



City of Great Falls, Montana  
**Police Department**  
Police Chaplain Description

The Great Falls Police Department (GFPD) Chaplaincy Program is a subsidiary of the Volunteer Program and is administered by the Volunteer Coordinator. The program's primary objective is to enhance the department's ability to offer service to the community by providing a ministry of professional spiritual, social and emotional support to the citizens of Great Falls and members of the Great Falls Police Department. The Chaplains serve to bridge the gap between law enforcement and counseling, particularly during times of crisis. The program is comprised of four, non-sworn, volunteer Chaplains.

**Qualifications – GFPD Chaplains must:**

- Be at least 21 years of age
- Be a U.S. citizen
- Possess a valid MT driver's license
- Pass an enhanced background check
- Be licensed or ordained within their respective denomination or ecclesiastic organization
- Have at least four years of active ministry experience
- Be actively involved, either full or part-time, in a pastoral or church ministry
- Be able to demonstrate compassion, understanding, and effective counsel
- Relate easily to people

**Duties:** Chaplains are trusted with tremendous amounts of confidential information and may be asked to provide counsel during any of these scenarios.

- Death notifications (suicide, homicide, fatal crashes, children)
- Suicide threats or attempts
- Sex or violent crimes
- HRU operations
- Council for department personnel (marriage, family, stress, loss)
- Visit law enforcement personnel in the hospital
- Conduct memorial services
- Special events



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**Volunteer Commitment:**

- Each Chaplain is assigned one week per month as designated “on call” time. During this week they must make themselves available, at any time of the day or night, to respond quickly to a request from the department.
- Chaplains must serve a minimum of 16 hours per month total
  - 8 hours will be automatically accrued for spending one week “on call”
  - At least 8 hours per month should be dedicated to interacting with department personnel in the 5 bureaus: Patrol, Investigations, 911 Call Center, Support Services, and Records/Evidence.

These visits should be for 4 hours at a time, twice a month. The two 4-hour blocks can occur on one day, if desired. We encourage the chaplains to “mix it up” as to bureaus, time of day, and specific personnel.

**Training:**

- Volunteer Orientation and Basics Training- session dedicated to policies, practices, and procedures of the GFPD Volunteer Program
- Chaplains must earn a basic certification from the International Conference of Chaplains, or approved comparable training program (at the department’s expense)
- Chaplains must attend annual training and demonstrate proficiency with the shotgun, rifle and handgun

**Uniform Requirements:** It is important Chaplains always wear the issued uniform when conducting duties on behalf of the department. Exceptions will be made when time is dedicated to a duty better suited for different attire (detectives, evidence, etc.). Chaplains shall provide their own black shoes/boots, undergarments (including turtleneck or long sleeve shirt to be worn under the polo) and cold weather gear (hat, gloves).

**Class A / Special Occasion**

navy shirt      tie clip  
navy pants      collar crosses  
navy tie        civilian badge  
name tag       department photo ID

**Casual / Ride-A-Long**

GFPD polo shirt      civilian badge  
khaki pants            department photo ID  
jacket                    body armor (required for  
name tag                patrol ride-alongs)