



City of Racine Police Department
Policy and Procedure

Number: 304

Subject: Duties and Responsibilities - Chaplain		
Date issued: 11-07-80	Effective Date: 01-13-11	Revision Number: 3

1. Appointment. The Chief of Police shall appoint the Police Department Chaplain(s).
2. Mission. The Racine Police Department Chaplains will strive to minister to the spiritual and emotional needs of the members and employees of the Department, and to assist the Police Department and the community through prayerful and dedicated service demonstrating due care, concern, and compassion toward all persons.
3. Goals and Objectives.
 - a. To be available upon request for counseling members and employees of the Department in times of crisis and need, or in support of the spiritual concerns of Department members and employees.
 - b. Serve to enhance police/community relations by serving as a natural communications link to the community of Racine.
 - c. The Chaplain shall execute his/her duties and responsibilities without regard to sex, race, creed, national origin, or religious affiliation.
4. The Police Department Chaplain shall:
 - a. Be available for counseling of Department members and employees in times of stress and difficulty.
 - b. Respond to incidents in which an officer has been seriously injured.
 - c. Periodically visit seriously injured or sick Department members and employees.
 - d. Attend and participate in police funerals.
 - e. At the Officer's request, assist Officers with death notifications and other serious incidents involving the general public.
 - f. Participate in ride-alongs.
 - g. Participate in in-service and other training as suggested by the Chief of Police or his/her designated representative.
 - h. Attend chaplain meetings as scheduled.
 - i. Insure that no Police Department information is released to the news media, insurance companies, attorneys or any unauthorized person as per Department regulations on confidentiality.
5. Professional Standards.
 - a. Personal Appearance: The Chaplain will strive to present a professional appearance. This includes proper hygiene and grooming. Facial hair is acceptable if well maintained.
 - b. Dress Requirements: While on patrol, shift ride-along or performing any other Chaplain responsibility, the Chaplain will wear the Chaplain jacket provided by the Department when applicable, (consistent with the weather), casual dress or clergy apparel.
 - c. Identification/Credentials:
 - (1) The Police Chaplain credentials shall never be displayed for the purpose of impersonating a police officer.
 - (2) When on duty, the Chaplain will wear or carry the Racine Police Chaplain I.D. card. Some duties may prevent the Chaplain from displaying his/her credentials. For safety reasons, the Chaplain is encouraged to keep these concealed when he/she is not on duty.
 - d. Conduct: The Chaplain is expected to strive for setting the finest example of professional, pastoral and personal conduct for his/her Officers. The Chaplain shall display conduct in keeping with the dignity of the ministry and the Department. All aspects of the Racine Police Department Rules and Regulations are applicable to the Chaplain.

6. Chaplain Services.
 - a. Members and employees are encouraged to contact the Chaplains whenever needed.
 - b. Normal Department command and communications channels need not be followed.
 - c. The Department member/employee who comes to the Chaplain for counseling should clearly understand that this is an “off the record” and privileged communication which will not be reported to the department administration or have any bearing on his or her job status. The element of confidentiality is crucial to the overall effectiveness of the chaplains in their rapport with departmental personnel. ***As mandated by law, the exception to the confidentiality rule is when threats against life or child abuse are involved.***

7. Scheduling.
 - a. A Department Chaplain shall be available 24 hours a day, 7 days a week and shall be notified when his/her intervention is required.
 - b. Department Chaplains have authorization to ride along anytime desired, provided a completed ridealong form is on file with the Department and the Shift Commander / Roll Call Supervisor is notified.

8. Organizational Placement - The Chaplain will be responsible directly to the Chief of Police or his/her designated representative

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