

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE  
2101.4, CHAPLAINS PROGRAM**

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CHIEF OF POLICE:	ORLANDO ROLÓN

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**POLICY:**

The Chaplains 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.

**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 Relations 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, except where a crime against children or the elderly, or domestic violence, or any behavior that requires mandatory reporting to relevant authorities exists.

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 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 Relations Division, and Fiscal Management Section.

### 3. QUALIFICATIONS

- a. Must be an ordained or licensed clergy person in good standing in a recognized denomination or organized fellowship that has well-established ecclesiastical accountability.
- b. Must have five years of experience in the pastorate.
- c. Must never have been convicted of a criminal offense or 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 crises.

### 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.

Newly appointed Chaplains will attend the following training:

72 hour Citizen Police Academy  
International Correspondence of Police Chaplains  
Introduction to Law Enforcement Chaplaincy  
Death Notification  
Stress Management  
Ceremonies and Events  
Legal Liability and Confidentiality  
Ethics  
Responding to a Crisis Situation  
Law Enforcement Family  
Substance Abuse  
Suicide  
Officer Injury or Death  
Sensitivity and Diversity  
In-house training instructed within the Orlando Police Department.

Chaplains serve at the pleasure of the Chief of Police, under the command of the Staff Director.

### 6. EQUIPMENT

Chaplains will be issued the following equipment:

- a. Identification card
- b. Digital pager
- c. Access card
- d. Body armor—Chaplains shall wear protective body armor at all times during a ride along with a first responder or any officer assigned to a uniformed function and engaged in field activities.
- e. Uniform (2.09)
  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 Chaplains Program participants will be held accountable for adherence to the Orlando Police Department Regulations Manual.

## **8. STATEMENT OF COMMITMENT**

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

## **9. ANNUAL DRIVER'S PHYSICALS**

The Chaplains Program participants will be required to pass an annual driver's physical with drug screen as outlined under City of Orlando P&P 800, Operators of City Motor Vehicles and Equipment (Annual Physical Exam).

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