



TALLAHASSEE POLICE DEPARTMENT

GENERAL ORDERS MANUAL

 Proudly Policing Since 1826	SUBJECT Chaplain Program		 Nationally Accredited 1986
	CHIEF OF POLICE <i>Signature on File</i>		
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AUTHORITY/RELATED REFERENCES

FS 90.505, Communications to Clergy

ACCREDITATION REFERENCES

CALEA Chapter 22

KEY WORD INDEX

Civilian Chaplains	Procedure III
Duties	Procedure IV
General Principles	Procedure I
Notifications	Procedure VI
Qualifications	Procedure II
Senior Chaplain	Procedure V

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.

TALLAHASSEE POLICE DEPARTMENT

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 (active or retired) 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.

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
 - 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 Chief of Police 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.

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.

TALLAHASSEE POLICE DEPARTMENT

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.

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