

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 personnel and law enforcement officers are prohibited from participating as Police Chaplains 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 (Lead Chaplain) Coordinator

5.1.1. The Police Chaplain Coordinator or Lead Chaplain shall report to the Police Chief or his/her designee 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

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- c. Directing the activities of the Chaplains' Program.
- 5.1.3. The Police Chaplain Coordinator shall work with the Administrative Services Section Sergeant on administrative matters pertaining to the Chaplain Program, to 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 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.
- 5.1.5. The Police Chaplain Coordinator or his/her 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.

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5.2. Police Chaplains

- 5.2.1. Counseling - Police Chaplains are available 24 hours a day to counsel with any department personnel 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 personnel. 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 - Police Chaplains may call on any department personnel within their jurisdiction who have been hospitalized or confined. Police Chaplains may upon request, visit any relative of such personnel.

At such visits, Police Chaplains 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 - Police Chaplains may be asked to officiate at the funeral of department personnel or family member(s) within the jurisdiction.

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

Police Chaplains 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 - Police Chaplains may be asked to give the invocation or benediction for department functions such as;

- a. Dinners,

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b. Ceremonies and graduations.

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

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

Police Chaplains are designated to serve as liaisons between the department and the religious community within their jurisdiction.

- 5.2.7. Reporting - Police Chaplains 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 Police Chief.

- 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. Police Chaplains shall make regular visits as assigned or when feasible to the police station within their jurisdiction to get acquainted with department personnel on a personal basis.

- 5.4.1. 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 fall under the Police Chief and shall be staffed by as many Police Chaplains as necessary, who shall serve at the discretion of, and receive appointment and district assignment from, the Police Chief.

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- a. Police Chaplains shall be designated to serve as a liaison between the department and the religious community within their assigned jurisdiction.
- b. Police Chaplains when performing services at the police stations within their jurisdictions, shall fall under the immediate management of the respective District Commander for the purposes of “ride-alongs” and/or group meetings/interactions.

6.1.2. Rules and Regulations

- a. 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 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 lawful performance of their duties.
- d. 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.
- e. Police Chaplains shall not release any information on any police investigation or activity.
- f. 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

- a. Police Chaplains shall be ordained ministers, priests, or individuals licensed by a duly-recognized religious body compatible to, and in conformance with, the religious faiths that are represented in the department.

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- b. Police Chaplains 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. Police Chaplains shall be willing to conform to departmental policy as set forth by the Hawai'i Police Department.
- d. Police Chaplains must possess a valid Hawai'i Driver's License.

6.1.4. Training

- a. Police Chaplains shall undergo specific departmental training and instruction in areas which relate to the role and functions of Police Chaplains as determined by the Police Chief.
- b. This training includes, but is not limited to, radio procedures, jurisdictional boundaries, departmental organizational structure and departmental policies.
- c. At least quarterly the Police Chaplain Coordinator and the Police Chief or his/her designee 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. Police Chaplains shall be willing to volunteer their services, without compensation or financial obligation to the County of Hawai'i.
- 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

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authorized to carry any firearm, concealed or otherwise, when serving as a Police Chaplain.

6.1.7. Uniform and Equipment

- a. Police Chaplains will wear a Police Chaplain uniform or other approved civilian attire as set forth in G.O. 800, Uniform Regulation and Approved Attire, while performing their official duties as Police Chaplains.
 - Police Chaplains being a voluntary corps are allowed to deviate from the standards set forth in G.O. 800, Uniform Regulation and Approved Attire, when performing their official duties with prior approval of the Police Chief.
- b. The Police Chaplain 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.
- c. 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.
- d. Each Police Chaplain shall be assigned a badge and shall carry a departmental identification card. Note: The badge shall be regulation issue with the word “Chaplain” replacing the word “Officer.”

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- e. Each Police Chaplain shall receive a supply of departmental business cards identifying them as a Police Chaplain and showing appropriate jurisdictional information.
- 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