

# WINTER HAVEN POLICE DEPARTMENT

## GENERAL ORDER 45.5

### POLICE CHAPLAINCY PROGRAM

**ACCREDITATION STANDARDS: CFA 2.09, 13.01**

**EFFECTIVE DATE: NOVEMBER 17, 1997**

**RESCINDS: G.O. 45.5 March 13, 2013 and all applicable Amended/Temporary Orders prior to January 5, 2018**

**LAST REVISED DATE: January 5, 2018**

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#### **CONTENTS**

This General Order contains the following numbered sections:

- I. Qualifications
  - II. Duties and Responsibilities
  - III. Administration of Chaplaincy Program
  - IV. Need for Chaplain Notification
  - V. Releasing of Information
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#### **POLICY**

It shall be the policy of the Winter Haven Police Department to make readily available pastoral services to Department members, their families, and members of the community when needed or upon request.

#### **PURPOSE**

The purpose of this General Order is to establish guidelines for the operation and management of the Police Chaplaincy Program.

#### **SCOPE**

This General Order shall apply to all Department members.

#### **DISCUSSION**

The Police Chaplaincy Program is an organization comprised of a corps of volunteer clergy members who desire to serve people in times of distress. The program is intended to provide citywide coverage with the services of a chaplain as it relates to calls for service from the Winter Haven Police Department.

The goal of the Police Chaplaincy Program is to provide a trusted individual in whom Department members, as well as community members, may confide or seek assistance.

## **PROCEDURES**

### **I. Qualifications**

- A.** To accomplish this, the Department shall maintain a chaplaincy program that is responsible for providing on-call spiritual guidance, counseling, consultation, and other forms of human crisis intervention to those in need.
- B.** In order to qualify as a Police Chaplain for the Department, a person must meet the following criteria: (CFA 13.01)
  - 1. Be a resident of Polk County, Florida
  - 2. Be an ordained or licensed member of the clergy.
  - 3. Maintain high spiritual and moral standards.
  - 4. Possess a caring and understanding attitude toward all people regardless of race, gender or religious beliefs.
  - 5. Be willing and available to respond to situations where the presence of a Police Chaplain is requested.
  - 6. Have the approval of the Chief of Police or designee.
  - 7. Consent to signing the Winter Haven Police Department Hold Harmless and Indemnification Agreement (WHPD 272)

### **II. Duties and responsibilities of Chaplains (CFA 13.01)**

- A.** Duties and responsibilities of Chaplains are:
  - 1. Assist Winter Haven Police Department officers in notifying families of members injured or killed.
  - 2. Visit injured or seriously ill Department members.
  - 3. Attend and/or participate in funerals of active and retired members of the Department.
  - 4. Provide counseling for members upon request.
  - 5. Periodically attend briefing sessions in order to familiarize him/herself with the operations of the Department.
  - 6. Attend Department official and social events, giving invocations and benedictions as requested.
  - 7. Promote, encourage and aide spiritual activities and functions among Department members.
  - 8. Attend periodic meetings of all Department Police Chaplains.

9. Refrain from publicly criticizing any actions taken by Department, members, other Chaplains or Department policy.
10. Advise the Chief of Police in matters pertaining to the moral and spiritual welfare of Department members provided it does not violate General Orders.
11. Participate in a Department ride along program for not less than eight hours each month. Ride along assignments shall be made by the supervisor of the affected division during roll call or shift briefings.
12. The chaplain should remain open and flexible to new concepts and/or additional duties as deemed necessary by the Chief of Police.
13. Chaplains shall serve on a voluntary basis. Their services may be terminated at any time if it is believed their involvement in the program is not in the best interest of the Department and/or the City of Winter Haven.
14. While participating as an observer, the chaplain shall at all times obey any lawful order given by a sworn member and/or supervisor, and will not in any manner interfere with official police duties.
15. The supervisor in charge has the authority to determine the zones in which a chaplain may be assigned to ride along in.
16. Any information received by the chaplain while in the performance of their official duties shall remain in the strictest confidence unless it involves criminal activity.
17. Police chaplains will be issued a photograph I.D. card which will be kept on their persons at all times. They will be required to display this identification whenever necessary while performing duties as a Police Chaplain.

### **III. Administration of Chaplaincy Program**

- A. The administration of the Police Chaplaincy Program shall be administered through the Citizen Volunteer Unit, which is administered through the Office of the Chief of Police.
- B. The Office of the Chief of Police shall publish and maintain a current list of approved Police Chaplains. The list should be posted in the briefing room and bulletin boards throughout the Department.
- C. All members of the Department are authorized to make direct contact with Police Chaplains for either personal or Department related purposes.
- D. A Senior Police Chaplain will be designated by the Chief of Police.
- E. A monthly calendar with primary and secondary chaplains listed for call-out purposes will be posted and available for all members of the Department.

### **IV. Need for Chaplain Notification**

- A. Notification of Senior Police Chaplain/designee by the Chief of Police or appropriate supervisory member in the event of any of the following situations:
  1. Death or injury to any Department member, either while on or off-duty.

2. Unexpected death or serious injury to any immediate family member of a Department member.
3. Any use of lethal defensive action by sworn members resulting in death or serious injury to another person.
4. All calls involving an unnatural death, such as murder, suicide, fire, traffic fatality, etc.
5. Calls for service requesting notification of next of kin of death or serious injury.
6. Requests to provide qualified instructors, for training of Department members in such areas as ethical standards, human relations, human behavior, family life, and spiritual fulfillment.
7. Any requests to accompany major disaster response teams into affected areas and provide support services to the bereaved.

**V. Releasing of Information**

- A. Representatives of the Police Chaplaincy Program shall not discuss with the media or other unauthorized persons cases in which they may become involved or have personal knowledge.

APPROVED   

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**Charles E. Bird**  
**CHIEF OF POLICE**