

Chaplains

333.1 PURPOSE AND SCOPE

This policy establishes uniform guidelines for Milwaukee County Sheriff's Office chaplains to provide counseling or emotional support to members of the Agency, their families and members of the public.

333.2 POLICY

The Milwaukee County Sheriff's Office shall ensure that Agency chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

333.3 ELIGIBILITY

Requirements for participation as a chaplain for the Agency may include, but are not limited to:

- (a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, and free from personal or professional circumstances inconducive to service in a position of trust.
- (b) Having a good reputation in the community.
- (c) Successful completion of an appropriate-level background investigation.
- (d) A minimum of five years of successful experience in duties similar or substantially related to those performed by Agency chaplains.

The Sheriff may apply exceptions for eligibility based on organizational needs and the qualifications of the individual.

333.4 RECRUITMENT, SELECTION, AND APPOINTMENT

The Milwaukee County Sheriff's Office shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this agency.

All applicants shall be required to meet and pass appropriate pre-employment procedures as if seeking paid employment in the Agency.

333.4.1 RECRUITMENT

Chaplains should be recruited on a continuous and ongoing basis consistent with agency policy on equal opportunity and nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Agency in serving the public.

333.4.2 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

- (a) Submit the appropriate written application.
- (b) Include a recommendation from employers or volunteer programs.

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- (c) Interview with the Sheriff (or designee) and the chaplain coordinator.
- (d) Successfully complete an appropriate-level background investigation.

Chaplains are volunteers and serve at the discretion of the Sheriff. Chaplains shall have no property interest in continued appointment.

333.5 IDENTIFICATION AND APPEARANCE

As representatives of the Agency, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Appropriate equipment and identification materials will be provided for each chaplain.

Chaplains will be issued Milwaukee County Sheriff's Office identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Milwaukee County Sheriff's Office identification cards, with the exception that "Chaplain" will be indicated on the cards. Chaplains shall be required to return any issued uniforms or agency property at the termination of service.

Chaplains shall conform to all regulations and appearance standards of this agency.

333.6 CHAPLAIN COORDINATOR

The Sheriff may delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by the Chief Deputy and directly responsible to the Director of Public Affairs and Community Engagement or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and Milwaukee County Sheriff's Office administration. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the Agency, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Sheriff or the authorized designee, chaplains shall report to the chaplain coordinator and/or appropriate coordinating or supervisory personnel.

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

- (a) Recruiting, selecting and training qualified chaplains.
- (b) Conducting chaplain meetings.
- (c) Establishing and maintaining a chaplain callout roster.
- (d) Maintaining records for each chaplain.
- (e) Tracking and evaluating the contribution of chaplains.
- (f) Maintaining a record of chaplain schedules and work hours.
- (g) Completing and disseminating, as appropriate, all necessary paperwork and information.

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- (h) Planning periodic recognition events.
- (i) Maintaining liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator.

333.7 DUTIES AND RESPONSIBILITIES

Chaplains assist the Agency, its members and the community, as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Agency.

All chaplains will be assigned to duties by the chaplain coordinator or the authorized designee.

Chaplains may not proselytize or attempt to recruit members of the Agency or the public into a religious affiliation while representing themselves as chaplains with this agency. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Milwaukee County Sheriff's Office.

333.7.1 COMPLIANCE

Chaplains are volunteer members of this agency, and except as otherwise specified within this policy, are required to comply with county and agency policies governing volunteer activities and other applicable policies.

333.7.2 OPERATIONAL GUIDELINES

- (a) Chaplains will be scheduled to be on-call for a period of seven consecutive days during each month, beginning on Monday and ending on the following Sunday.
- (b) Generally, each chaplain will serve with Milwaukee County Sheriff's Office personnel a minimum of eight hours per month.
- (c) Chaplains shall not be evaluators of members of the agency.
- (d) In responding to incidents, a chaplain shall never function as a deputy, nor shall a chaplain function as a correctional officer in the Milwaukee County Jail.
- (e) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.
- (f) Chaplains shall serve only within the jurisdiction of the Milwaukee County Sheriff's Office while acting in the capacity of agency chaplain, unless otherwise authorized by the Sheriff or the authorized designee.
- (g) Each chaplain may be provided with limited access to current agency member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties, as deemed necessary and appropriate by the Sheriff or

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the authorized designee. Such information will be considered confidential and each chaplain will exercise appropriate security measures to prevent distribution of the data. Failure to maintain the confidentiality of such information will result, at minimum, in the termination of a chaplain's relationship with the Milwaukee County Sheriff's Office.

333.7.3 ASSISTING AGENCY MEMBERS

The responsibilities of a chaplain related to agency members include, but are not limited to:

- (a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
- (b) Visiting sick or injured members in the hospital or at home.
- (c) Attending and participating, when requested, in funerals of active or retired members.
- (d) Serving as a resource for members when dealing with the public in incidents, such as accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse and other such situations that may arise.
- (e) Providing counseling and support for members and their families.
- (f) Being alert to the needs of members and their families.

333.7.4 ASSISTING THE AGENCY

The responsibilities of a chaplain related to this agency include, but are not limited to:

- (a) Assisting members in the diffusion of a conflict or incident, when requested.
- (b) Responding to natural and accidental deaths, suicides and attempted suicides, family disturbances, and any other incident that, in the judgment of the Shift Commander or supervisor, aids in accomplishing the mission of the Agency.
- (c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents, as deemed necessary and appropriate by the incident commander or executive personnel.
- (d) Being on-call and, if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of agency members, as deemed necessary and appropriate by the incident commander or executive personnel.
- (e) Attending agency and academy graduations, ceremonies and events and offering invocations and benedictions, as requested.
- (f) Participating in in-service training classes.
- (g) Willingness to train others to enhance the effectiveness of the Agency.

333.7.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

- (a) Fostering familiarity with the role of law enforcement in the community, consistent with the activities of the Office of Public Affairs and Community Engagement.

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- (b) Providing an additional link between the community, other chaplain coordinators and the Agency.
- (c) Providing liaison with various civic, business and religious organizations, consistent with the activities of the Office of Public Affairs and Community Engagement.
- (d) Promptly facilitating requests for representatives or leaders of various denominations, with the approval of the chaplain coordinator.
- (e) Assisting the community in any other function as needed or requested, as deemed necessary and appropriate by appropriate supervisory personnel.
- (f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

333.7.6 CHAPLAIN MEETINGS

All chaplains are required to attend scheduled meetings. Any absences must be satisfactorily explained to the chaplain coordinator.

333.8 PRIVILEGED COMMUNICATIONS

No person who provides chaplain services to members of the Agency may work or volunteer for the Milwaukee County Sheriff's Office in any capacity other than that of chaplain, absent an exception provided by the Office of Legal Affairs and Compliance. No chaplain shall provide volunteer services to incarcerated persons in the custody of the Milwaukee County Sheriff's Office.

Agency chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to a non-agency counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any Milwaukee County Sheriff's Office member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

333.9 TRAINING

The Agency will establish a minimum number of training hours and standards for agency chaplains. The training, as approved by the Training Director, may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for members of law enforcement and chaplains
- Legal liability and confidentiality
- Ethics

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