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| MICHIGAN DEPARTMENT OF CORRECTIONS<br><h1>OPERATING PROCEDURE</h1> |  | EFFECTIVE DATE<br>09/23/2024 | NUMBER<br>02.04.101A |
| SUBJECT<br>MDOC EMPLOYEE CHAPLAIN PROGRAM                          |  | SUPERSEDES<br>NEW            |                      |
|  |  | AUTHORITY<br>PD 02.04.101    |                      |
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## OBJECTIVE:

The Employee Chaplain Program (ECP) is a program of the MDOC Wellness Unit and serves to provide entrusted, confidential spiritual guidance and emotional support to the employees, families, and retirees of the Michigan Department of Corrections (MDOC).

## DEFINITIONS:

- A. Wellness: The holistic integration and exploration of healthy habits to improve physical, spiritual, mental health. Wellness is the active pursuit of good health and results in an improved quality of life.
- B. Confidentiality: A professional and ethical duty to refrain from speaking about personal matters with certain outlined exceptions. The exceptions are outlined in PD 02.04.101 "Wellness Unit."
- C. Spiritual Guidance: Spirituality is a broad concept and has room for many perspectives. For many it includes a sense of connection with something bigger than themselves and involves the pursuit for meaning in life. Guidance within the ECP is offered at the request of the employee and according to the employee's concept of and desire for spirituality. Spiritual wellness is an important part of a holistic approach to wellness.
- D. Emotional Support: To assist an employee in maintaining an optimal level of well-being for them to perform their duties, promote a climate of mutual trust and high moral, attend to personal responsibilities, encourage healthy relationships, and to engage positively in their communities.

## INFORMATION:

- E. The MDOC Employee Chaplain Program (ECP) is open to both employees of the MDOC and outside clergy members to serve in the voluntary role as Employee Chaplain. Employee Chaplains must meet the Program's requirements:
  1. Be ecclesiastically certified, commissioned, ordained, or possess such religious leadership designation by an established religious organization, recognized religious leader, or authority within their religious tradition.
  2. Be currently active as clergy or serving in a like leadership role with a minimum of five years of active and continuous service.
  3. Be a graduate of a seminary recognized by the Association of Theological Schools in the United States or Canada or possess a minimum of a Bachelor's degree from an accredited college or university in either ministry, theology, or studies in the social sciences (such as Life Sciences, Humanities, Psychology, Criminal Justice, Religion, Anthropology, Sociology). **OR**
    - a. To the satisfaction of the Department, substantiate they have met the educational and/or theological requirements of their recognized religious authority.
    - b. To the satisfaction of the Department, show a recent history of fulfilling the role of a religious leader or clergy and being active in their religious community that is the equivalent of the educational and ecclesiastical qualifications as described above.
  4. Pass a comprehensive background check including:
    - a. Criminal

b. Employment

c. Education.

- F. The purpose of the Employee Chaplain Program (ECP) is to offer emotional and spiritual support to all MDOC employees, family members, and retirees when personal or professional stressors negatively impact their lives. This assistance is confidential and meets the confidentiality standards of the MDOC Wellness Unit outlined in the ECP Confidentiality Agreement.
- G. The ECP provides resources for employees to reach out and “talk-out” their problems with a spiritual guide who understands and wants to help. In addition to their religious education and experience, Chaplains are trained to use active listening skills, help clarify issues, explore options, assist with the problem-solving process, and provide *approved* wellness, faith-based referrals and resources when needed. The Chaplain Coordinator and clinicians shall provide guidance and consultation to the Chaplain volunteers when support is needed or requested.
- H. The Chaplain’s role is not one of a professional counselor or a therapist, but one who will listen, assess, and, when necessary, refer to the Wellness Unit or to a designated referral source, including the Employee Service Program (ESP) or other approved community wellness resources. Chaplain members are selected for their qualifications, qualities, and abilities. These Chaplains are caring individuals who have compassion to support others. Employee Chaplain participation is strictly on a voluntary basis.
- I. Functional Objectives:
1. To provide a readily accessible network of qualified and trained religious clergy and/or religious leaders to serve as Chaplains for spiritual care and religious guidance.
  2. To assist an employee in maintaining an optimal level of well-being for them to perform their duties, promote a climate of mutual trust and high morale, attend well to personal responsibilities, encourage healthy relationships, and to engage positively in their communities.
  3. To develop an awareness that they are not alone, people care, and others are willing to listen and support them.
  4. To increase awareness and accessibility of professional services offered by the MDOC Wellness Unit, ESP, approved community professional support services.
  5. To provide responsive 24/7 spiritual and emotional support and support during times of crisis.
  6. To be available for ongoing spiritual and emotional support.

## PROCEDURE:

### WHO

### DOES WHAT

Wellness Unit

1. Periodically communicates with the field to promote the ECP and solicit employee recommendations of clergy for the ECP and encourage employees interested in serving in this role to contact the Chaplain Coordinator.

Chaplain Coordinator

2. Works to develop the ECP through engagement with the various religious communities with particular attention to those religious traditions represented within the MDOC. The goal is to bring awareness of what the MDOC is doing through the ECP and gain interest within these communities to serve our employees through the Employee Chaplaincy.

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|                      | 3.  | Responds to all employee recommendations and inquiries from the field following up with clergy recommended, employees interested in serving, and in answering questions. Those with continued interest in serving and meeting the qualifications are encouraged to complete the application process. |
| ECP Applicant        | 4.  | Submits the completed application and the required documentation to the Chaplain Coordinator.  |
| Chaplain Coordinator | 5.  | Reviews application and related documents. Completes reference checks and verifies education and employment background. Contacts the Central Office Human Resources representative to have LEIN run and Intel check.   |
| Human Resources      | 6.  | Runs the LEIN and reports the findings to the Chaplain Coordinator.  |
|                      | 7.  | Contacts MDOC Intel to run check on applicant. (Intel checks are for offender contact. Reports are 1. Green – no contact discovered. Yellow – low contact (caution, look for explanation). Red – significant offender contact (candidate not cleared)).  |
| Chaplain Coordinator | 8.  | Once a qualified applicant's background check is completed, and LEIN and Intel cleared, moves the applicant to candidate status.   |
|                      | 9.  | Reviews employee chaplain candidates background, qualifications, qualities, and abilities with the Wellness Unit Manager and gains approval to move forward in the process. A Wellness Unit Manager interview with candidate may be arranged prior to moving forward.                                |
|                      | 10. | Meets with the Warden or Field Office Supervisor where the candidate will serve to review the candidates background, qualifications, qualities, and abilities and gains support to move forward in the process.  |
|                      | 11. | Schedules an in-person interview with Wellness Unit Manager and Facility/Field Office representative (Warden/Supervisor or designee) to formally introduce them and gain approvals. Afterward, the attendees rate the candidate and submits to the Chaplain Coordinator.                             |
|                      | 12. | Notifies the candidate if they are not approved.   |
|                      | 13. | Notifies the candidate if they are approved and sends their name for approval signatures to the Wellness Unit Manager, Human Resources Director, Budget and Operations Administration (BOA) Deputy Director, and Director.   |

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|                          | 14. | Candidates that are current MDOC employees will not be LEIN checked or go through Steps 5 - 9. Instead, contacts their direct supervisor to review the Employee Chaplain role, answer questions, and gain their support before moving to Steps 10 - 17. |
| Wellness Unit Manager    | 15. | Approves and signs the Chaplain Approval Form. Moves the form to the Human Resources Director.  |
| Human Resources Director | 16. | Approves and signs the Chaplain Approval Form. Questions and concerns before signing are reviewed with Chaplain Coordinator or Wellness Unit Program Manager. Moves the form to the BOA Deputy Director.  |
| BOA Deputy Director      | 17. | Approves and signs the Chaplain Approval Form. Questions and concerns before signing are reviewed with Chaplain Coordinator or Wellness Unit Program Manager. Moves the form to the Director.   |
| Director                 | 18. | Approves and signs the Chaplain Approval Form. Questions and concerns before signing are reviewed with Chaplain Coordinator or Wellness Unit Program Manager. Returns the form to the Wellness Unit Program Manager or Chaplain Coordinator.            |
| Chaplain Coordinator     | 19. | Notifies candidate of approval and schedules requisite training.  |

#### EMPLOYEE CHAPLAIN TRAINING

- J. Volunteers from outside the MDOC are required to complete 49 hours of "CFA-2 Training Plan" related training and the four ECP modules. The CFA-2 training is available through MI Train and completed on-line. ECP modules are delivered live and may be done online or in person.

MDOC Employees are only required to complete the four ECP modules.

#### WHO

#### DOES WHAT

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| Chaplain Coordinator | 20. | Notifies Training Division with Employee Chaplain's approval and contact information and requests MI Train access.   |
| Training Division    | 21. | Sends MI Train sign up information to Chaplain Coordinator.  |
| Chaplain Coordinator | 22. | Sends Employee Chaplain MI Train sign up information.  |
| Employee Chaplain    | 23. | Completes MI Train sign up and notifies Chaplain Coordinator.  |
| Chaplain Coordinator | 24. | Notifies Training that sign up is complete.  |
| Training Division    | 25. | Assigns "CFA-2 Training Plan" in MI Train.   |
| Employee Chaplain    | 26. | Completes the CFA-2 (49 hours) training according to their schedule (training is self-paced without deadline). Notifies the Chaplain Coordinator when completed. |

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| Chaplain Coordinator | 27. | Schedules ECP specific training modules with Employee Chaplain or designee virtually or in person.   |
| Employee Chaplain    | 28. | Completes ECP modules.   |
| Chaplain Coordinator | 29. | Upon completion of required training, schedules an introductory visit with the Employee Chaplain to their assigned worksite with the respective Warden or Supervisor or their designee.          |
|                      | 30. | Along with the Employee Chaplain, determines their comfort level with visits and if additional visits with the Chaplain Coordinator would be beneficial. Schedules future co-visits accordingly. |

#### VOLUNTEER CHAPLAIN ID'S

- K. Volunteer Employee Chaplains shall be issued an ID that is *royal blue* in color in accordance with PD 02.03.102 Employee Identification (Exempt). Central Office Human Resources designee shall verify LEIN and designates a local Human Resource Office to issue the ID. Employee's serving as Employee Chaplains shall use their employee ID's.

#### WHO

#### DOES WHAT

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| Chaplain Coordinator     | 31. | Contacts Central Office Human Resources regarding the ID and is assigned a Regional Human Resource Office to issue the ID. |
|                          | 32. | Sends the Employee Chaplain an "OMNI Input Form" for completion.   |
| Employee Chaplain        | 33. | Completes the form and returns it to the designated Human Resources staff member.  |
| Human Resources Designee | 34. | Enter Employee Chaplain into OMNI.   |
|                          | 35. | Prints or has ID printed.  |
|                          | 36. | Notifies Employee Chaplain were to pick up their ID.   |
| Employee Chaplain        | 37. | Picks up their ID.   |

#### FACILITY AND FIELD OFFICE VISITS

- L. Facilities, Field Offices, and Business Offices shall develop their specific operating procedures/guidelines to facilitate Employee Chaplain visits and the particularities of the individual facility or office. The Chaplain Coordinator is available to assist in the development of procedures/guidelines if desired.
- M. It is imperative that everyone participates in assisting the Chaplain in their duties and guide them toward a successful mission. While they serve as volunteers, they are to be held in regard as one of our own as they are here to serve our MDOC family.
- N. Employee Chaplains are not to be categorized with or identified as religious volunteers that offer services to offenders. Employee Chaplains are volunteers that are specifically chosen and trained to serve the *employees* of the MDOC.
- O. Employee Chaplains shall not evangelize or proselytize in their service to the employees of the MDOC. The Chaplaincy is a ministry of presence. Employee Chaplains are available for support and counsel when requested. This does not discourage them from sharing their faith when asked. Much of their activity will be

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simply walking around and speaking to employees. No “agenda” or specific tasks are required.

- P. Employee Chaplains shall not interfere with the responsibilities and/or duties of staff or jeopardize the safety and security of the facility. Employee Chaplain visits have the purpose of open interaction with all employees, in their area of responsibility, throughout the facilities and offices to encourage employees to get to know their Chaplain and to develop a trusting relationship. Employee’s desiring to have extended time to speak to the Chaplain, should do so at a time and place that will not interfere with the normal operations of the facility or field office.
- Q. Employee Chaplains shall not discuss or disseminate any information relating to correction matters to the media or general public – but refer to the PIO. What happens inside the facility or field office is to stay there.
- R. Employee Chaplains shall not engage or interfere in any personnel or disciplinary matters but may provide emotional and spiritual support as requested. Chaplains shall not report on discussions with staff to supervisors or administration.
- S. Employee Chaplains shall not have unauthorized contact with offenders. MDOC Employee Chaplains interaction with offenders and reporting of offender contacts will be guided by Program A regulations and applicable Work Rules. Employee Chaplains are here to serve employees and will avoid interacting with offenders.
- T. As outlined above, Employee Chaplains have met extensive qualifications, been LEIN cleared and vetted, and approved through the Directors Office. They have received comprehensive training including new employees training (CFA-2 Training Plan), chaplaincy, and mental health related modules developed specifically for their service. They are well prepared for this service.
- U. While the CFA-2 training does clear them for unescorted access inside CFA facilities, the decision to escort shall be the Warden’s in consultation with the Employee Chaplain and their comfort level.
- V. Employee Chaplains operate under the confidentiality standards of PD 02.04.101 “Wellness Unit” and shall not report on the specifics of their interactions. The exceptions to confidentiality are (1) Danger to self or others; (2) Suspected Child, Elder, or Vulnerable Adult Abuse; and (3) Actions or potential actions which may immediately compromise the safety of an MDOC worksite, or jeopardize the safety of employees, the public, or offenders. Any questions or concerns regarding confidentiality shall be directed to the Wellness Unit.
- W. Employee Chaplains shall approach and interact with people of every religion, race, color, national origin, age, sex, height, weight, marital status, partisan considerations, disability, or genetic information with dignity and respect. Employee Chaplains are held to the standards set forth in PD 02.03.109 “Discriminatory Harassment.”
- X. Employee Chaplains shall visit facilities and field offices in their area of responsibility on a regular basis. Guidelines have been established at 8 - 10 hours a month and approximately 120 hours per year and should cover all shifts and include all positions. Visits shall be scheduled in advance with their respective worksites according to the established procedures/guidelines taking into consideration staffing and worksite schedules. Field supervisors and facility command are to encourage these visits and, if possible, remove any impediments that might hinder them.
- Y. Employee Chaplains are a valuable resource. They will be available, as schedule allows, for special activities, staff meetings, community functions, and to respond after critical events. Whenever possible, they should be invited to activities and events to assist them in being visible and provide opportunity for employee engagement. Along with these opportunities, they should be informed, along with the MDOC Wellness Unit, of events that have taken place at the facility or office that could necessitate their response such as a critical event or life event in the lives of employees. Open communication and keeping them informed will be most important to assuring their effectiveness.
- Z. Volunteer Employee Chaplains may wear MDOC approved apparel to provide the ability to identify them as belonging at MDOC facilities (front offices and inside secure perimeters) and field offices and to distinguish their purpose for being there.

- AA. Each facility and/or field office may vary on some details of Employee Chaplain visits such as: notification of and approval to visit, process of entry and exit, escorts, and access to specific areas. These specific details shall be established by the respective facility Warden (outlined in their facility OP) or Field Office Supervisor. The Warden or Supervisor shall be the point of contact for the Employee Chaplain or shall establish a designee. The Chaplain Coordinator and Employee Chaplains shall work with the facility or field office to understand the guidelines that have been established. The following procedures are brief general guidelines.

| <u>WHO</u>        | <u>DOES WHAT</u>   |
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| Employee Chaplain | 40. Contacts their assigned facility or designated field office and requests to visit at a specific day and time.  |
| Facility Designee | 41. Approves or disapproves the requested day and time. Notifies appropriate staff of visit to assure a coordinated visit and timely entrance.   |
| Employee Chaplain | 42. Arrives promptly on the appointed time and day and reports to the facility designee as arranged/assigned.  |
|                   | 43.. Prepares to enter the facility or field office according to the relevant policies and procedure governing entry (CFA reference OP 04.04.100 "Gate Security" Attachments A, C, and D). Signs logs as required. |
|                   | 44. Arranges visit schedule to include all work areas with the purpose of becoming known and trusted. Arranges additional visits as necessary to ensure contact with each shift.                                   |
|                   | 45. Exits the facility or office by the assigned time. Signs out as required and/or clears with designee.  |
|                   | 46. Tracks aggregate data (no personally identifying information) for completion of monthly reporting as requested by the Wellness Unit.   |
|                   | 47. Keeps the Chaplain Coordinator and their respective regional Wellness Coordinator informed of any critical or significant incidents that may require follow up.  |

#### EMPLOYEE CHAPLAIN ADVISORY BOARD

- BB. The ECP Advisory Board consists of members of the MDOC family who bring their unique knowledge, insight, and perspective to assist in supporting wellness of the MDOC and the well-being of those who serve. The ECP Advisory Board is a most valuable resource, participating in the collaborative effort to shape the ECP and enhancing the effectiveness of this most important effort. The ECP Advisory Board represents different voices in our MDOC family but will serve as the champions of every voice – and to make the entire families wellness first and foremost.
- CC. ECP Advisory Board responsibilities include:
1. Maintaining the integrity of the Chaplain Program by:
    - a. Assisting in the selection of Chaplains.
    - b. Assisting in the development and implementation of training.
    - c. Oversight of performance issues.
    - d. Oversight of confidentiality issues and/or violations.

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2. Being readily available for consultation.
3. Making the meetings priority and attending as scheduled.
4. Reviewing and providing feedback for all ongoing communications related to the Chaplain Program.
5. Being an advocate for the Wellness Unit, the Employee Chaplain Program, and for our Chaplains within the MDOC and the community.
6. Having an open mind, a collaborative mindset, and a servant heart.
7. Provide minutes of their meetings to the Deputy Directors, Human resource Director, and the Director as requested.

DD. Representation on the ECP Advisory Board shall consist of:

1. The Wellness Unit Program Manager.
2. The Chaplain Coordinator.
3. Three Chaplains selected by their MDOC Chaplain peers.
4. Three members, 1 each (approved by the Director) representing CFA, FOA, and BOA.

EE. Members of the Advisory Board will serve for a three-year term.

APPROVED:  8/26/2024  
 Heidi E. Washington, Director Date