



# Submission of Information

Request for Changes from Currently Contracted Network Service Providers or Request for Funding from Uncontracted Service Providers

**Introduction**

LSF Health Systems (LSFHS) is the Managing Entity for the Florida Department of Children and Families (DCF) Substance Abuse and Mental Health (SAMH) programs in the Northeast and North Central Florida Region. LSFHS is responsible for the administration of mental health and substance abuse treatment programs for the underserved populations creating a safety net for vulnerable consumers.

Each program serves the neediest individuals that meet DCF's SAMH target population criteria in the Northeast and North Central region and provides for a comprehensive array of outpatient, inpatient and residential services including, but not limited to; therapy, case management, medication management, residential, room and board, crisis and emergency support, prevention, intervention, outreach, peer services, supported housing, and supported employment.

LSFHS uses the Submission of Information process for the following:

- Requests for funding from uncontracted service providers;
- Requests for restoration of funds pulled due to lapse;
- Requests for changes to programming;
- Request for shifts between funding areas;
- Requests for an increase in funding for any reason.

It is the policy for contracted Network Service Providers to provide information and justification for any of the above circumstances. LSFHS accepts submissions from providers at any time and may also initiate this process due to a specific funding concern within the system of care including the need to redistribute lapsed funding.

Submissions shall be submitted to the Network Service Provider's assigned Network Manager via email. LSFHS Management Team will review all submissions, conduct an analysis of the impact of the request, and provide a written response, if chosen for the next step in the selection process. Additional information and follow-up questions may be solicited based on this review.

**Funding Request Form**

Please fill out the information below accurately and completely, then submit to [procurement@lsfnet.org](mailto:procurement@lsfnet.org).

**1. Organization Name, Address and Contract Number (if current Network Service Provider):**

Ocala Police Department  
402 S. Pine Avenue, Ocala, FL 34471  
352-369-7193

**2. Organization Contact Person Name, Email, and Phone Number for this Submission:**

Lyn Cole  
352-369-7193  
lcole@ocalapd.gov

**3. Briefly describe the programs, counties and populations served which are impacted by this request.**

The City of Ocala has a population on 68,426. In today's fast-paced, often stressful world, people face numerous challenges—emotional, spiritual, and mental. Many individuals experience crises, loss, or moments of doubt, and they need a source of support that transcends traditional services. A Chaplain Program is a vital resource for fostering holistic well-being in communities, workplaces, and organizations, providing a compassionate presence in times of need. Here are several key reasons why a chaplain program is crucial:

Providing Emotional and Spiritual Support: A chaplain is a trained professional who offers emotional, spiritual, and moral support in times of crisis, conflict, or uncertainty. Whether in a hospital, military setting, workplace, or community group, chaplains are equipped to provide a listening ear, offer counsel, and comfort those who may be struggling with personal challenges, grief, or existential questions.

Supporting Mental Health and Well-being: Mental health challenges have become increasingly prevalent, affecting individuals in every area of life. Chaplains offer an additional layer of care, complementing other mental health services by addressing the emotional and spiritual aspects of a person's well-being. In many cases, chaplains are able to bridge the gap between professional mental health services and everyday support, helping individuals navigate complex emotional experiences with empathy and understanding.

4. Briefly describe your organization's need for additional funding, for a change in programming and/or for a change in funding as currently allocated. **Please include the dollar amount(s) you are requesting and whether or not the amount requested is for a full year or partial.** If the need for additional funding is due to funding being lapsed in the previous Fiscal Year, please provide an explanation for the lapse and describe your organization's capacity to spend funds if restored.

At present, our Chaplain Program operates entirely through the dedication and selflessness of volunteers who generously give their time and expertise to support those in need. These volunteers—many of whom have extensive experience in pastoral care, counseling, and spiritual support—play a vital role in meeting the emotional and spiritual needs of individuals in our community. While we are deeply grateful for the commitment of these volunteers, the current model relies entirely on their availability and willingness to donate their time. This volunteer-driven approach, while commendable, presents several challenges that limit the scope and sustainability of the program: Limited Availability and Resources. As a volunteer-based program, we are dependent on the schedules and capacity of individuals who may have other professional or personal commitments. This can result in gaps in coverage, limiting our ability to consistently offer services, especially during peak times or crises. To provide a dedicated, full-time chaplain who can offer consistent, high-quality support to individuals in need, the total cost is approximately \$99,693.25 per year. This amount includes salary, benefits, professional development, and the resources necessary to ensure the chaplain can effectively serve the community, manage their responsibilities, and stay up-to-date with the latest training and support techniques.

5. Briefly describe your organization's plan for the additional funding, change in funding or change in programming. In the event that a service is being discontinued, this plan should outline how the previously served population will be served after the change is made.

Without the necessary funding to hire a full-time chaplain, we will be required to maintain the program on a volunteer basis. While our dedicated volunteers continue to offer valuable support, relying on volunteers alone will limit our ability to provide consistent, professional, and comprehensive care.

This volunteer model, while deeply appreciated, comes with inherent challenges, including gaps in coverage, varying availability, and a lack of continuity in service. As the demand for chaplaincy support continues to grow, it will become increasingly difficult to meet the needs of the community without a paid, full-time chaplain who can provide consistent leadership, training, and oversight.

- 6. If a license is required for the proposed program, have you obtained it (DCF Substance Abuse license for Outpatient services, AHCA license, etc.)? If not, but you have submitted your application, please describe what stage in the process you are in?**

N/A

- 7. Briefly describe your organization's expertise about the delivery of service to the identified population which will be impacted by this change.**

Our chaplain has been an invaluable resource to both our employees and the wider community, bringing compassion, guidance, and a sense of purpose to those around them. Through their unwavering dedication, our chaplain has made a profound difference in several key areas: emotional and spiritual support for our employees, promoting mental health and wellness, and providing crisis intervention and support for employees and the community.

- 8. Are the changes outlined above to be made for this fiscal year only or to be continued beyond year-end into subsequent fiscal years, assuming an ongoing contractual relationship between the agency and LSF Health Systems? Please explain this response.**

Funding is to be continued beyond year-end and into subsequent fiscal years.

- 9. Define and describe the Program Goals.**

Our Chaplain Program is dedicated to providing compassionate, holistic care to individuals facing emotional, spiritual, and personal challenges. The goals of this program reflect our commitment to meeting the diverse needs of the people we serve, fostering resilience, and creating a supportive, caring environment for all.

- 10. Define and describe the Proposed Outcome Measures for the program in which funding is being requested.**

Improved Spiritual Comfort: Surveys or interviews that assess participants' sense of spiritual peace or comfort following chaplain interventions.

11. **Outside organizations only:** Describe your organization's data collection capacity and list the name of the data collection system. If you utilize an Electronic Health Record (EHR) system, confirm its capacity to export data as an XML file.

The Police Department utilizes Computer Information Systems, Inc. (CIS) to collect, manage, and analyze data related to criminal activities.

12. **Outside organizations only:** Describe your organization's business administration capacity specifically related to human resources and financial management.

Our organization has a dedicated HR team consisting of 3 full-time HR professionals who oversee employee recruitment and performance management. Our department is under the City of Ocala umbrella and the city oversees benefits administration. We utilize a comprehensive systems to streamline payroll, benefits, and employee records management, ensuring compliance with all relevant labor laws.

13. Outside organizations only: Level 2 Background Screening, through the DCF Clearinghouse, is a requirement for staff members from each agency who enters into a contract with LSFHS. Does your organization currently conduct Level 2 Background Screenings for staff members using this method? If not, are you willing to conduct the required screenings for compliance with the contract?

yes

14. Please provide, as an attachment, the Exhibit C and D - Projected Operating and Capital Budget, using the most recent template, outlining the requested funding including OCAs and associated covered services. Statistics or data regarding utilization to substantiate the request may also be supplied.

Peter Lee

Digitally signed by Peter Lee  
Date: 2025.01.31 11:05:31 -05'00'

Signature of Organization's CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Organization's Contract Manager

\_\_\_\_\_  
Date





## Police Chaplain

### Job Description

**Exempt:** Yes

**Safety Sensitive:** Yes

**Department:** Ocala Police Department

**Reports To:** Department Director or Designee

**Union:** N/A

**Grade:** 48

### GENERAL DESCRIPTION OF POSITION

The Police Chaplain serves as a non-denominational spiritual advisor and counselor to law enforcement personnel, offering emotional and spiritual care in both routine and crisis situations. They assist in bridging the gap between the department and the community by participating in outreach and ceremonial duties.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide confidential spiritual counseling and emotional support to officers, staff, and their families.
- Respond to critical incidents such as officer-involved shootings, deaths in the line of duty, suicides, and natural disasters.
- Offer support to victims and families during traumatic events or death notifications.
- Conduct or assist in funerals, memorial services, weddings, and invocations at official functions.
- Be available 24/7 (on-call) for emergency response when needed.
- Participate in ride-alongs and departmental meetings to build relationships with personnel.
- Serve as a liaison between the department and religious or community organizations.
- Assist with stress management, grief counseling, and crisis intervention.
- Maintain confidentiality in all interactions unless disclosure is legally required.
- Educate officers about the role of chaplaincy and available spiritual resources.

Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree in Theology, Divinity, Religious Studies, or related field is required. Master of Divinity or equivalent graduate-level theological education is preferred.

Prior experience in counseling, pastoral care, or crisis intervention preferred.

- Understanding of and respect for diverse faiths and beliefs.
- Ability to work in high-stress, emotionally charged environments.
- Excellent interpersonal, communication, and listening skills.
- Completion of police chaplain training (may be provided after appointment).

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Florida Driver's License with an acceptable driving record.

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Ordained or licensed clergy in good standing with a recognized religious organization.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Annual Budget: \$0

## **SUPERVISORY RESPONSIBILITIES**

This position will directly supervise employees.

This position may indirectly supervise 3 employees.

If applicable, supervisory responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

DIRECTED. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review.

**PLANNING**

With regard to general assignments in planning time, method, manner and/or sequence of performance of own work.

CONSIDERABLE RESPONSIBILITY; in addition, the work operations of a group of employees, all performing Basically the same type of work.

**DECISION MAKING**

Performs work operations which permit opportunity for decision-making of minor importance. FREQUENTLY;

Performs work operations which permit opportunity for decision-making of major importance. FREQUENTLY;

**COMMUNICATION SKILLS**

Ability to read, analyze, and understand general business/company related articles and professional journals.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to prepare and interpret bar graphs.

**CRITICAL THINKING SKILLS**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

**SUPERVISION RECEIVED**

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to SENIOR MANAGEMENT of the organization.

**MENTAL DEMAND**

VERY CLOSE; Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response.

**USE OF MACHINES, EQUIPMENT AND/OR COMPUTER**

Occasional use of non-complex machines and equipment (adding machines, calculators, copy/fax machines, etc.)

**ACCURACY**

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make corrections.

## **PUBLIC CONTACT**

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of extreme importance and failure to exercise proper judgment can lead to substantial losses to the organization.

## **EMPLOYEE CONTACT**

Continuous contacts frequently involving difficult negotiations with require a well-developed sense of strategy and timing. Involves contacts with senior level internal officials.

## **SOFTWARE SKILLS REQUIRED**

10-Key	Basic
Accounting	None
Alphanumeric Data Entry	Basic
Contact Management	Basic
Database	Basic
Enterprise Resource Planning	Basic
Human Resources Systems	Basic
Payroll Systems	None
Presentation/PowerPoint	Basic
Programming Languages	None
Spreadsheet	Basic
Word Processing/Typing	Basic

## **ADDITIONAL SOFTWARE SKILLS**

## **OTHER SKILLS**

- May work in emotionally intense and hazardous environments.
- Must be able to respond to emergencies at any hour.
- May be exposed to disturbing situations such as accidents, violence, and trauma.

## **PHYSICAL ACTIVITIES**

While performing the functions of this job, the employee may be required to:

Stand	Regularly
Walk	Regularly
Sit	Regularly
Use hands to handle or feel	Frequently
Reach with hands and arms	Frequently
Climb or balance	Occasionally
Stoop, kneel, crouch or crawl	Occasionally
Talk or hear	Regularly
Taste or smell	Occasionally

## **WEIGHT LIFT REQUIREMENTS**

The employee must occasionally lift and/or move:  
Up to 25 pounds

## **VISION REQUIREMENT**

Specific vision abilities required by this job may include:  
Close vision (use of a computer, equipment, or any other work duties that require clear vision within two (2) feet or less).

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work near moving mechanical parts (spinning shafts, engines, lifts, etc.)

Never

Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.)

Never

Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.)

Never

Toxic or caustic chemicals (including potential for chemical spills, etc.)

Occasionally

Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather)

Occasionally

Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.)

Never

Extreme cold (not weather-related, such as freezer, cold storage, etc.)

Never

Extreme heat not weather-related, such as furnace, kitchen, ovens, etc. where temp is regularly above 100 degrees F) Never

Risk of electrical shock (live electrical wires, equipment that retains power after shutdown)

Never

Work with explosives (TNT, dynamite, nitroglycerine or other related explosives)

Never

Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.)

Never

Vibration (jack hammer, soil compactor, equipment that creates high vibration, etc.)

Never

The noise level in the work environment is usually                      Moderate (business office with computers/printers, light traffic, etc.)

## **ADDITIONAL INFORMATION**

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an

accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, or technological developments).