

INSTRUCTIONAL ORDER

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Subject: **EMPLOYEE SUPPORT SERVICES**

Index as:

CARE Team	Employee Assistance Program
Chaplain Program, Police	Employee Support Services
CISM Team	Employee Support Services Review Board
Compassionate Assistance with Respect and Empathy Team	Employee Support Services Teams Selection Process
Critical Incident Stress Management	ESS
Debriefing	Peer Support Team
Defusing	Police Chaplain Program
Demobilization	Staff Liaison
EAP	Stress Reaction Symptoms

Accreditation Standards: 22.1.4, 22.1.5

Cross Reference: II-35, Employee Assistance Program
§39.201, F.S.S.

§90.505, F.S.S. Privilege with respect to communications of clergy

Replaces: I.O. V.5.20, Employee Support Services (August 28, 2017)

This Order consists of the following sections:

- I. Introduction
- II. Employee Support Services (ESS)
- III. Police Chaplain Program

I. INTRODUCTION

A. The St. Petersburg Police Department has taken a proactive stance in developing an organizational response to critical incident stress, treating the likelihood of the incidence of psychological injury with the same concern expressed for physical safety and physical injury.

B. The Employee Support Services (ESS) section is a means of equipping members to constructively deal with and survive the aftermath of a critical incident. The ESS can reduce, and sometimes eliminate, the debilitating effects of critical incidents and cumulative stress. It can promote positive coping behavior, create a more positive work atmosphere, and reduce the emotional isolation often experienced after critical incidents.

C. The Police Chaplain Program has been established within the agency to provide emotional and spiritual support to its employees and their respective families, and to assist the agency with victims and the families of victims when deemed necessary.

D. Employee Support Services is organizationally placed within the Training Division.

II. EMPLOYEE SUPPORT SERVICES (ESS)

A. Policy

It shall be the policy of the St. Petersburg Police Department to provide employees and their families with the necessary emotional and psychological support associated with their involvement in a critical incident.

B. Goal

1. The goal of a formalized response to critical incident stress is to provide a confidential, non-evaluative discussion of the involvement, thoughts, reactions and feelings resulting from the incident. The process has psychological and educational components and serves to mitigate the stress impact of the incident.

2. While it is not intended to be therapy, ESS will assist employees in understanding and coping with their stress and will accelerate the recovery process in persons experiencing normal emotions after a critical incident.

C. Definitions

1. Compassionate Assistance with Respect and Empathy (CARE) Team – An organized team of volunteers, comprised of both sworn and civilian employees, who provide logistical support to employees and their families following traumatic events, unforeseen occurrences, and critical incidents. These services include coordinating employee and family support, connecting service needs, and internal and external communication.

2. Critical Incident – An abnormal event which has a stressful impact significant enough to overwhelm the usually effective coping skills of an individual or a group. Critical incident stress may result any time an employee faces a situation which causes strong emotional reactions, which have the potential to interfere with the ability to function during or after the critical incident.

3. Critical Incident Stress Management (CISM) – A comprehensive, integrated, systematic and multi-faceted crisis intervention approach to manage critical incident stress after traumatic events. CISM is a coordinated program of tactics, utilized to minimize the reactions to traumatic experiences through the use of defusing, debriefings, and/or demobilizations.

4. Debriefing – An organized group discussion with police or other emergency service workers who have experienced a critical incident. The discussion of the event is designed to mitigate the potential for long-term stressful reactions. Participants talk about their actions, thoughts, and reactions to the stressful event. The debriefing is a coordinated effort between the CISM Team and the EAP Coordinator.

5. Demobilization – A quick informational and rest session applied when operational units have been released from service at a major incident requiring considerable resources. Demobilization services are utilized at large scale, lengthy and highly intense events, such as airplane crashes, long-term violent civil disturbances, natural disasters, etc.

6. Defusing – An informal debriefing performed immediately after an incident has occurred. In many cases, a defusing may eliminate the need for a debriefing. A defusing is conducted by members of the CISM Team.

7. Employee Support Services Review Board – Is comprised of the ESS Team Members.

8. Peer Support – A means to provide individual crisis management. Peer Support is an intervention designed to mitigate symptoms of stress, whether attributed to a single event or ongoing experiences. Peer Support Team members may reach out to employees following a traumatic/critical incident or serve as an available resource when voluntarily contacted by an employee in need.

9. Stress Reaction Symptoms – Physical and emotional symptoms that originate with a specific critical incident and include nightmares, flashbacks, fatigue, nausea, concentration, memory problems, anxiety and depression, etc.

D. Confidentiality

1. ESS Team members, while acting in that capacity, are charged with maintaining the confidentiality of information communicated to them. Violations of this policy shall result in possible removal from the ESS Team.

2. Limits of Confidentiality

- a. When there is a stated danger to themselves or others;
- b. When disclosure is required by law; or
- c. The release of confidential information may be disclosed in the event of mandatory reporting of any child or elder abuse, abandonment, or neglect (§39.201, F.S.S.).

3. All information communicated in a debriefing, defusing, and/or one-on-one peer support, including topics discussed and personnel involved, shall be maintained in the strictest of confidence. Members participating will be advised not to discuss anything which could jeopardize an investigation, cause them to be disciplined or which would cause them to admit deliberate violations of the policies or procedures of any department.

4. The purpose of the ESS Team's involvement, during and following any incident, shall not seek to determine responsibility or blame any employee. Team members shall refrain from any discussion involving responsibility or blame.

5. No notes or other records shall be made of any CISM debriefing, defusing, peer support one-on-one discussions and no communications shall be written.

6. The debriefing and its process will be explained in pre-incident stress training education programs and as part of the introductory remarks of the CISM team during a debriefing.

E. Interagency Cooperation and Support

The St. Petersburg Police Department CISM Team is a member of the Tampa Bay Regional CISM Team and also a member of the West Central Florida CISM Team. As a member of these Teams, the Department pools resources as needed from other emergency service agencies within the Tampa Bay area.

F. Critical Incident Stress Management (CISM) Team

1. Functions of the CISM Team

a. On-scene Support

1) CISM Team Members summoned to major scenes shall wear identification tags, identifying them as CISM Team members. They shall maintain a low profile, acting as observers, and are restricted to the outer perimeter unless otherwise directed by the Incident Commander.

2) CISM Team Members shall respect the privacy of others.

3) Any adverse stress reactions observed by CISM Team members shall be reported to the EAP Coordinator. If in the opinion of the Team Leader the affected person is incapable of performing assigned duties, the Incident Commander shall be notified with recommendations.

4) During major events in which the CISM Team is activated, the CISM Team Leader shall be allowed in or near the command post to act as an observer and as a liaison to the Incident Commander.

5) The CISM Team Members will not become involved in the operations of the incident, nor have any command authority.

6) Under some circumstances, it may be necessary for CISM Team members to conduct one-on-one interventions at the scene to offer peer support. These interventions shall be brief and supportive in nature.

7) Under no circumstances shall group interventions be done at the scene.

8) The on-scene CISM team members shall confer with the EAP Coordinator, the on-scene Commander, and Staff Liaison to determine if a debriefing is necessary.

b. Defusing

1) The CISM Team Leader will organize and conduct a defusing in order to provide immediate support and assistance to affected employees.

2) The defusing can be an individual or group process. The defusing should be conducted one to three hours after the incident, if possible, and in a comfortable, quiet location away from the scene.

3) The primary purpose for the off-scene defusing is to educate employees of possible stress reactions and proper care of themselves (i.e., food, rest, things to avoid, etc.).

4) CISM Team Members shall make themselves available to individuals who would like to talk one-on-one after the defusing. CISM Team Members shall ensure that this session does not turn into a critique of the incident.

c. Demobilization

1) A demobilization will be conducted at the discretion of the EAP Coordinator following large scale, lengthy, and highly intense events, such as airplane crashes, long-term violent civil disturbances, natural disasters, etc.

d. Debriefing

1) The CISM Team Leader is responsible for coordinating all arrangements for a debriefing.

2) A debriefing shall be conducted by a CISM Team provided by the Tampa Bay Regional CISM Team or West Coast Regional CISM Team.

3) The formal debriefing is a group meeting or discussion about a distressing critical incident. The core principles of education and crisis intervention are designed to mitigate the impact of a critical incident and assist employees in recovering as quickly as possible from the stress associated with the event.

4) The formal debriefing should generally be held between 24 to 72 hours after the incident.

5) Only participating CISM Team members and employees affected by the critical incident shall be allowed to attend the debriefing. All other persons shall be excluded.

6) All employees involved in the formal debriefing shall give their full attention to the debriefing session; therefore, police radios, pagers, telephone calls and other interruptions shall not be allowed.

7) Like a defusing, the formal debriefing session is not a critique of the incident. Reviews of judgment calls, or use of rank authority, are not appropriate for a setting of this nature.

8) Final authority in reference to attendance or participation in a debriefing shall rest with the CISM Team Leader.

2. Role of the CISM Team in a Line-of-Duty Shooting or Incident Involving Death or Serious Injury

a. The CISM Team shall recognize the need to maintain the integrity of an administrative and/or criminal investigation of facts surrounding the use of deadly force. For this reason, employees involved in such an incident shall be handled in a manner outside the normal working mechanism for formal CISM.

b. The EAP Consultant, with assistance from the CISM Team members, will make contact with involved employee(s) as soon as practical.

c. Contact with the involved employee(s) shall take place only upon conclusion of the on-scene Investigative Services Bureau and Office of Professional Standards' investigation but will depend on the circumstance or incident.

d. The EAP Consultant and/or CISM Team members will then advise the employee(s) of available services and make necessary arrangements on a case-by-case basis.

e. The involved employee(s) will be allowed to contact a spouse or family member, if desired. If that spouse or family member is to join the involved employee, the CISM Team member will make arrangements to provide transportation or accompany that person.

f. It is understood that during this period, certain activities such as psychologist consultation or CISM defusing and/or debriefings may be necessary.

g. In the event an involved employee is seriously injured or hospitalized, the Watch Commander will assist in efforts to notify family members. The CISM Team members shall advise the family members how to contact the EAP and of the resources available.

G. Peer Support

1. Peer support, both proximate and long term, can be very beneficial in helping traumatized employees.

2. Peer Support Team members provide individual peer support services on an as-needed basis, either by reaching out to affected employees following traumatic/critical events or as an available resource when voluntarily contacted by an employee in need. They will also follow up with employees and make referrals as needed.

3. One-on-one peer support may be initiated by any employee who desires the assistance of a team member or observes stress reaction symptoms in coworkers.

4. A Peer Support Team member, with knowledge of a critical incident, may initiate contact with affected employees in order to offer peer support and evaluate the need for further referrals or services, such as a defusing or EAP assistance.

5. If based on any one-on-one peer support, the Peer Support Team member believes that more extensive assistance will be required, the team member shall contact the EAP outside consultant to suggest additional assistance.

6. When responding to a critical incident, a Peer Support Team member shall make contact with each involved employee to provide support and assistance, until such time as the involved employee is stabilized or referred to resources available within the EAP.

7. Peer Support Team members shall assist involved employees with immediate post-incident needs which shall include, but are not limited to:

- a. Allowing the involved employee an opportunity to calm down in a stable, private location.
- b. With prior approval of the Investigative Services Bureau and the Office of Professional Standards, the involved employee shall be permitted to clean up, shower and/or change clothing.
- c. Meeting the employee's personal needs when possible.

8. Employees may also contact the EAP outside consultant, the Peer Support, or CISM Team members, outside their Chain of Command for peer support or assistance on a personal basis for needs or incidents not specified.

H. Compassionate Assistance with Respect and Empathy (CARE) Team

1. The CARE Team is organized as follows:

- a. Team Leader – Serves as the operational leader and coordinates team members to provide necessary services and directs the team.
- b. Family Support – works with the employee or the employee's family to help coordinate and connect services or provide for the immediate needs of the affected employee and/or their family.
- c. Communications - works with Family Support and the Team Leader to communicate updates of the affected employee/family; the status of family requests; and determines the need for volunteers for specific requests related to the event.
- d. Support Volunteers – are comprised of members from every division within the Department, to include unions, and charitable organizations. This team will coordinate fulfilling the approved requests for the family, such as transportation, lawn care, food service, etc.

I. Staff Liaison

The Staff Liaison shall assist the EAP Coordinator, upon request, during critical incidents by coordinating operational needs that support Employee Support Services.

J. Selection Process

1. CISM, Peer Support, and CARE Team Leaders may be appointed by the Chief of Police, or designee, from current members of the respective teams when it is necessary.

2. CISM, Peer Support and CARE Team-Family Support and Communications Members

- a. Members are drawn from all facets and levels of the Department.
- b. Applicants must display the following:
 - 1) Emotional maturity.
 - 2) Respect of peers.
 - 3) An ability to keep information confidential.
 - 4) Sensitivity to the needs of other people.
 - 5) Willingness to work as a team member.
 - 6) Willingness to learn psychosocial concepts.
 - 7) Agreement to work within training limits.
 - 8) Agreement to follow the established criteria.
- c. Selection Criteria
 - 1) Applicants for the CISM and Peer Support will:
 - a) Submit an application to the CISM Team Leader, J:\Forms\EAP_Employee_Support_Services\Peer_Support_and_CISM_Team_Application.pdf.
 - b) The application shall indicate why the employee wishes to participate in the CISM and/or Peer Support Teams; what training and/or experience they have.

c) Final selection for membership on the CISM and Peer Support Teams will be made by the Team Leaders in conjunction with select Team members.

d) The Team Leaders may elect to consult with the applicant's Chain of Command.

d. Training

1) CISM and Peer Support Team applicants and the Care Team Leader must be willing to attend training in Basic CISM, Advanced CISM, and/or Peer Support training as the position requires.

3. CARE Team Support Volunteers

a. The CARE Team Leader will recruit individuals from every division within the Department, Unions, and charitable organizations, etc.

b. The volunteers will fulfill the approved requests for the family, such as transportation, lawn care, food service, etc. Support Volunteers are called upon as needed and may be on a short-term notice.

K. Employee Support Service Team(s) Activation

1. Duty Status

a. St. Petersburg Police Department employees who are CISM, Peer Support and/or CARE Team-Family Support and Communication Members and are called into service for activities while off duty shall be placed in an on-duty status.

b. If already on duty, CISM, Peer Support and/or CARE Team-Family Support and Communication team members shall be permitted to participate in functions as workload allows.

c. Department CISM Team members may be called upon by the EAP Coordinator to participate in debriefings for other agencies as requested. The CISM Team member will need to obtain approval from their respective Chain of Command to assist in a debriefing.

2. Utilization and Activation

a. CISM Team

1) Any on scene supervisor shall have the authority and discretion to notify the EAP Coordinator of a critical incident.

2) The CISM Team Leader shall maintain a current list of the CISM Team and members and shall provide this list to the Emergency Communications Center.

3) Based on the information provided by the on-scene Supervisor and the criteria set forth in this Order, the CISM Team Leader will determine the level of response. Under most circumstances the CISM Team will organize and conduct a defusing in order to provide immediate support and assistance to affected employees. A debriefing and/or demobilization will be utilized as needed.

4) Mandatory Notification

a) The EAP Outside Consultant and the CISM and/or Peer Support Team Leader shall be notified when any of the following occur:

i. Line-of-duty death or serious injury of an employee.

ii. Line-of-duty shooting or other incident involving serious injury or death.

iii. Suicide of an employee.

iv. Mass casualty incident.

v. Special team operations where unusual danger or circumstances are present.

vi. Other law enforcement agencies requesting CISM Team assistance.

vii. Any incident that is charged with profound or overwhelming emotions to the employees involved, such as incidents of extreme danger, incidents involving severe injuries or fatalities.

viii. Incidents that attract unusually intense media coverage, etc.

5) Discretionary Notification

a) The EAP Outside Consultant and the CISM and/or Peer Support Team Leader may be notified at the discretion of the on-scene supervisor or Watch Commander when any of the following occur:

i. Traumatic death or serious injury of a non-employee.

ii. Prolonged rescue operations in which the victim(s) expire(s).

iii. Prolonged S.W.A.T. operations lasting more than six hours.

iv. Accident cases involving death or serious injury.

v. Hostage or barricaded suspect situations.

b. Peer Support Team

1) The Peer Support Team Leader shall:

a) Maintain a current list of the Peer Support Team Leader and members.

- b) Provide this list to the Emergency Communications Center; and
- c) Ensure that the list is posted on CARS.
- 2) Any employees needing peer support assistance may contact an on-duty member of the Peer Support Team outside their Chain of Command for peer support.
- 3) A Peer Support Team member may, within operational guidelines, self-initiate contact with an employee involved in a critical incident to provide support and assistance as needed.
- c. CARE Team Activation
 - 1) The CARE Team is activated by the Chief of Police, or designee, through the Care Team Leader
 - 2) Activation is situational and may require all or portions of the CARE Team.
 - 3) The Care Team Leader will contact the CARE Team.
 - 4) The CARE Team may also be called upon to assist other Department support programs.

L. Notifications

- 1. An ESS Team Leader will make appropriate Chain of Command notifications when employees are participating in ESS activities.
- 2. The CISM Team Leader is responsible for receiving and making the appropriate notifications to the CISM Team and arranging and conducting a debriefing, a defusing and one-on-one interventions in the event of a critical incident.
- 3. The CISM Team Leader will contact the Staff Liaison when needed during a critical incident to coordinate operational needs that support Employee Support Services.
- 4. The ESS Team Leaders may also make notifications to support programs within EAP or other available resources.

M. Activity Reports

- 1. CISM and Peer Support Team members will submit a SPPD Reporting Form at the end of each month to the CISM Team Leader.
- 2. The Care Team Leader will maintain a monthly volunteer log. J:\Forms\EAP_Employee_Support_Services\Employee_Support_Services_Support_Volunteers_Sign-In_Log.docx.

N. Employee Support Services Review Board

- 1. The role of the Employee Support Services Review Board (Board) is to review complaints, internal and external, about errors or deliberate disregard for commonly accepted CISM practices or concerns regarding CISM, Peer Support and/or the CARE Team.
- 2. The review board consists of the Team Leaders of the CISM, Peer Support, CARE Teams and the Staff Liaison.
- 3. The Board will gather facts or reports related to the incident as soon as practical.
- 4. The Board's investigatory process will be followed by:
 - a. A review of related facts and information.
 - b. A meeting with the employee being investigated.
 - c. An evaluation of information gathered.
 - d. A written report inclusive of recommendations.
- 5. The Team Leaders and the Staff Liaison will either act upon the recommendations or submit the report and recommendations for further review to the Chief of Police.
 - a. Recommendations by the Board could include, but are not limited to:
 - 1) Letter of counseling.
 - 2) Censure and warning.
 - 3) Removal from any Employee Support Services Team.
 - 4) Departmental disciplinary action.
- 6. Revocation or Suspension of Employee Support Services Team Membership
 - a. Employee Support Services Team membership can be revoked or suspended via the Employee Support

Services **Review** Board Process or as a result of Departmental discipline.

b. Any of the following could be grounds for dismissal from the Employee Support Services Team:

- 1) Any breach of confidentiality.
- 2) Failure to follow policy or procedures.
- 3) Using one's membership to enhance personal or professional concerns.
- 4) Going to the scene or location of a critical incident to function on behalf of the Employee Support Services Team without the prior knowledge or consent of the **Staff Liaison** or Team Leaders.
- 5) Failure to be present at an assigned debriefing when the employee has made a commitment to do so.
- 6) Consistent failure to attend team meetings and/or education programs.
- 7) Acting against the expressed direction of the **Staff Liaison** or Team Leader(s).
- 8) Misrepresenting oneself regarding the affairs or operations of the Employee Services Support Team.
- 9) Failure to complete the required team paperwork.

III. POLICE CHAPLAIN PROGRAM

A. Policy

1. The Chaplain Program is organizationally placed within and coordinated by the Community Awareness Division, Volunteers Unit.

2. A Police Chaplain is an ordained clergyman of a recognized religious denomination who volunteers with Department and serves as a confidential counselor, advisor, and consultant to Department employees in matters relating to the clergy or the traditional functions of the clergy.

3. The primary responsibility of a Police Chaplain shall be to serve the need of Department employees and their families, upon their request and regardless of religious affiliation, in coping with stressful situations.

4. A Chaplain shall at all times conduct themselves in accordance with the dignity of the clergy and shall hold all communications in strict confidence in accordance with Florida State Statutes.

5. The Chaplain shall not intervene in any police investigation unless requested by the officer in charge.

6. The Chaplain will not use the Police Chaplain ministry to promote their respective denominations or churches.

B. Canons of Chaplain Ethics

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 duties.

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.

C. Qualifications for Appointment

1. The Police Chaplain will be a civilian clergyman.

2. The Police Chaplains are appointed by the Chief of Police, upon the recommendation of the **Volunteer Coordinator**, according to the following qualifications:

a. The Chaplain must be ordained by a recognized religious body in good standing with five years' experience in ministry.

b. Chaplains may be currently in service in their respective denominations or retired.

c. The Chaplain must complete a Volunteer Application, pass a background investigation conducted by the Department, to include a polygraph test, and must not have been convicted of any criminal offense involving moral turpitude.

- d. The Chaplain must take an Oath of Office ([J:\Forms\EAP_Employee_Support_Services\Police Chaplain Oath of Office.docx](#)).
- e. The Chaplain must complete training in and maintain a working knowledge of the following topic areas:
 - 1) Police department operations, organization, policies and procedures.
 - 2) Crisis intervention and critical incident stress management.
 - 3) Social service resources.
- f. The Chaplain must be willing and available to perform the duties and responsibilities of the position.
- g. A Chaplain must have individual health insurance.

D. General Regulations

1. The Chaplain Program shall be administered by the **Volunteer Coordinator, Community Awareness Division**, who will coordinate activities of the program including, but not limited to, assignments, meetings, and training.
 - a. All Chaplains will ensure the **Department** has their most up-to-date cell phone number.
2. The **Volunteer Coordinator** shall arrange for meetings of the Chaplains, on a quarterly basis, or as needed.
 - a. The meeting shall be scheduled at the time that is most convenient for the participating Chaplains and police personnel.
 - b. Command staff shall be notified of upcoming meetings to ensure any topics are discussed.
3. The Chaplain is a volunteer and will not be compensated. Upon prior approval, the Chief of Police may authorize the Chaplain to be reimbursed for travel, lodging, attending International Conference of Police Chaplains regional and/or annual training, and per diem expenses incurred under the terms of the City's travel policy.
4. The Chaplain will receive credentials to include a photograph identification card, indicating their status as a Chaplain for the St. Petersburg Police Department, and a copy of the Chaplain Oath of Office ([J:\Forms\EAP_Employee_Support_Services\Police Chaplain Oath of Office.docx](#)). The Chaplain will be required to display the photograph identification card when performing their duties as a St. Petersburg Police Department Chaplain. The Chief of Police may authorize the purchase of a polo style shirt(s) bearing the Department's insignia and the Chaplain's name embroidered on the shirt to wear during ride-alongs and other St. Petersburg Police Department business.

E. Duties and Responsibilities

1. Police Chaplains shall perform the following duties and responsibilities:
 - a. Provide spiritual guidance, counseling assistance, and support to the St. Petersburg Police Department personnel and their families.
 - b. Respond to situations involving the serious injury or death of Department employee and assist Supervisory staff in making notifications to next of kin.
 - c. Maintain contact with Department employees who are hospitalized when requested and needed.
 - d. Provide training and orientation to employees relating to personal stress, family crisis intervention, and the role of the Police Chaplains when requested and needed.
 - e. Serve in Department ceremonial functions such as memorial services, weddings, funerals, award ceremonies, and other religious and civil ceremonies, when requested and needed.
 - 1) Requests for a Chaplain's participation in one of the Department's ceremonial functions can be made by **contacting the Community Awareness Division**.
 - f. Act as a consultant to Department personnel in investigations regarding religious matters, such as religious frauds.
 - g. In cooperation with the victim assistant, assist officers and investigators in dealing with victims and their families in cases of violent or traumatic crimes, suicides, domestic situations, disasters, etc., at the direction of the Supervisor in charge.
 - h. Make referrals to the **City's Employee Assistance Program, ComPsych@ Corporation**, or other social service agencies, professional counseling services, or other clergy members as appropriate.
 - i. Maintain liaison between the Department and other clergy in the community and refer persons in need to a clergy member of their faith, when so requested.
 - j. Be available on-call on a 24-hour basis through the Emergency Communications Center.
 - k. Adhere to all applicable Department policies, procedures, rules, and regulations.
 - l. Shadow police operations (for a minimum of four hours each quarter) on a regular basis.

F. Assisting Department Employees

1. The primary responsibility of the Chaplain shall be to assist Department employees with personal problems when requested to do so.
2. Any Department employee may contact the Police Chaplain directly regarding any issue or situation which relates to the Chaplain's function.
3. Traumatic incidents involving Department employees (shootings, major injury, or death) may require the notification of the Chaplain, if deemed necessary by the Commander in Charge. In such cases, the Chaplain shall be available to assist the involved employees(s) or their families as necessary.

G. Confidentiality

1. Communications with the Police Chaplain are privileged communications as provided by law (§90.505, F.S.S.).
2. The Chaplain shall not be required to reveal the substance of any confidential communications except as provided by law.
3. In the event the Chaplain becomes aware of a situation in which the life or safety of any person is endangered, they shall have the responsibility to take the appropriate measures to insure the safety of the person or persons endangered. Such measures may include the notification of other authorities or resources that are equipped and prepared to handle the specific situation.

H. Next of Kin Notifications

1. The Chaplain shall be available to assist in the notification of next of kin of Department employees or to assist the employee's family.
2. The Chaplain should not be used for the routine notification of the next of kin of other deceased persons.

I. Professional Conduct

1. The Police Chaplain shall always discharge their duties with a sense of serious responsibility. By diligent study for self-improvement and dedicated service toward police personnel, they shall strive for effective moral leadership and high-spirited morale.
2. The Police Chaplain shall recognize the responsibilities of the Department and perform their duties in such a manner to assist all Officers and police personnel in rendering efficient and valuable service to the Department and community.
3. Because of the nature of the information received in personal counseling and through confidential reports or observations, the Police Chaplain shall maintain strict professional privilege in these matters.
4. The Police Chaplain's own personal convictions do not give them the right to disdain the faith of others, nor attempt to convert them to their own church or faith.
5. The Police Chaplain shall strive for an unbiased understanding of all faiths and keep acquainted with their liturgies.
6. The Police Chaplain shall perform their duties in a manner which will foster the good will of all churches and faiths.
7. The Police Chaplain must serve as a role model for integrity and honor within the Department.
8. The Chaplain shall make every effort to treat each situation with equal sincerity, and shall neither grant special consideration to any person, nor lead any person to believe that special consideration will be granted.

9. The Police Chaplain shall not accept gifts, favors, or gratuities which may be interpreted as being offered to influence the performance of the Chaplain or any other person.

10. The Police Chaplain shall not, without approval of the Chief, or designee, discuss with the media or other unauthorized persons, cases, or incidents in which they may become involved in or have personal knowledge.

Anthony Holloway
Chief of Police