

# EAST LANSING POLICE DEPARTMENT

## POLICY AND PROCEDURE

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CHIEF OF POLICE: 

### 33.1 PURPOSE

Appointment as a member of the Chaplains Corps for the East Lansing Police Department is for the avowed purpose to help the employees of the East Lansing Police Department maintain a respect for human dignity based on the brotherhood of man and the sovereignty of God. The chaplains shall be committed to helping build a firm moral foundation and provide spiritual incentive and admonitions that will strengthen the self-esteem of all members of this department, and the citizens we serve. They shall be available for counseling department personnel at all times within the limits of their time, place, and ability.

### 33.2 APPOINTMENTS AND QUALIFICATIONS

- A. Departmental Chaplains shall be appointed at the discretion of, and serve at the pleasure of the Chief of Police. Selections shall be made through application, background check and personal interview with the Chief of Police and/or his/her designee. In order to meet the minimum qualifications for appointment, Chaplain candidates must:
1. Be ordained pastors/leaders of churches representing major religious groups within Ingham County (exceptions will be made only through the Chief of Police and the Chaplain Corp).
  2. Have respect for the pluralistic nature of our city and the diverse spiritual preferences amongst the Department personnel to be served.
  3. Be able and willing to make a commitment of not less than twenty-four hours per quarter to the Chaplaincy ministry.
  4. Show an active interest in Chaplaincy, being suited for the calling and both willing and able to assume the additional duties.
  5. Have the ability to develop rapport with Departmental members.
  6. Maintain standards set forth by the Police Department's Code of Conduct and applicable general orders.

- B. Upon appointment to the Chaplain Corps, the Chaplain holds the rank of Police Chaplain. They are to be afforded all the courtesies of the position. The director of the Police Chaplaincy program will be the Chief and/or his/her designee.
1. A list of present Chaplain Corps members is maintained in the list of Personnel.
  2. The Chaplain position is unsalaried; however, the Department may cover duty-incurred expenses within limitation.
    - a. Any trip made outside of the city which will incur city expense shall be approved in advance by the Chief of Police.

### 33.3 **CHAPLAIN CORPS ORGANIZATION**

The Chaplain Corps shall annually elect a Commander from within the Corps. The Commander shall have the following responsibilities;

- A. Organizing full membership meetings of the Corps quarterly or more, if needed.
- B. Receiving, reviewing and forwarding reports submitted by the other members of the Corps, noting specific items that should be brought to the director's attention.
- C. Recommend changes in the Chaplains program, structure, and personnel needs.
- D. Meet or correspond regularly with the Chief and/or Chief's designee (Director) to discuss issues of concern.
- E. Attend meetings when requested and feasible, conveying items of interest to other Corps members.

### 33.4 **CHAPLAINS DUTIES AND RESPONSIBILITIES**

Departmental Chaplains shall be expected to:

- A. Actively seek to become known by Departmental personnel on a personal basis.
- B. Be able to serve when needed.
- C. Recommend to the Department, other members of the clergy who may be qualified for and interested in serving as Chaplains.
- D. Attend Chaplain Corps meetings as called by the Corps Commander and/or the Chief of Police and/or his/her designee.

- E. Submit recommendations, activity, and progress reports to the Corps Commander on a quarterly basis.

### **33.5 CONFIDENTIALITY OF POLICE CHAPLAIN SERVICES**

In accordance with Michigan Statutes MCL §600.2156, MSA §27A.2156 and MCL §767.5a, MSA §28.945(1), when functioning in the performance of counseling duties, the communications between the Chaplain and counselee are privileged, and the Chaplain may not be compelled to disclose the content of those communications. Since confidentiality of Chaplain services is a matter of extreme sensitivity and importance to the Chaplains and the administration of the Department, there shall be no required Departmental reporting which in any way could reveal the identity of any Department employee or the nature of any counsel provided. The statutes do not bar testimony by a Chaplain with knowledge of relevant admissible facts, for example, testimony regarding a public incident the Chaplain may have witnessed while acting in the capacity of a Chaplain.

### **33.6 DEPARTMENT COMMAND OFFICER RESPONSIBILITY**

- A. The Chief of Police will appoint a Director that will oversee the Chaplaincy program. Meeting and correspondence with the Director shall be done on a regular basis with the Chief of Police for the purpose of reviewing the progress of the Chaplaincy Program. The appointed Director will assure that the members of the Chaplain Corps receive copies of the following materials:
  - 1. Official bulletins and/or memorandums, which contain transfers, promotions, and awards to Departmental members.
  - 2. Correspondence involving major policy changes, Department Annual and Uniform Crime Reporting Reports.
  - 3. Personnel books, including pertinent general orders/policies and the Code of Conduct, training materials, and minutes of the Chief of Police's staff meetings.
- B. The East Lansing Police Department's Police Chaplain Director shall promptly notify their chaplains of all serious illnesses, injuries, or deaths involving personnel.
- C. The Chief of Police and his/her staff have the responsibility to become acquainted with the Chaplain Corps members, and to encourage them to participate in appropriate local events which will provide them opportunities to become known by their personnel:
  - 1. Inviting Chaplains to Departmental meetings and inviting Chaplains to participate in Department social and business events.
  - 2. Encouraging the Chaplains to participate in Ride-Alongs with Departmental members.

**33.7 REVISION**

Responsibility for the continuous study and updating of this order lays with the Chief of Police and/or his/her designee.