

**Orlando, Florida Police Department
Policy and Procedure 2101.1
Chaplain's Program**

Effective Date: 03/17/05

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POLICY:

The Chaplain's Program has been established within the Department to provide emotional, moral, and spiritual assistance and support to employees requesting it, and to assist the Department with victims and the families of victims when deemed necessary.

The code of confidentiality shall exist when privileged information is discussed. Chaplains have no police authority and shall not at any time take enforcement action or represent themselves as sworn police officers. (6.01)

PROCEDURES:

1. EMPLOYEE PERSONAL NEEDS

In the event an employee feels the need to consult with a member of the clergy, a listing of Chaplains by denomination will be available in the offices of the Chief of Police, Communications Division, and Community Policing Division. After hours, the on-call Chaplain will be available through the Communications Division. The code of confidentiality will exist when privileged information is discussed.

Employees who obtain information concerning the hospitalization or death of another employee or a member of an employee's family are encouraged to contact the Chaplain's representative within their division or section. This information will be forwarded to the Chaplains.

2. CALL-OUT PROCEDURES

An employee encountering a victim of a crime or family member of a crime victim needing the services of a Chaplain may initiate the request upon the approval of a supervisor. Communications personnel will notify the on-call Chaplain.

The Chief's office will prepare an on-call schedule of Chaplains and provide copies to the Communications Division, Community Policing Division, and Fiscal Management Section.

3. QUALIFICATIONS

- a. Must be an ordained or licensed clergy person in good standing
- b. Must have five years experience in the pastorate
- c. Must never have been convicted of a criminal offense, nor of any offense involving moral turpitude
- d. Must not be involved in any other profession or business which could be a conflict of interest

4. RESPONSIBILITIES

- a. Familiarize themselves thoroughly with the provisions of this policy and OPD's Regulations Manual.
- b. Be willing to respond to situations where a Chaplain's presence is requested.
- c. Be willing to become involved in training to enhance one's effectiveness in dealing with people and crisis. (6.02)

5. PROBATION AND TRAINING

New Chaplains shall be instructed in their duties and responsibilities by the Senior Chaplain and serve a probationary period of six months. (6.03)

Chaplains serve at the pleasure of the Chief of Police.

6. EQUIPMENT

Chaplains will be issued the following equipment:

- a. Identification card
- b. Digital pager
- c. Access card

d. Vest

- 1) The bullet-proof vest will be worn by all Chaplains when they ride evening and midnight shifts or at the request of a watch commander.

e. Uniform (6.04)

- 1) Uniform, issued after the probation period, shall be of a type which is clearly distinguishable from the uniform worn by sworn members.
- 2) Class A Uniform -- May be worn at awards ceremonies or special events sanctioned by the Chief of Police. It will not be worn by a Chaplain while riding in Patrol or with other operational units.
- 3) Informal -- Pants, golf shirt, and windbreakers are to be used when riding in patrol or with other operational units.

7. ACCOUNTABILITY

The Chaplain's Program participants will be held accountable for adherence to the Orlando Police Department Regulations Manual.

8. STATEMENT OF COMMITMENT

The essence of the Chaplain's Program will be a commitment to excellence while providing moral and spiritual assistance.

Michael J. McCoy
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