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1. PURPOSE

The purpose of this policy is to establish the duties, responsibilities, exemptions and procedures governing the appointment, direction and control of police chaplains.

2. PERSONS AFFECTED

All appointed Police Chaplains.

3. POLICY

It shall be the policy of the Hawai'i Police Department to appoint and maintain a chaplain program for the benefit of enhancing the relationship between the police and the community, to provide department personnel and their families with comfort and encouragement during dire situations when there is tragedy, and to be a source of support and religious guidance for personnel going through personal hardship.

4. EXEMPTIONS

Sworn officers of the Hawai'i Police Department and other agencies are prohibited from participating as Police Chaplains in the Police Chaplain program. A sworn officer is a person who is granted those general peace officer powers prescribed by constitution, statute, or ordinance in the jurisdiction, including those persons who possess authority to make a full-custody arrest for limited or specific violations of the law within the same jurisdiction, in a full-time, part-time or volunteer capacity.

5. RESPONSIBILITIES

5.1. Police Chaplain (Lead Chaplain) Coordinator

5.1.1. The Police Chaplain Coordinator or Lead Chaplain shall report to the Police Chief or his/her designee and be responsible for matters pertaining to the operation of the Chaplains' Program.

5.1.2. Police Chaplains are not sworn officers and therefore do not have law enforcement powers.

5.1.3. The administrative duties of the Police Chaplain Coordinator shall include;

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- a. Planning meetings, events and other chaplain functions;
 - b. Organizing, and
 - c. Directing the activities of the Chaplains' Program outlined in 5.2.
- 5.1.4. The Police Chaplain Coordinator shall work collaboratively with the Administrative Services Section Sergeant on agenda items and administrative matters pertaining to the Chaplain Program, to include:
- a. Recruiting and Application processing;
 - b. Processing requests for any of the services outlined in 5.2 and assigning chaplains to provide the service;
 - c. Advising and keeping the ministry abreast of departmental activities and policies;
 - d. Conducting special in-service training classes when necessary, which includes:
 - Recruit Family Night
 - Chaplain responsibilities and services
 - Peer Support
 - Coping with Grief and Loss
 - Other training deemed appropriate by the Police Chief or designee.
 - e. Assisting whenever special problems arise.
- 5.1.5. The Police Chaplain Coordinator shall submit statistical reports on the activity of the Chaplains' Program as deemed necessary by the Police Chief.

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- a. Reports will be submitted to the Police Chief.
- b. Reports will identify any issues or trends noted as a result of the program.
- c. Reports will include recommendations or future concerns as applicable.

5.1.6. The Police Chaplain Coordinator or his/her designated representative shall provide training to recruit classes on the role of the Police Chaplains' Program.

5.1.7. The Police Chaplain Coordinator shall be available to perform the duties of a Police Chaplain when necessary.

5.1.8. The Police Chaplain Coordinator may assign Police Chaplains to particular districts, referred to as an area of assignment. However, Police Chaplains are not restricted from providing service to departmental personnel outside their area of assignment.

5.2. Police Chaplains

5.2.1. Counseling - Police Chaplains are available 24 hours a day to counsel with any department personnel concerning family, social, moral, employment or personal affairs.

Police Chaplains are available, upon the request of department personnel, to counsel with any of their family members. Police Chaplain counseling will be restricted to areas within ability, and referral will be made for further professional counseling when necessary.

5.2.2. Hospital and Sick Calls - Police Chaplains may call on any department personnel who have been hospitalized or confined. Department personnel may request a Police Chaplain visit any relative of such personnel.

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At such visits, Police Chaplains may offer spiritual counsel and advice, endeavor to be of service to the family while the affected person is hospitalized or confined.

5.2.3. Funerals - Police Chaplains may be asked to officiate at the funeral of department personnel or family member(s).

5.2.4. Weddings - Police Chaplains may be asked to officiate at the wedding of department personnel or family member(s).

Police Chaplains will only marry those parties who meet the necessary requirements and applicable licenses, law, and requirements have been met.

The Police Chaplain's church affiliation will govern the requirements for weddings.

5.2.5. Invocation and Benediction - Police Chaplains may be asked to give the invocation or benediction for department functions such as;

- a. Dinners,
- b. Ceremonies and graduations.

Police Chaplains may be invited to perform similar functions at other events.

5.2.6. Public Relations - Police Chaplains may be invited to speak at various church meetings or ministerial meetings to present the department's philosophy of law enforcement.

Police Chaplains are designated to serve as liaisons between the department and the religious community.

5.2.7 Reporting - Police Chaplains will report to the Police Chaplain Coordinator as directed, and the types and frequency of reporting will be determined by the Police Chaplain Coordinator, and approved by the Police Chief or designee.

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5.2.8 Police Chaplains shall make every effort to acquaint themselves with the police station, department personnel, and community within their primary area of assignment through the following department-recommended and supported practices:

- a. Regular station visits.
- b. Conducting ride-alongs with patrol officers or other department personnel.
- c. Participating in police and community events.
- d. Working with community outreach groups.
- e. Participating in other events that coincide with and support the objective of the Chaplain program.

6. PROCEDURES

6.1. Organization

6.1.1. The Police Chaplain Program shall fall under the Office of the Police Chief and shall be staffed by as many Police Chaplains as necessary, who shall serve at the discretion of, and receive appointment and district assignment from, the Police Chief or designee.

- a. Police Chaplains shall be designated to serve as liaisons between the department and the religious community.
- b. Police Chaplains, when performing services at police stations, shall fall under the respective District Commander's immediate management for "ride-alongs" and group meetings/interactions.

6.1.2. Rules and Regulations

- a. Police Chaplains are not law enforcement officers and do not have law enforcement authority.

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- b. The Police Chief commissions them solely to serve as Police Chaplains and assist the Hawai'i Police Department as defined in this General Order.
- c. A Police Chaplain's role is that of an objective observer. They shall not interfere with the officers' lawful performance of their duties except as requested by the officers or in exigent situations where involvement is necessary to preserve life and protect the officer.
- d. When asked, Police Chaplains shall courteously and properly identify themselves, with conduct appropriate and representative of their religious organization and the Hawai'i Police Department.
- e. Police Chaplains shall not release any information on any police investigation or activity.
- f. Police Chaplains shall hold all information coming to their attention in the strictest confidence and consider it sensitive.

6.1.3. Qualifications and Requirements

- a. Police Chaplains shall be ordained ministers, priests, or individuals licensed by a duly recognized religious body compatible with, and conformance with, the religious faiths represented in the department.
- b. Police Chaplains shall have sufficient experience in pastoral and parish work to cope with the spiritual, psychological, and social needs of the department and community members.
- c. Police Chaplains shall be willing to conform to departmental policy set forth by the Hawai'i Police Department.
- d. Police Chaplains shall possess a valid Hawai'i Driver's License.

6.1.4. Training

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- a. Police Chaplains shall undergo specific departmental training and instruction in areas that relate to the role and functions of Police Chaplains as determined by the Police Chief.
- b. This training includes, but is not limited to, radio procedures, district boundaries, departmental organizational structure, and departmental policies.
- c. At least quarterly, the Police Chaplain Coordinator and the Police Chief or designee will confer on Police Chaplain Program issues and training matters.
 - Police Chaplains shall receive updates and remedial training on identified needs yearly.

6.1.5. Compensation

- a. Police Chaplains shall be willing to volunteer their services without compensation or financial obligation to the County of Hawai'i or the Hawai'i Police Department.
- b. The Hawai'i Police Department shall compensate all Police Chaplains for the official use of their vehicles at the prescribed rates and meals when appropriate.

6.1.6. Carrying Firearms - Police Chaplains are prohibited, without exception, from carrying firearms when serving in the capacity of Police Chaplain, whether they have a concealed carry license or not.

6.1.7. Uniform and Equipment

- a. Civilian Attire
 - Police Chaplains shall be guided by General Order 800 when selecting civilian attire to be worn during the performance of their official duties as a Police Chaplain.

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- Deviation from the standard outlined in General Order 800, Uniform Regulation and Approved Attire, must be approved by the Police Chief or designee.

b. Formal Police Chaplain Uniform

- The Formal Police Chaplain Uniform shall adhere to the uniform specifications for sworn personnel outlined in General Order 800, with the following exceptions:
 - A 1” gold cross or other insignia approved by the police chief shall be embroidered on each shirt collar.
 - A 3” gold cross or other insignia approved by the police chief shall be embroidered on the left sleeve.
 - The word “Chaplain” shall be positioned directly above the name tag.
 - A Chaplain badge shall be worn above the left breast pocket. Note: The Chaplain badge can be differentiated from a sworn officer badge by the word “Chaplain” printed on the badge in place of the sworn officer’s rank.
 - The Sam Browne belt shall be worn around the waist, bearing no equipment.
 - Police Chaplains are prohibited from wearing the Department Issued Battle Dress Uniform (BDU).
- Police Chaplains shall only wear the Formal Police Chaplain Uniform during ceremonial events. Acceptable events include:
 - Police Recruit Graduation

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- Police Week Ceremony
 - Police Recognition Ceremony
 - Police Chief Swearing-In Ceremony
 - Reaffirmation of Oath Ceremony
 - Other ceremonial events authorized by the Police Chief or designee
 - The Hawai'i Police Department shall issue a complete Formal Police Chaplain Uniform to each Police Chaplain, which consists of the following items:
 - One shirt
 - One pair of pants
 - One Sam Browne belt
 - One police cap
 - One Police Chaplain badge
 - The Formal Police Chaplain Uniform shall be replaced at no cost when damaged or unserviceable except in case of gross negligence.
- c. Field Chaplain Uniform
- The Field Chaplain Uniform consists of the following:
 - A black polo shirt with a 3" Hawai'i Police Department Chaplain logo embroidered in gold thread on the left breast. The word "CHAPLAIN" printed on the upper back area in yellow 3" letters. The abbreviation "CHAP." followed by the first

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initial and last name embroidered in gold thread on the right breast in ½” letters.

- A black baseball cap with “CHAPLAIN” embroidered in gold thread on the front in 1” letters and “Hawai‘i Police Department” embroidered in gold thread on the back in ¼” letters.
- The Field Chaplain Uniform shall be worn with long pants. Black, blue, and khaki slacks or jeans without rips or holes are acceptable.
- To clearly distinguish a Police Chaplain from Sworn Officers while working in a field environment, a Police Chaplain shall wear the Field Chaplain Uniform in the following situations:
 - During a police ride-along,
 - At the scene of a disaster or major disturbance where a Police Chaplain needs to be identifiable by emergency responders and community members,
 - At any public event other than police ceremonies, where a Police Chaplain elects to appear in uniform,
 - Or whenever considered necessary for the safety of the police chaplain by the Police Chief or designee, District Commanders, or Police Chaplain Coordinator.
- The Hawai‘i Police Department shall issue a complete Field Chaplain Uniform to each Police Chaplain, which consists of the following items:
 - One polo shirt

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- One baseball cap
 - Each Police Chaplain shall be issued a ballistic vest. Police Chaplain shall wear the ballistic vest during all police ride-alongs.
- 6.1.8. Police Chaplains Roster - A Police Chaplains Roster listing the following information shall be published and regularly updated for all departmental personnel:
- a. Name of Police Chaplain
 - b. Religious affiliation
 - c. Name, address, and phone number of the religious establishment
 - d. Residence addresses and phone numbers
 - e. Radio call number
 - f. Badge number
 - g. Geographical area of assignment