - a. Be at least 21 years of age at time of appointment.
 - b. Be a citizen or legal resident of the United States.

- c. Be duly licensed or ordained by their ministerial board or denomination, or a lay minister who has passed a chaplain training course and a member in good standing of a local church with a written recommendation from the pastor, deacon or church board.
- d. Be able to understand, accept and relate to persons holding different religious commitments.
- e. Be of high spiritual and moral standing.
- f. Must be able and willing to respond to calls, incidents or situations where needs for their services are indicated or necessary.

C. Appointment

1. Chaplains are appointed by the Police & Fire Chief who reserves the right to revoke the appointment at any time.
2. Credentials will be issued to each appointee.
 - a. The Chaplain identification card will meet the current standards of the departments.
 - i. The appointees name shall be displayed as **Chaplain (First Name) (MI) (Last Name)**.
 - ii. The identification paragraph shall state: **Is a duly and appointed CHAPLAIN, acting in accordance with authority delegated by the Chiefs of the Village of Mukwonago Police Department and the Mukwonago Fire Department.**
3. A uniform approved by the Police and Fire Chief will be issued to each appointee, depending upon fund availability. The uniform will identify the person as a Chaplain and consist of the following:
 - a. A polo shirt
 - b. A jacket

D. Duties and Responsibilities

1. Crisis Intervention for officers and their families – deaths, family issues, personal crisis and many other related issues. Offers of assistance will be made and members' wishes to accept or decline will be respected.
2. Chaplains will be available to assist command staff in making notifications to the families of Police and Fire Department members who have been seriously injured or killed in the line of duty.
 - a. In the event of a serious illness, injury, or death of a Department member, the member's family will be offered the support of the Chaplain, to include

notification of a member's involvement in a critical incident, if appropriate; assistance at hospitals and rehabilitation facilities; and support in matters related to funerals.

- b. Chaplains will not infringe upon the privacy of Department members and their families, nor will they attempt to take the place of the ministers or other supportive persons requested by Department members and/or their families to assist.
3. Chaplains may be notified and requested to visit sick and injured Department members.
4. Chaplains may be requested to participate in development of programs or other community events.
5. Ride along with officers on routine patrol. Chaplains will not take law enforcement action when performing in their capacity other than self-defense and the protection of the officer he/she is accompanying.
6. Respond to major incidents or disasters so as to serve as a resource to emergency personnel, victims and families. Chaplains will comply with orders and instructions of the officer-in-charge.
7. Assist with training of employees in areas such as:
 - a. Stress Management
 - b. Ethics
 - c. Family Life
8. Participate in funeral or memorial services for active or retired employees as appropriate and assist family members in preparation of funeral arrangements when requested.
9. Perform duties relating to their position as requested by the Police or Fire Chief or their designee.

E. Limitations of Duties

1. Chaplains shall provide services in a non-denominational and ecumenical manner. They shall not proselytize, disparage other religions, use public resources to aid any church, sect, religious denomination, or sectarian institution or in any manner impose their religious beliefs upon others unless specifically asked by an individual. If specifically requested to do so, they may provide spiritual counseling and guidance that reflects their religious orientation.
 2. In performing their official duties, Chaplains shall not discriminate against any person on the basis of race, sex, national origin, religion, sexual orientation, or age.
 3. Chaplains shall maintain the confidentiality of information and persons requesting their assistance. Exceptions may only be made by written permission from the person
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requesting assistance, as required by law or in the face of clear and immediate probability of bodily harm to the person requesting assistance or others.

4. Chaplains have no arrest or enforcement powers.
5. Chaplains shall not use their position with the Village of Mukwonago or their agency issued credentials to obtain special privileges or other personal benefit for themselves or others.
6. Chaplains will not provide a news statement or release to media without the permission of the Police or Fire Chief or their designee.

F. Request for Services

1. Request for Chaplain Services must be approved by a Department supervisor.
2. Once approved, dispatch will be notified of the Chaplain services needed. Dispatch will contact a Chaplain and advise them of the situation, services needed and the location of the incident. Dispatch will give the Chaplain the incident commander's cell phone number.
3. Prior to arriving on the scene, it is recommended the Chaplain make contact with the incident commander to confirm what services are needed.
4. When the Chaplain arrives on scene, the incident commander will notify dispatch.
 - a. While on the scene, should the Chaplain be the only representative of the Department on scene, dispatch will conduct a safety and status check every 10 minutes via telecommunications to ensure Chaplain safety. It is the Chaplain decision to continue to the status checks or to cancel them, as they are not needed.
5. Upon clearing the scene, the Chaplain will notify dispatch of their departure.

G. Compensation & Benefits

1. The position of Chaplain with the Village of Mukwonago Police & Fire Department is a non-paid position. Chaplains will not receive financial compensation from the Village of Mukwonago for services rendered.
 - i. Uniforms issued under section C – 3 of this policy, and membership fees will be paid for by the Village of Mukwonago upon the approval of the Chiefs.
2. Injuries sustained while in the performance of official Chaplain Duties while riding with officers, call-outs, etc. will not be covered by the Village of Mukwonago Worker's Compensation plan.

H. Suspension

1. A Chaplain may be suspended from providing services to the department in the event they are under investigation for a violation of this policy.
 - a. Separation/Resignation
 - b. Separation
 - c. Immediate separation for actions that are egregious or unlawful
 - d. Upon dismissal, the Chaplain will immediately return their photo ID badge, uniforms and any other department owned equipment.
2. Resignation
3. If a Chaplain decides to leave the position, they will deliver a letter of resignation to the Police Chief.
4. Upon acceptance of the letter of resignation, the Chaplain will return their photo ID badge, uniforms and any other department owned equipment.