



# TALLAHASSEE POLICE DEPARTMENT GENERAL ORDERS MANUAL

 Proudly Policing Since 1841	<b>SUBJECT</b>  Chaplain Program		 Nationally Accredited 1986
	<b>CHIEF OF POLICE</b>  <i>Signature on File</i>		
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## AUTHORITY/RELATED REFERENCES

Chapter 90.505, Florida State Statutes, Communications to Clergy

## ACCREDITATION REFERENCES

CALEA Chapter 22

## KEY WORD INDEX

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## POLICY

The Chaplain Program is designed to assist Department members with personal, family, or job related problems or concerns. The goal of this program is to provide a trusted individual in whom Department members may confide or seek guidance upon a voluntary basis.

## DEFINITIONS

**Civilian Chaplain:** A member of the clergy that is not a sworn member of this Department.

**Immediate Family:** For the purposes of this policy, current spouse, grandparents, parents, brothers, sisters, children and grandchildren of both the member and the current spouse.

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**Member of the Clergy:** A priest, rabbi, practitioner of Christian Science, or minister of any religious organization or denomination usually referred to as a church.

**Police Chaplain:** Sworn member of this Department who is also a designated member of the clergy.

**Severe Injury:** An injury or illness resulting in extreme trauma or impairment.

### PROCEDURES

#### I. GENERAL PRINCIPLES

- A. The Chief of Police shall appoint all chaplains.
- B. The Chief of Police, or designee, may terminate chaplain services at any time if their involvement in the program is deemed contrary to the interest of the Department and/or the City of Tallahassee.
- C. Any information received by a chaplain while in the performance of their official duties as chaplain shall remain in the strictest confidence, unless it is mutually understood otherwise or involves the following exceptions:
  1. Any criminal conduct.
  2. Any on-going administrative investigation.
  3. Any conduct that may result in death or severe injury to others.
- D. The chaplain shall clearly explain these exceptions in advance to those seeking guidance. A sworn member performing in the role of chaplain shall take appropriate steps to be visibly identified in this role.

#### II. QUALIFICATIONS

To be considered for a position of chaplain, a person shall be an ordained or licensed member of the clergy, and shall:

- A. Maintain high spiritual and moral standards.
- B. Possess a caring and understanding attitude toward all people regardless of race, gender, or religious beliefs.
- C. Be willing and available to respond to any situation where the presence of a chaplain is requested.
- D. Be a resident of the State of Florida.

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### III. CIVILIAN CHAPLAINS

- A. Prospective civilian volunteers for the Chaplain Program shall submit to an agency background investigation including, but not limited to, fingerprinting, driver's license check, and an FCIC/NCIC check.
- B. Civilian chaplains shall not receive any salary or benefits, be issued uniforms, or be permitted to carry a weapon or firearm in the performance of their chaplain duties.
- C. Civilian chaplains shall be issued a photographic identification card that shall be displayed only while performing duties as a chaplain.
- D. Civilian chaplains should participate in the Department's Patrol Ride-Along Program and periodically attend Departmental briefing sessions to familiarize themselves with agency operations.

### IV. DUTIES

Chaplain duties shall include:

- A. Assisting in notifying families of Department members who are severely injured or killed.
- B. Visiting severely ill or injured Department members.
- C. Attend and/or participating in funerals of active and retired members of the Department and their immediate families.
- D. Providing counseling for members upon their request.
- E. Attending Department official and social events, giving invocations and benedictions as requested.
- F. Promoting, encouraging and aiding spiritual activities and functions among Department members.
- G. Assisting the Department in community relations efforts by providing representation to various civic groups and religious leaders in the community as requested or approved by the Chief of Police.
- H. Attending periodic meetings with all Department chaplains.
- I. Not criticizing in public any:
  - 1. Actions taken by Department members

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2. Actions taken by other chaplains
  3. Department policy
- J. Advising the Chief of Police in matters pertaining to the moral, spiritual, and religious welfare of Department members.
- K. Being open and flexible to new responsibilities and additional duties deemed necessary by the Chief of Police.

### **V. SENIOR CHAPLAIN**

- A. The Chief of Police shall designate a senior chaplain. The senior chaplain shall be responsible to the operations bureau commander for the direct administration and management of the Chaplaincy Program.
- B. The senior chaplain shall publish and maintain a current list of approved chaplains. The list should be posted in the briefing room, with the watch commander, and placed on file in the office of the Chief of Police.
- C. The senior chaplain shall complete an annual report containing program and statistical information for the Chief of Police.

### **VI. NOTIFICATIONS**

- A. The senior chaplain, or designee, shall be notified by the watch commander in the event of any of the following situations:
1. Death or severe injury to any Department member, while on or off duty.
  2. Unexpected death or severe injury to any immediate family member of Department members.
  3. Any officer-involved shooting incident regardless of injury to an officer, suspect, or civilian.
  4. Any action taken by a police officer resulting in death or severe injury to another person.
  5. Any other situation deemed necessary by the watch commander or higher Department authority.
- B. All members of the Department are also authorized to make direct contact with chaplains for personal or Department related purposes.