

POLICE CHAPLAIN	Document Number	GO 419
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1. PURPOSE

The purpose of this policy is to establish the duties, responsibilities, exemptions and procedures governing the appointment, direction and control of police chaplains.

2. PERSONS AFFECTED

All appointed Police Chaplains.

3. POLICY

It shall be the policy of the Hawai'i Police Department that it appoint and maintain a chaplaincy program to assist officers and the public as a liaison between the Department and the religious community and to minimize any conflict during the performance of duties as a police chaplain.

4. EXEMPTIONS

Sworn members, reserve officers or any law enforcement officer is prohibited from participating in the Police Chaplain program.

Definition of law enforcement officer: A government employee who is responsible for the prevention, investigation, apprehension, or detention of individuals suspected or convicted of offenses against the criminal laws.

5. RESPONSIBILITIES

5.1. Police Chaplain Coordinator

5.1.1. The Police Chaplain Coordinator shall report to the Administrative Services Division and be responsible for matters pertaining to the operation of the Chaplains' Program.

5.1.2. The administrative duties of the Police Chaplain Coordinator shall include;

- a. Planning,
- b. Organizing, and
- c. Directing the activities of the Chaplains' Program.

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- 5.1.3. The Police Chaplain Coordinator shall be responsible for administrative matters that include;
- a. Recruiting and processing Police Chaplain Applications;
 - b. Processing requests for services and scheduling assignments;
 - c. Advising and keeping the ministry abreast of Departmental activities and policies;
 - d. Conducting special in-service training classes when necessary; and
 - e. Assisting whenever special problems arise.
- 5.1.4. The Police Chaplain Coordinator shall submit statistical reports on the activity of the Chaplains' Program as deemed necessary by the Police Chief.
- a. Reports will be submitted through the Administrative Section Sergeant and forwarded through the chain of command to the Police Chief.
 - b. Reports will identify any issues or trends noted as a result of the program.
 - c. Reports will include recommendations or future concerns as applicable, to the report and for the Police Chief's review and consideration.
- 5.1.5. The Police Chaplain Coordinator or his designated representative shall provide training to recruit classes on the role of the Police Chaplains' Program.
- 5.1.6. The Police Chaplain Coordinator shall be available to perform the duties of a Police Chaplain when necessary.
- 5.1.7. The Police Chaplain Coordinator shall assist the Police Chaplains as needed.

5.2. Police Chaplains

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- 5.2.1. Counseling - The Police Chaplain is available 24 hours a day to counsel with any department employee within their jurisdiction concerning family, social, moral, employment or personal affairs.

Police Chaplains are available, upon request, to counsel with any family members of department employees. Police Chaplain counseling will be restricted to areas within ability, and referral will be made for further professional counseling when necessary.

- 5.2.2. Hospital and Sick Calls - The Police Chaplain may call on any department employee within their jurisdiction who has been hospitalized or confined. The Police Chaplain may upon request, visit any relative of such employee.

At such a visit, the Police Chaplain may offer spiritual counsel and advice, endeavor to be of service to the family while affected person is hospitalized or confined.

- 5.2.3. Funerals - The Police Chaplain may be asked to officiate at the funeral of a department employee or family member (s) within the jurisdiction.

- 5.2.4. Weddings - The Police Chaplain may be asked to officiate at the wedding of a department employee or family member (s) within their jurisdiction.

The Police Chaplain will only marry those parties who meet the necessary requirements and are properly licensed by the State of Hawai'i.

The Police Chaplain's church affiliation will govern the requirements for weddings.

- 5.2.5. Invocation and Benediction - The Police Chaplain may be asked to give the invocation or benediction for department functions such as;
- a. Dinners,
 - b. Ceremonies and graduations.

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Police Chaplains may be invited to perform similar functions at other events.

- 5.2.6. Public Relations - The Police Chaplain may be invited to speak at various church meetings or ministerial meetings to present the department's philosophy of law enforcement.

The Police Chaplain is designated to serve as liaison between the department and the religious community within his jurisdiction.

- 5.2.7. Reporting - The Police Chaplain will report to the Police Chaplain Coordinator as directed.

- a. The types and frequency of reporting will be determined by the Police Chaplain Coordinator, and approved by the Administrative Sergeant assigned to the Administrative Services Division.

- 5.3. When approved by the Police Chaplain Coordinator, a Police Chaplain may perform services within the county outside of the assigned jurisdiction.

- 5.4. The Police Chaplain Coordinator and Police Chaplain shall make regular visits as assigned or when feasible to the police station within their jurisdiction to get acquainted with department employees on a personal basis.

- a. Police Chaplains shall also be granted "ride-along" privileges for this purpose.

6. PROCEDURES

6.1. Organization

- 6.1.1. The Police Chaplain Program shall be headed by the Police Chaplain Coordinator and shall be staffed by as many Police Chaplains as necessary, appointed by and serve at the discretion of the Police Chief.

- a. The Police Chaplain shall be designated to serve as a liaison between the Department and the religious community within their assigned jurisdiction.

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- b. Each Station Commander shall have immediate management responsibility over the Police Chaplain assigned to their jurisdiction.
- c. The chaplaincy program will be administered by the Administrative Service Division, Administrative Sergeant or designee appointed to work with the Police Chaplain Coordinator.

6.1.2. Rules and Regulations

- a. Police Chaplain Coordinator and Police Chaplains are not law enforcement officers and do not have law enforcement authority.
- b. They are commissioned by the Police Chief solely to serve as either a Police Chaplain Coordinator or Police Chaplains. Their responsibility is to assist the Hawai'i Police Department as outlined in this General Order.
- c. They shall in no way interfere with the officers in the performance of their duties.
- d. All Police Chaplains, when on duty, shall be clean and properly attired.
- e. They shall properly identify themselves, be courteous, and conduct themselves in a manner becoming a Police Chaplain, a concerned citizen, and a representative of the Church and the Hawai'i Police Department.
- f. Police Chaplains shall not release any information on any police investigation or activity.
- g. All information coming to the attention of any Police Chaplain shall be held in strictest confidence and considered sensitive.

6.1.3. Qualifications and Requirements

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- a. The Police Chaplain shall be an ordained minister, priest, or individual licensed by a duly-recognized religious body compatible to, and in conformance with, the religious faiths that are represented in the Department.
- b. The Police Chaplain shall have sufficient experience in pastoral and parish work to cope with the spiritual, psychological, and social needs of the members of the Department and the community.
- c. The Police Chaplain shall be willing to conform to Department policy as set forth by the Hawai'i Police Department.
- d. The Police Chaplain must possess a valid Hawai'i Driver's License.

6.1.4. Training

- a. The Police Chaplain shall undergo specific department training and instruction in areas which relate to the role and functions of a Police Chaplain as determined by the Police Chief.
- b. This training includes, but is not limited to, radio procedures, jurisdictional boundaries, department organizational structure and Department policies.
- c. At least annually the Police Chaplain Coordinator and the Administrative Sergeant will confer on Police Chaplain Program issues and training matters. If necessary, updates or remedial training will be provided to all Police Chaplains.

6.1.5. Compensation

- a. The Police Chaplain Coordinator or Police Chaplains shall be willing to volunteer their services, without compensation or financial obligation to the County of Hawai'i.

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- b. Each Police Chaplain will be compensated for use of their vehicle at the prescribed rates and for meals when outside their districts.
- 6.1.6. Carrying Firearms - Police Chaplains are not law enforcement officers, do not have law enforcement authority and are not authorized to carry any firearm, concealed or otherwise, when serving as a Police Chaplain.
- 6.1.7. Uniform and Equipment
- a. The Police Chaplain Coordinator or Police Chaplain will wear a Police Chaplain uniform while performing the official duties of a Police Chaplain. The uniform shall have the following identification:
- A 1” embroidered gold cross or other insignia approved by the Police Chief on each collar of the shirt.
 - A 3” embroidered gold cross or other insignia approved by the Police Chief on the left sleeve.
 - The word “Chaplain” positioned directly above the name tag.
- b. One set of Police Chaplain Uniforms (one shirt, one pant) shall be provided to each Police Chaplain, and shall be replaced at no cost when damaged or unserviceable except in cases of gross negligence.
- c. Each Police Chaplain shall be assigned a badge and shall carry a Department identification card. Note: The badge shall be regulation issue with the word “Chaplain” replacing the word “Officer.”
- d. Each Police Chaplain shall receive a supply of departmental business cards identifying them as a Police Chaplain and showing appropriate jurisdictional information.

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- 6.1.8. Police Chaplains Roster - A Police Chaplains Roster listing the following information shall be published and regularly updated for all departmental personnel:
- a. Name of Police Chaplain
 - b. Religious affiliation
 - c. Name, address, and phone number of the religious establishment
 - d. Residence addresses and phone numbers
 - e. Radio call number
 - f. Badge number
 - g. Geographical area of assignment