

STANDARD OPERATING PROCEDURES



CHIEF OF POLICE DIVISION

CHAPLAINCY CORPS DETAIL

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 31

SUBJECT: CHAPLAINCY PROGRAM

PURPOSE: To provide for the full range of police department personnel needs through the establishment of a comprehensive chaplaincy program within the City of Miami Police Department.

SCOPE: The chaplain does not replace an employee's personal pastor, but seeks to support the concern of every church for its members who may be in professions with special risks or needs. Moreover, the chaplain must be available to every member of the Department, regardless of his or her nationality, race, sex or religion.

GOAL: The goal of the chaplaincy program is to provide a core group of ordained clergy or vowed men and women in religious communities, from a variety of faiths, who volunteer their time and talents to the Miami Police Department.

Commander
Community Relations Section

8/2/16

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 31

(Continuation)

PROCEDURES:

- A. Any communication a person makes to the chaplain is on a strictly confidential basis and will not be released to department members or any other person. Any police department personnel may go to the chaplain without having to notify his or her supervisor or anyone else.
1. Because of the major risk and constant stresses faced by police personnel in the line of duty, chaplains will be appointed to function within the Miami Police Department.
 2. A chaplain may be appointed by the Chief after completing an application and interview process by the chaplaincy members.
- B. The Community Relations Section is responsible for maintaining and monitoring the chaplaincy program. A member of the Community Relations Section will be in attendance at the chaplains' monthly administrative meeting.
- C. A chaplain will be on call the first Wednesday of the month on a rotating basis. They will be responsible for electing the chair of the chaplaincy program and will meet on a monthly basis except during the month of August.

Qualification and Training:

The individual appointed to the position of Miami Police Department Chaplain will be:

- An ordained member of the clergy.
- In good physical health.
- Prepared to serve in a crisis situation.
- Willing to commit the time necessary to make the ministry effective.
- Committed to learning the skills necessary to effectively relate to and minister to department personnel.
- Required to meet the designated application, background and training requirements prescribed for the position

Chaplains will be given the opportunity to meet with members and staff of the Police Department, visit the stations and receive guidance in understanding department organization and procedures. Training will also be provided to help chaplains protect themselves and to be able to render proper help to members and their families.

After appointment, the chaplain will be issued the following equipment

- Police department identification
- Chaplain's badge

STANDARD OPERATING PROCEDURES: S.O.P. 31
(Continuation)

Chaplain's Vehicle:

The Miami Police Department has designated a vehicle for the Chaplaincy Detail. The Community Relations Section will be responsible for keeping a sign in/out log and will be responsible to have routine vehicle maintenance performed as required.

The chaplain's vehicle will be assigned at the monthly chaplain's meeting to the on-coming on-call chaplain or the alternate.

The Community Relations Section Supervisor will inspect the vehicle at the monthly chaplain's meeting and complete the sign in/out log, providing all required information on the log (i.e. equipment, mileage, etc.).

The supervisor will also review the maintenance log in the vehicle and have routine maintenance performed if required. The supervisor will inspect the overall condition of the vehicle, check for any fresh damage, cleanliness, tires, gas card, sunpass, etc.

The supervisor will also review the mileage traveled for the month and compare it to past months. An excessive increase from previous months will require a written explanation to the Community Relations Section Commander.

The chaplain's vehicle has an assigned "fuel/gas card" and a "non-revenue sunpass" assigned to the vehicle. The chaplain's vehicle will have signage "Police Chaplain" attached under the city seals on each side of the vehicle and on the rear trunk lid.

The chaplain's vehicle can be used by the on-call or alternate chaplain as a 24 hour vehicle wherein he/she will be able to respond immediately in the event of a call out.

In the event the on-call or alternate chaplain does not want to use the city vehicle for their on-call month, the vehicle will be parked in the police parking garage and noted on the vehicle usage log. The Chaplain Detail coordinator will secure the vehicle keys.

Unauthorized persons (i.e. family members, friends, etc.) will not be transported in a city vehicle, unless authorized by the Community Relations Commander.

Duties of the Chaplain:

The chaplain will respond when contacted by dispatch or by the incident commander/on-duty officer, or at his own discretion and will report to the scene to the officer in charge. While at the scene, the chaplain will be under the command authority of the officer in charge. The below listed duties constitute only a brief summary of what may actually be required in any situation that may be encountered. The chaplain must remain constantly alert and sensitive to needs and the means he must employ to meet those needs.

STANDARD OPERATING PROCEDURES: S.O.P. 31
(Continuation)

Emergency Situations:

- A critical injury or death of a police
- An incident that involves a victim that is a family member of a department member
- Whenever an incident commander determines that the services of the chaplain may be of value in an ongoing emergency operation
- Comfort and counseling
- Referral to appropriate community agencies for assistance

Routine Duties:

- Visit the stations and shifts.
- Visit hospitalized department members and members of their families.
- Be available for helping or counseling members of the department in times of stress or difficulty.
- On-call for a twenty-four hour a day basis.

Any police department officer who is made or becomes aware of any situation that may require the response of the chaplain may contact the chaplain directly. The Community Relations Section Commander will keep current telephone numbers for the chaplain.

Assurance of Confidentiality

Maintaining confidentiality with employees is the cornerstone of the chaplaincy program. Chaplains will never place information about you in the Department's personnel files. The private information will not be disclosed to anyone by the chaplain without the employee's permission.

On Call:

The Community Relations Section will provide the Communications Section with a monthly list of the on-call and alternate on-call chaplain for the month.

When requested by the Incident Commander, other than during normal working hours (Monday thru Friday, 0700-1700 hours), the Communications Section will contact the on-call chaplain. In the event the Communications Section cannot reach the on-call chaplain within 15 minutes of making the first attempt, the Communications Section will attempt to contact the alternate on-call chaplain.

If the Communications Section cannot reach the alternate on-call chaplain within 15 minutes of making the first attempt, the Communications Section will contact the Community Relations Section Deputy Commander and it will be his/her responsibility to contact a chaplain from the current active chaplain's list and request the chaplain's response as needed.

STANDARD OPERATING PROCEDURES: S.O.P. 31
(Continuation)

Requests for chaplaincy services during normal working hours (Monday thru Friday, 0700 to 1700 hours), will come through the Community Relations Section and the Community Relations Section Chaplaincy Coordinator or a Community Relations Section Supervisor will contact the on-call or alternate chaplain.