



**SUBJECT:** Chaplain Corps

**TO:** Members of the Department

This Order establishes department policy and member responsibilities for the following:

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**59.1 CHAPLAIN CORPS**

This Order establishes a Chaplain Corps and outlines the organizational structure of the Corps, as well as the functions and services provided.

The Chaplain Corps is comprised of chaplains who provide pastoral services to members of the department (enlisted and civilian) and their families, participate in department ceremonies and meetings, accompany enforcement members on duty, and perform other related services. When requested, they may also counsel members and their families, visit sick or injured members, perform wedding ceremonies, and officiate at department funerals.

Chaplains are available to assist members at any time, during any tragedy or emergency.

**59.1.1. QUALIFICATIONS AND APPOINTMENT**

- A. Chaplains are volunteers appointed at the discretion of, and serving at the pleasure of, the Director. Selections shall be made from interested clergy recommended and endorsed by work unit commanders followed by an application process which shall include the following:

- (1) Experience and Education Questionnaire (PD-100)
  - (2) Criminal history and traffic history check
  - (3) Background investigation consistent with the enlisted member pre-employment process
  - (4) Approval of Chaplain Corps Executive Board
  - (5) Appointment by the Director
  - (6) Attendance at Spring or Fall Chaplains Conference
  - (7) Official swearing in at a Recognition Ceremony
- B. The work site commander's responsibility begins with ensuring that a prospective chaplain applicant meets the minimum criteria as stated in 59.1.1.D below. If the criteria are met, the second step in the process is the endorsement of the work site commander that the applicant would be beneficial to the needs of the work site members. Once it has been determined that the applicant meets the minimum standards and receives the endorsement of the work site commander, the applicant shall submit an application to the Michigan State Police Executive Chaplain for his or her review.
- C. Work site commanders shall ensure that this policy is adhered to prior to allowing an interested chaplain applicant to participate in any department business, including a ride-along with enforcement members.
- D. To meet the minimum qualifications for appointment, a chaplain candidate shall:
- (1) Be an ordained member of the clergy.
  - (2) Have an ecumenical interest in view of the diverse religious preferences of the members to be served.
  - (3) Be located in an area of the state where a chaplain is needed.
  - (4) Have the endorsement of recognized ecclesiastical leaders and the written endorsement of their ministry or church.
  - (5) Be a graduate of a seminary recognized by the Association of Theological Schools in the United States or Canada or meet either of the following educational requirements:
    - a. Possess a minimum of a bachelor's degree from an accredited university, and
    - b. Substantiate, to the satisfaction of the department, that they have met the educational and theological requirements of their ordaining church or denomination.
  - (6) Be currently active clergy with a minimum of five continuous years in full-time ministry within their denomination or ministry.
  - (7) Show an active interest in being a department chaplain, be suited for the calling, and willing and able to assume the additional duties.

- (8) Have the ability to develop rapport with members.
- (9) Meet the same standards with regard to criminal and traffic convictions, drug use, and overall good character that must be met by a candidate for the position of trooper.
- (10) Is not a current chaplain with another law enforcement entity.
- E. On appointment to the Chaplain Corps, a chaplain shall hold the honorary rank of captain and shall be afforded all courtesies of the position.
- F. Chaplains are not authorized to carry firearms or any other weapons.
- G. The chaplain position is unsalaried. However, the department shall cover duty-incurred expenses within the limitations listed in Official Order No. 47.
  - (1) Chaplains shall be reimbursed for mileage expenses on official duties that exceed a distance of 100 miles roundtrip.
  - (2) Chaplains will be reimbursed for all travel through the Chaplain Corps SIGMA coding block.
- H. When a chaplain is transferred to an area of the state that is adequately covered by another chaplain, a review of the regional distribution of department chaplains will be conducted by the department.
- I. When circumstances arise that prohibit a chaplain from continuing to actively serve the department, the chaplain shall turn in all department uniforms, badges, and equipment, as well as their identification card.

Chaplains on a temporary leave of absence may maintain possession of their equipment at the discretion of the Department Command Liaison, in conjunction with the State Services Bureau commander or his/her designee.

#### 59.1.2. CHAPLAIN CORPS ORGANIZATION

- A. The Chaplain Corps Board of Directors (as a 501c3 organization) is made up of seven persons.
  - (1) Members of the Chaplain Corps shall elect five department chaplains to serve as board members.
 

Chaplain members of the board are elected for three years with two elected positions being rotated each year.
  - (2) Two board members shall be active, enlisted members appointed by the Director, one representing troopers (MSPTA liaison) and one representing command officers (Command Liaison).
- B. The Director will appoint one chaplain to serve as Executive Chaplain, and that person will serve at the pleasure of the Director, without compensation, and will continue as a volunteer chaplain at his or her post. As time allows, the Executive Chaplain shall have the following responsibilities:
  - (1) Organize and lead full membership or regional meetings of the Chaplain Corps semi-annually, or more often as needed.

The Chaplain Corps Board of Directors shall also provide minutes of their meetings to divisions of the department as requested.

- (2) Recommend changes in the Chaplain Corps' program, structure, and personnel.
  - (3) Meet or correspond regularly with the Department Command Liaison, who is appointed by the Director, to discuss issues of concern to the Chaplain Corps and the department.
- C. The non-profit organization shall not participate in any fund-raising, out-reach, or promotional activities without the expressed prior authorization of the Director.

#### 59.1.3. CHAPLAINS' DUTIES AND RESPONSIBILITIES

Department chaplains shall:

- A. Actively seek to become personally known by members in their assigned area.
- B. Be available to serve whenever needed.
- C. Devote a minimum of 120 hours, annually (an average of 10 hours or more per month) to the chaplaincy.
- D. Attend the Spring and Fall Chaplain Corps training conference.
  - (1) The two-day Spring Conference will be held in conjunction with the annual Fallen Trooper Memorial service, which is held the first Monday in May at the Michigan State Police Training Academy.
  - (2) The annual Fall Conference will begin on the first Monday in October.
- E. Recommend other members of the clergy who may be qualified for and interested in serving as department chaplains where a need has been expressed by a work unit.
- F. Attend Chaplain Corps meetings called by the department.
- G. Submit activity reports to the secretary of the Chaplain Corps Executive Board as provided in the Quarterly Activity Report, EX-101.

#### 59.1.4. UNIFORMS

- A. Chaplains may wear the State Police captain's uniform when representing the department at official department functions, such as:
  - (1) Post meetings or visits
  - (2) Funerals or memorial services
  - (3) Recognition ceremonies
  - (4) Recruit school graduations
  - (5) Other official functions, as recognized and approved by the work site commander.

- B. Uniforms and equipment shall be issued by the Quartermaster and Tailor Shop as listed in Official Order No. 23.
- (1) If chaplains choose to wear a Class A, B, or C uniform, chaplains shall conform to the grooming standards for enforcement members listed in Official Order No. 1, Article 4, Enclosure 1.
- Chaplains who have beards or who otherwise do not meet the grooming standards for uniformed officers are restricted from wearing the A, B, or C uniform. However, chaplains not meeting the above grooming standards are permitted to wear the "ride-along" uniform while responding to unscheduled calls of assistance to the agency and while participating in ride-along functions and work site visits.
- (2) The chaplain uniform and its accouterments shall be worn in accordance with Official Order No. 23 and its enclosures.
- (3) Chaplains shall be issued service pins starting at ten years of service and in five-year increments thereafter. Chaplains will be encouraged to attend recognition ceremonies to receive their service pins, beginning with the 30-year pin.
- (4) Chaplains retiring with at least 25-years of service to the Michigan State Police Chaplain Corps shall receive a retirement sleeve.

#### 59.1.5. RIDE-ALONG POLICY

- A. Chaplains are encouraged to ride along on patrol with troopers in their assigned areas.
- B. Chaplains shall not wear their class A, B, or C uniform while riding along on patrol. The designated ride-along uniform approved by the Department Command Liaison in conjunction with the State Services Bureau commander or his/her designee, shall be worn during ride-along sessions, and when possible, while responding for unscheduled calls of assistance to the agency.
- C. When participating in ride-alongs, chaplains may wear the MSP car duty jacket with "State Police Chaplain" patches provided by the Distribution Center on the jacket's front and back.
- D. Chaplains are generally prohibited from entering a home with the troopers during the execution of a warrant, if the presence of the chaplain is not specifically identified as aiding in the execution of the warrant.
- E. Chaplains shall not become involved in law enforcement operations or enter crime scenes without the expressed request from an enlisted member or other law enforcement officer.
- F. Chaplains are considered members of the department and are not required to sign a waiver to conduct a ride along or other work site training.
- G. Chaplains are to be issued a ballistic vest, and it shall be worn at all times while conducting a ride-along. Available ballistic vests will be provided by the Quartermaster upon request from the work site commander.

- H. Chaplains are authorized to properly identify themselves while on a ride-along or providing chaplain services. Chaplains are authorized to display their MSP badge while functioning as an MSP chaplain.
- I. Chaplains shall not disseminate information relating to criminal investigations or matters sensitive in nature to the general public or to the media.
- J. Regardless of a chaplain's concealed weapons license status, chaplains shall not carry a firearm while functioning as an MSP chaplain nor qualify in any department firearms training program.

**59.1.6. DEPARTMENT COMMAND LIAISON'S RESPONSIBILITIES**

- A. The Department Command Liaison, under the supervision of the State Services Bureau commander or his/her designee, shall serve as the point of contact between department command and the Chaplain Corps.
- B. The Department Command Liaison, under the supervision of the State Services Bureau commander or his/her designee, shall meet and correspond with the Executive Chaplain on a regular basis for the purpose of reviewing the general activities of the Chaplain Corps and to inform the Executive Chaplain of matters of interest to the members of the Corps.
- C. Division, district, and post commanders shall promptly notify their local chaplains of serious illnesses, injuries, or deaths involving their personnel.
- D. Commanders shall encourage chaplains in their work areas to participate in appropriate local events by:
  - (1) Inviting department chaplains to district and post commanders' meetings.
  - (2) Inviting department chaplains to participate in retirement parties and other post/district social events.
- E. Chaplains shall be permitted and encouraged by the work site commander to participate in first aid training with their local work site personnel.
- F. Work site commanders shall ensure that department chaplains are afforded the same courtesies and access to department installations as any other civilian employee of the work site would enjoy.
- G. The post commander shall complete the annual Chaplain Performance Appraisal (TD-30), and forward to the Department Command Liaison for a rating period of October to October each calendar year.

**59.2 REVISION RESPONSIBILITY**

Responsibility for continuous review and revision of this Order lies with the State Services Bureau, in cooperation with the Office of the Director.

DIRECTOR