



## 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 shutoff)

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).