

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

February 21, 2020

Policy Number 3.48

POLICE CHAPLAINCY PROGRAM

POLICY

The Honolulu Police Department (HPD) advocates the professional and personal well-being of its employees with the establishment of a Police Chaplaincy Program.

PROCEDURE

I. GENERAL

- A. The Police Chaplaincy Program offers assistance to employees who experience work or personal challenges or other situations and are in need of nondenominational, spiritual support.
- B. The program is a resource that is available to all employees. An employee's participation in the program is strictly voluntary, and all information shared with clergy in the program shall be kept confidential.
- C. The number of clergy in the program shall be based on the need for their services. Any change in the number requires prior written approval of the Chief of Police.
- D. Police chaplains are commissioned by the Chief of Police as uniformed, civilian volunteers of the department.

II. ADMINISTRATION OF THE PROGRAM

- A. The Community Affairs Division commander shall oversee the Police Chaplaincy Program and designate a police chaplaincy coordinator to manage the program.

- B. Participation in the Police Chaplaincy Program requires successful completion of the department's police chaplain training and Peer Support Unit training.
- C. Police chaplains shall abide by the department's Standards of Conduct and directives while on and off duty. Any violation of the standards or directives shall be cause for dismissal.

III. REQUEST FOR SERVICES

- A. Element commanders or their designees may contact their police chaplains directly for any appropriate chaplaincy services within their elements.
- B. Services that are not confidential in nature (e.g., invocations and presentations) can be performed by police chaplains outside of their assigned elements. Requests shall be submitted in writing via channels to the police chaplaincy coordinator no less than two weeks before the event date. Each request shall include the date, time, location, and nature of the event.
- C. Departmental personnel may request chaplaincy assistance by contacting a police chaplain directly or the Community Affairs Division during normal business hours. During nonbusiness hours, contact the Communications Division's on-duty supervisor for assistance.
- D. The names of all police chaplains, their contact telephone numbers, and their assigned elements are listed on the Community Affairs Division's HPD intranet Web page under CHAPLAIN CORPS.

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IV. REAPPOINTMENT

Police chaplains who resign in good standing may be reappointed by completing the Human Resources Division's reappointment process and with the approval of the Chief of Police.



SUSAN BALLARD
Chief of Police

Post on bulletin
board for one week

Policy first issued
December 3, 2010