



SOUTH MIAMI POLICE DEPARTMENT

GENERAL ORDER NUMBER: 6.3.4	DATE OF ISSUE: Jun1 , 2015	EFFECTIVE DATE: June 1. 2015	NUMBER OF PAGES: 3
CFA STANDARD: SUBJECT: Volunteers- POLICE CHAPLAIN	NEW (x) RESCINDS () AMENDS () OTHER ()	By Order Of:  Rene Landa , CHIEF OF POLICE	

CFA STANDARDS: 2.09M, 13.01

SECTIONS:

6.3.4 **Chaplain Corps**

RESCINDS: All existing orders in conflict.

PURPOSE: To establish a procedure for establishing a chaplaincy program in the South Miami Police Department. Volunteer members of the clergy can serve as a source of counseling or guidance for the public and members of the Department.

SCOPE: All departmental personnel.

POLICY: The South Miami Police Chaplain can serve as an alternative source of counseling and guidance for those members of the public and Department in time of crisis.

6.3.4.1 Chaplain Corps

A. General: The Chaplain Corps consists of experienced volunteer representatives of various religious denominations under the administrative control of the Chief of Police. They are selected by and serve at the will of the Chief of the Police. They provide spiritual help, guidance and counseling within their realm of expertise, to Department employees and their families, and the public.[CFA 2.09M]

B. Members of the South Miami Police Department Police Chaplain Program are full time clergymen or women who are ordained by their religious denomination. [CFA 13.01M] They report directly to the Assistant Chief. While representing the Department, they are bound by the same code of ethics and code of conduct as a paid employee of the City of South Miami would. Their office is as reflective of their membership with the City as it is with their specific congregation.

C. Police Chaplains shall provide support services and counseling of a nondenominational nature to employees and their families who request their assistance. Employees and their families may

also request a Police Chaplain associated with a particular religion provide counseling and guidance that specifically reflects that faith.

D. Police Chaplains will be provided the opportunity to work with every Section, Unit and Division within the Police Department. The primary goal shall be to offer spiritual support to any request by employees. The secondary goal shall be to offer specific services associated with Death Notifications, Invocations and Benedictions at ceremonies or other applicable settings, such as weddings and funeral services. The tertiary goals shall be to offer spiritual support to employees, their families and the general public as requested.

E. The Communications Division shall maintain the names and affiliations of all Police Chaplains. Employees who wish to avail themselves of the services of a Police Chaplain shall make the contact personally. The Communications Division will affect the contact if the Police Chaplain is needed as a result of a work related event.

F. Police Chaplains may be called upon to render assistance at crime scenes. In the event this occurs, the Police Chaplain shall adhere to the following:

1. Respond to the scene in a safe and prudent manner. Police Chaplains are not authorized to drive in an emergency mode, i.e., "Code 3."
2. Upon arrival at the scene, park in a manner so as not to interfere with the scene or cause a hazard.
3. Approach the crime scene giving consideration to the area and conditions. Police Chaplains shall not enter the crime scene without being authorized by the lead investigator and / or the ranking police officer on the scene. After making contact and receiving the proper authorization, then and only then may the crime scene be entered.

G. Police Chaplains may be called upon to render assistance in the notification of next of kin who have suffered a death or serious injury. This may apply to employees as well as citizens. In the event this occurs, the police chaplain shall adhere to the following:

1. Obtain complete information on the identity of the deceased or injured person. This information could include full name, last known address, the location of the person deceased or injured and the name and address of the next of kin to be notified.
2. If at all possible, never make this type of notification by telephone. Make arrangements with the on-duty Patrol Shift Commander to have a police escort to the family's location.
3. Speak only to an adult with the capacity to understand the situation.
4. Deliver the information truthfully and in a kind and compassionate manner, giving consideration to the emotion that may erupt.
5. Do not suppose or guess to answer any inquiry made by the family. Refer them to a source for that kind of information, i.e., the lead investigator, hospital, etc.
6. Offer assistance in notifying their own clergy or other family members.

7. Attempt to locate a person(s) to stay with them after departing.
8. If any of the family members exhibit any medical distress, call for Fire Rescue.

H. Police Chaplains may be called upon to offer counseling services to employees or their families. Police Chaplains should offer guidance and advice and should also advise the employee and his family of the other services available to them through the Employee Assistance Program. All information related to a Police Chaplain by an employee or his family shall be considered privileged communication.[CFA 2.09M]

I. Canons of Chaplain Ethics [CFA 13.01M]

1. Chaplains will assiduously apply themselves to a greater understanding of moral laws (including cultural differences), office regulations, and the ethics by which they must live and guide others.
2. Chaplains will be mindful of their responsibility to pay strict heed to the selection of proper means in the discharge of their duty.
3. The Chaplain will cooperate with other law enforcement and religious officials in the discharge of their duties, regardless of affiliation. In any situation open to question, Chaplains will seek counsel from religious and / or law enforcement authority.
4. Chaplains will be prepared to perform ministerial services in a manner becoming to the Corps of Chaplain. Chaplains will give service where they can without interfering with office procedures or infringing upon the ministry of another member of the clergy. Above all, the Chaplain must be of service to all humanity.