



Wisconsin Department of Justice

Chaplaincy Program

Effective Date: 10/04/2018

I. STATEMENT OF POLICY

It is the policy of the Department to provide law enforcement chaplain services to employees who request them utilizing Department appointed chaplains that have met prescribed requirements. Chaplain services will include counsel to Department employees and immediate family members, assistance during death notifications, crisis response, assistance to the Division of Criminal Investigation (DCI) peer support team, visitation to Department employees and immediate family members who are sick or injured, and participation at official ceremonies and special occasions. The services of the Department Chaplaincy Program shall be made available at no cost to all members of the Department under the provisions outlined in this policy.

II. BACKGROUND

The law enforcement and criminal justice profession has witnessed ever increasing demands and potentially dangerous situations that require even temperament on the part of special agents and other employees so that they can perform their duties professionally while also addressing personal issues and challenges that may stem from such circumstances. Department staff, along with their immediate families, are impacted during crises and other stressful situations that can have a profound effect on their attitudes, perspectives and personal well-being.

III. GENERAL PROVISIONS

The Department has established a voluntary program to provide support to employees and their immediate families during times when they have a need to reach out to and confide in individuals with training in police chaplaincy and empathetic listening. Chaplains serve well in this capacity because of the nature of their education and training along with an ability to understand the nature of law enforcement while maintaining professional distance. Department staff may choose not to discuss certain situations that affect their work or personal lives with supervisors, co-workers or immediate family members to avoid undue concern or negative judgment. While they may contact their own religious leader where applicable, employees may benefit from the services of chaplains in a unique way regarding issues related to the law enforcement and criminal justice profession. The

Department will designate a DOJ employee to be the chaplain program coordinator who will oversee the Department chaplain program.

IV. PROCEDURE FOR APPOINTMENT OF DEPARTMENT CHAPLAINS

- A. Chaplain candidates shall meet the qualifications and training requirements prescribed in Section VI of this policy.
- B. Any member of the Department may formally submit the name of a chaplain candidate via email to the Department chaplain program coordinator.
- C. Any chaplain candidate recommended to the Department chaplain program coordinator shall be provided with a copy of this policy and shall submit a formal letter of interest and resume describing the reasons for the application and applicable chaplaincy background and qualifications. The letter shall be addressed to the Department chaplain program coordinator. Any chaplain interested in chaplaincy with the Department may independently submit a formal letter of interest.
- D. Appointment of any Department chaplain shall be made in a written letter from the Department chaplain program coordinator to the appointee with the clarification that the appointee will serve on a volunteer basis, not as an employee of the Division or the Department of Justice, at the discretion of the Department chaplain program coordinator.
- E. While the Department chaplains serve in a multi-faith capacity, the Department chaplain program coordinator shall make every effort to ensure employees have access to a Department chaplain of the employee's own faith group (if applicable) or religious affiliation to the extent practicable and as requested by the employee.

V. STANDARDS GOVERNING DEPARTMENT CHAPLAINS

- A. Chaplains will serve on a volunteer basis.
- B. Chaplains will not serve as law enforcement officers and shall at no time while on duty or off duty assume such a role.
- C. Chaplains shall provide service and assistance within the scope of their duties and responsibilities according to Section VII of this policy when requested by employees and/or immediate family members.
- D. Chaplains shall not interfere with Department sworn staff or other employees in the performance of their official duties.
- E. Chaplains shall gain and maintain a basic understanding of the organization and mission of the Department and the nature of the duties performed by all Department employees.

- F. Duly appointed chaplains that are actively serving in such capacity will be issued an official Department identification card and appropriate building access card. Any chaplain no longer wishing to remain in active status in the Department's chaplaincy program shall provide written notice to the chaplain program coordinator of their intent to withdraw from the program. Any chaplain no longer active in the service of the Department shall promptly surrender their issued identification and access cards and any other Department issued equipment to the Department chaplain program coordinator.
- G. The chaplain shall conduct him or herself in a professional and compassionate manner consistent with the intent of this policy. Inappropriate or unethical conduct exhibited by the chaplain shall be grounds for immediate dismissal.
- H. Chaplains shall make reasonable efforts to ascertain if Department employees and/or their immediate family members have personal religious leaders and offer to contact that religious leader to advise the nature of law enforcement chaplaincy services if the employee/family member chooses.
- I. Chaplains may suggest to Department employees and/or their immediate family members to further seek guidance from their personal religious leader or other counseling services such as the Employee Assistance Program (EAP) when deemed appropriate.
- J. Chaplains shall not engage in public comment or criticism regarding the Department, its activities and its employees or their immediate families while a duly appointed Department law enforcement chaplain.
- K. Chaplains shall maintain confidentiality and not release any information to media or other social networks of communication concerning the scope of their services or departmental operations.
- L. Chaplains shall maintain all conversations with employees and/or their immediate family members during the scope of chaplaincy duties as privileged. Chaplains shall maintain all privileged communication to themselves unless waived by the employee or family member as applicable unless the communication affects the safety of the employee, family member or others.
- M. Under the general direction of the Department chaplain program coordinator, chaplains shall report to the chaplain program coordinator; however, any employee of the Department may use the services of the Department Chaplaincy Program as needed and under the provisions of this policy.
- N. Department chaplains shall not maintain any recordings – digital or written – of any privileged communication(s).
- O. Department chaplains shall not use the chaplaincy to solicit donations or proselytize to employees who have not otherwise sought out the services of the chaplain.

VI. QUALIFICATIONS AND TRAINING REQUIREMENTS

- A. Department chaplains must be ordained or licensed clergy in good standing by a faith group at the time of appointment and shall maintain such standing for the duration of their active service.
- B. Pursuant to Department protocol on employee backgrounds, chaplains must have successfully passed a fingerprint and name based background check conducted by the Human Resources Bureau prior to appointment to serve as a chaplain and must immediately disclose any derogatory circumstances or events subsequent to their appointment to the Department chaplain program coordinator.
- C. Chaplains shall possess and maintain a valid driver's license recognized in the State of Wisconsin.
- D. Chaplains shall acquire familiarization with State of Wisconsin Employee Assistance Program (EAP) services and demonstrate consistent support of the program.
- E. Chaplains shall receive suicide prevention training as recommended by the Department.
- F. Chaplains responding to crisis situations shall work in conjunction with professional EAP staff where appropriate for debriefings, defusings and/or other employee assistance services, with a preference given to those EAP providers who have prior experience working with law enforcement, where possible.
- G. Chaplains are required to conform to the Canon of Ethics of the International Conference of Police Chaplains (ICPC).
- H. Chaplains will have training in death notification protocols, crisis intervention and de-escalation, and any other ongoing training as required or recommended by the Department chaplain program coordinator and the ICPC, to be funded by the Department.
- I. Chaplains will seek to obtain Wisconsin Credentialing and Asset Management System (WICAMS) credentialing within 12 months of appointment, as described in the WICAMS position description/qualification requirements. See Appendix A

VII. DUTIES AND RESPONSIBILITIES

- A. Department chaplains shall:
 - 1. Assist the Department as directed to make compassionate notifications to immediate family members of employees who have been seriously injured or killed.
 - 2. Respond as requested to emergency medical treatment facilities and conduct visits to employees or their immediate family members who are sick or injured as appropriate and approved by the employee.
 - 3. Participate in ceremonies and events, to include funerals of active

and retired employees or their immediate family members, Department swearing in ceremonies, and other venues as a representative of the Department when requested by the Department chaplain program coordinator, or his/her designee, or a Division Administrator.

4. Provide confidential consultation and spiritual guidance to employees when requested by them.
5. Address staff at Department in-services, new employee classes/orientation, work unit meetings, peer support team meetings, and other groups when requested by the Department chaplain program coordinator or his/her designees to provide outreach and education on the services offered by the Department chaplain program.
6. Participate in ride-alongs, critical incident responses and other law enforcement related activities while adhering to proper protocols according to Department and Division policy. When responding to critical incidents, the chaplain may be reimbursed for meals, mileage and lodging expenses if deemed appropriate by the chaplain program coordinator. Additionally, while traveling to other Department sponsored events, the chaplain may be reimbursed for mileage and meals.
7. Maintain a record solely of the number of contacts with Department employees and/or immediate family members so as to provide metrics on the utilization rate of the chaplain program and to effectively manage chaplain resources throughout the various Department office locations throughout the state.
8. Provide feedback to the Department chaplain program coordinator in order to assist in facilitating improvements and responsiveness to the needs of all Department employees and their families.

B. Department Lead Chaplain shall:

1. Act as the primary point of contact for department chaplains for deployment when a specific chaplain has not been contacted directly by a member of the Department or the Department chaplain program coordinator.
2. Assist with the vetting of potential new chaplains to include interviewing potential new chaplains.
3. Assist with the coordination of special events, ceremonies or other Department sponsored events at which chaplains shall be present.
4. Work with the Department chaplain program coordinators on any issues related to chaplains and their service to Department staff.

- C. Department chaplain program coordinator shall:
1. Assess candidates for Department chaplains in accordance with the intent and objectives of this policy.
 2. Ensure Department chaplains receive appropriate Department identification and building access cards and, upon departure of a chaplain, account for the return of all items issued and the deactivation of building access cards.
 3. Approve and coordinate reimbursement for necessary and reasonable expenses.
 4. Maintain the integrity of the law enforcement chaplain program to serve the needs of Department employees and their families.
 5. Coordinate services outlined in section VII (A) as necessary.
 6. Maintain a list of program chaplains and contact information.
 7. Ensure all chaplains attend required training and maintain required credentials.
- D. Department supervisors shall:
1. Maintain awareness of the chaplain program within the Department.
 2. Provide information to Department employees regarding the chaplain program and availability of the chaplaincy services.
 3. Request Department chaplain services via direct communication with the chaplain and/or program coordinator.
 4. Provide feedback to the Department chaplain program coordinator regarding the chaplain program in order to assist in facilitating improvements and responsiveness to the needs of all Department employees and their families.
- E. Non-supervisory Department employees may:
1. Request Department chaplain services via direct communication with the chaplain.
 2. Provide feedback to the Department chaplain program coordinator regarding the chaplain program in order to assist in facilitating improvements and responsiveness to the needs of all Department employees and their families.

VIII. CROSS REFERENCE

Wisconsin Credentialing and Asset management System (WICAMS) Law Enforcement Chaplain Position Description/Qualification Requirements

<http://www.icpc4cops.org/>

**Appendix A
Chaplaincy Program**

Position Description/Qualification Requirements: Law Enforcement

Public Safety and Security: ESF #13

Law Enforcement Job Title: Law Enforcement (LE) Chaplain

Description: A duly credentialed *Law Enforcement Chaplain* is an individual resource employed by a local, county, tribal, or state jurisdiction. The individual resource can be an integral part of any law enforcement situation based upon the Incident Commanders needs.

REQUIRED CRITERIA

The table below lists minimum requisite criteria recommended by the Wisconsin Law Enforcement Credentialing Committee based on existing protocols and standards for a ***Law Enforcement Chaplain*** to participate in the Wisconsin Credentialing and Asset management System (WICAMS) and the Incident Management Systems Division’s National Emergency Responder Credentialing System. The local authority having jurisdiction in Wisconsin may not require these criteria for this position at the local level. The State of Wisconsin requires a minimum of BASIC Credentialed Law Enforcement Chaplain.

Category	Criteria
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Education	Minimum High School or GED Equivalent 60 - College credits or grandfathered 2-CEU’s required yearly in LE Chaplain field to maintain credential
Training	Completion of the following courses/curricula International Conference of Police Chaplains Basic Courses: B01 Intro to Law Enforcement Chaplaincy B02 Death Notification B03 Stress Management B04 Ceremonies and Events B05 Confidentiality and Legal Liability B06 Ethics B07 Responding to a Crisis

B08 Law Enforcement Family
B09 Substance Abuse
B10 Suicide
B11 Officer Death and Injury
B12 Sensitivity and Diversity

18-hours of agency specific training within his/her assigned agency.

Experience

Currently assigned to LE Chaplain duties

Credential

ICPC Basic Level Credentials

Law enforcement chaplains must be ordained or licensed clergy ecclesiastically certified in good standing by a recognized religious denomination at the time of appointment and shall maintain such standing for the duration of their active service.

License

Valid driver's license

Physical

Physical capability to work long hours in adverse and potentially extreme environmental conditions.

**Appendix B
Chaplaincy Program**

DOJ Chaplains Contact List

Name	Confidential Email	DOJ Email	Cell Phone	Primary Location
John Putnam (lead chaplain)	pastor@posc.life	putnamjd@doj.state.wi.us	920-889-8297	Sheboygan/Fond du Lac
Robert Goodsell	Bob@bluelinechaplains.org	goodsellrg@doj.state.wi.us	608-217-6201	Madison
Mark Clements	markclements@laxpolicechaplains.com	clementsmd@doj.state.wi.us	608-792-5078	La Crosse
George Papachristou	George.papa@att.net	PapachristouGJ@doj.state.wi.us	262-617-9153	Milwaukee
Frank O'Laughlin	fjolaugh@gmail.com	olaughlinfj@doj.state.wi.us	608-799-7211	La Crosse
Steve Rogers	slrgs@sbcglobal.net	rogerssl@doj.state.wi.us	414-573-5057	Greenfield/Milwaukee