POLICY & PROCEDURE

STURGEON BAY POLICE DEPARTMENT

SUBJECT: **CHAPLAIN PROGRAM**

NUMBER: 2.13
ISSUED: 05/01/2026
EFFECTIVE: 05/01/2026

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

☐ RESCINDS
☐ AMENDS

REFERENCE: WI State Statute 905.06

WILEAG 6TH EDITION
STANDARDS: N/A

INDEX AS: Chaplain Service
Clergy Assistance
Police Chaplains

PURPOSE: The purpose of this Policy & Procedure is to define the areas of responsibilities and procedures for service of the Chaplain Service of the Sturgeon Bay Police Department.

This Policy & Procedure consists of the following numbered sections:

I. PURPOSE OF THE SERVICE

II. CHAPLAIN'S CREED

III. ORGANIZATION

IV. DUTIES & RESPONSIBILITIES

V. PROCEDURES

VI. RIDE ALONGS

I. PURPOSE OF THE SERIVCE

A. The chaplains will provide aid to Sturgeon Bay officers and the citizens of Sturgeon Bay through a field service ministry. They will provide spiritual guidance, pastoral counseling, and comfort in times of crisis, plus such physical help as they are equipped to give on an emergency basis.

Such services will be provided as a result of request from members of the Sturgeon Bay Police Department.

B. The chaplains will provide spiritual guidance and pastoral counseling to all personnel of the Department, sworn and civilian, and their families in times of need. These services are available on the basis of need and desire. Police chaplains are not intended, nor do they wish to replace an individual's own minister.

II. CHAPLAIN'S CREED

A. Believing that God is the answer to man's dilemma, the chaplain stands ready to bear witness to the forgiving love and redeeming power of God to all people confronted with crisis. They should always seek to be responsive to God's leadership. They should pray that God will guide their words, thoughts and actions as their life is made a channel of God's love.

III. ORGANIZATION

A. The chaplain division will be staffed by duly ordained or licensed ministers employed in a church or church related organization.

1. Police Chaplain: The police chaplains will be appointed to the service by the Chief and will serve at his/her will.

B. Requirements for membership

1. A Police Chaplain must:

a) Be duly ordained or licensed minister employed in a church or church related organization.

b) Submit the requisite application.

c) Possess a valid driver's license.

2. A Chaplain's identification will consist of a card issued by the Chief. When the Chaplain's service is discontinued, the chaplain is to surrender their identification card to the Chief.

C. The Chief may appoint a member of the Sturgeon Bay Police Department to act as a liaison person between the chaplains and the Chief. The liaison person, who is outside the chain of command, would be responsible for carrying out such specific assignments as the Chief may make.

IV. DUTIES & RESPONSIBILITIES

A. The police chaplains shall report to the Chief and will be held responsible for matters pertaining to the operation of the service.

B. The police chaplains shall act as chaplain to the personnel of the Sturgeon Bay Police Department and provide those services indicated in this Policy & Procedure.

C. The administrative duties of the police chaplains shall include planning, organizing and directing the activities of the chaplain division.

D. The police chaplains will submit statistical reports on the activities of the division from time to time as deemed necessary by the Chief.

E. The police chaplains will be on call for assigned time periods. During this time, the chaplain pledges to make themselves available to answer calls made by the designated personnel of the Sturgeon Bay Police Department.

F. The police chaplains may be called on to assist police officers in a variety of situations including but not restricted to:

1. Death notices. This could be homicides, suicides, accidents or natural deaths.
2. Accidents involving serious injury for comfort to the injured and/or their families.
3. Persons who are confused or emotionally upset.
4. Attempted or potential suicide victims.
5. Marital quarrels. The police chaplains may wish to make appointments for counseling or may make referrals for counseling as the need may indicate.
6. Persons who simply want or need to talk over problems.
7. Alcoholics - aid in gaining admission to a treatment facility.
8. Stranded persons in need of financial help for travel.
9. Persons in need of food, shelter or medical services who need direction to an agency that can help.
10. Assisting officers in quieting an upset person or possibly to aid when a person is being committed to a hospital.
11. Comfort to victims, or families of victims, involved in sex offenses.

12. Assist police officers and the people they contact in any other function of the ministerial profession as requested.

V. PROCEDURES

A. The chaplains are not law enforcement officers and possess no law enforcement authority other than that of any private citizen.

They are appointed by the Chief as police chaplains, and their responsibility is to assist Sturgeon Bay police officers and other citizens as outlined in this Policy & Procedure. They shall in no way interfere with the officers in the performance of their duties.

B. Each police chaplain will be assigned a duty time (If there are multiple chaplain's).

1. The tour of duty will be scheduled and set forth during which time the duty chaplain will be on call.

2. Chaplains will be assigned duty time in one-month intervals. If a dispatcher or officer cannot reach the duty chaplain, the next chaplain on the list will be contacted.

3. A schedule of duty months will be established and a notification/reminder system used if necessary.

C. When providing field service ministry, the chaplain should, as soon as practical, notify the involved person's minister. The chaplain should make proper referrals in those cases that need specialized attention. A directory of services will be part of a chaplain kit.

D. Chaplains, when on duty, shall be clean and properly attired in well-pressed attire. They shall properly identify themselves, be courteous and conduct themselves in a manner becoming a chaplain, a concerned citizen and a representative of the church and the Sturgeon Bay Police Department.

E. Chaplains are not to release any information regarding cases they work on to any news media or insurance agencies.

F. Any pastoral information secured by chaplains will be held in confidence and used only for the benefit of the person(s) involved. This applies to both purposes of the chaplain service as identified in this Policy & Procedure.

G. Any Information secured by chaplains in a confidential setting is no longer a reporting authority per Wisconsin Statute 905.06. This applies to both purposes of the chaplain service as identified in this Policy & Procedure.

H. The duty chaplain shall not hesitate to ask a police squad to meet them and assist or to be nearby if they think it advisable.

I. The duty chaplain is responsible for contacting their relief and planning for the transfer of any equipment assigned for chaplains.

J. Chaplains are free to make follow up calls at their discretion or they may make a follow up request to the chaplain of the day. How much a chaplain becomes involved in a case is their decision to make.

K. The chaplains shall not take part in or become a part of the Departmental grievance procedure.

L. Chaplains, when functioning in the role of Sturgeon Bay Police Chaplain under the guidelines of this Policy & Procedure, will be protected and covered against any liability by the Sturgeon Bay Police Department and the City of Sturgeon Bay.

VI. RIDE ALONGS

A. Chaplains may accompany officers on patrol duty. It is important to remember that care must be taken to minimize placing chaplains in a hazardous position that could result in their injury.

1. When an officer responds to a hazardous call such as a robbery-in-progress, burglary-in-progress, family dispute, bar fight, etc., the chaplain must remain in the police vehicle until the officer has determined that the chaplain can enter the scene.

2. If an officer sees that a high-speed chase is developing, the chaplain must be let out of the police vehicle immediately even though this pause could delay or eliminate the officer's pursuit of the wanted vehicle.

B. A chaplain may accompany officers in a police vehicle either at the request of the chaplain or at the request of an individual officer except that an officer may decline to have a chaplain accompany them in the police vehicle.

Clinton Henry
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/26/2020