

International Conference of Police Chaplains



REGION POLICIES

**Information on policy and procedure for region
activity, as referenced in ICPC's Bylaws.**

Effective 2020/12/10

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Mission Statement:

*Developing Professional Law Enforcement
Chaplains through Dynamic Education and Support*

and

Core Values:

We respect and honor the badge and the men and women who
have earned the right to wear it.

We pledge availability to the needs of law enforcement officers
and victims of crime.

We subject our lives and our office to the scrutiny of
accountability to ensure integrity.

We offer professionalism of service, including confidential
listening, and spiritual counsel.

The International Conference of Police Chaplains (ICPC) is a
professional membership organization whose purpose is to provide
training and support to law enforcement chaplains.

REGION SUMMARY

Regions promote the general goals and objectives of the corporation to its' members, potential members, agencies, and the communities they serve. Region positions serve a vital role in the overall function and activities of the region. Each region is represented on the ICPC Board of Directors.

LEADERSHIP: Communicates in accordance with [ICPC Bylaws](#) and Policies of the corporation.

- **Executive Committee**—Consists of elected executive officers. When neither the Conference nor the Board of Directors is in session, the Executive Committee acts on behalf of ICPC. They are available to discuss ideas, concerns, and provide additional resources as needed.
- **Vice-President** —Serves as the Executive Committee Liaison to the regions.
- **Executive Director** —Directs and coordinates the operations of the corporation, in accordance with ICPC Bylaws and Policies. Oversees the goals and objectives as directed by Board of Directors and Executive Committee. **Prior to publication of all promotional/printed materials ,drafts must be reviewed and approved by the Executive Director before publications are authorized to be printed or published.**
- **Conference Director** —Functions under the direction of Executive Director and Executive Committee. Available to consult with the Region Directors and Host Chair to provide guidance and support during the planning process for ICPC training events. Reviews all training contracts to ensure procedural and policy compliance is adhered before the contract is forwarded to CFO for review & official signing.
- **Chief Financial Officer (CFO)**— **CFO IS THE ONLY AUTHORIZED SIGNER FOR ALL ICPC CONTRACTS AND REQUIRES SIGNATURE PLACED ON ALL FINANCIAL ACCOUNTS.**
- **Region Director**—Facilitates communication between the Corporate Office, Region Officers, and Area Representatives sharing information and supporting/networking with Region leadership. The following positions function under the direction of the Regional Director: Assistant Region Director, Region Secretary & Assistant, Region Treasurer & Assistant, Area Representatives & Assistants.
- Refer to [Region Director Responsibilities](#)

ACADEMIC REGISTRAR/ASSISTANT:

- Attends region training events as their schedule allows.
- Refer to [Hosting Region Trainings/Budget/Registrar](#).

AUDIT COMPLIANCE: All regions financial activity operate under the ICPC 501-c3 Corporation. Activity is reviewed and audited by the accounting firm secured by the ICPC Corporation in accordance with accounting principles accepted in the United States and the laws of the U. S. Internal Revenue Service (IRS). Consequences of non-compliance could jeopardize ICPC's 501-c3 IRS status.

Refer to [Region Treasurer Responsibilities](#).

AWARDS: Regions, under the direction/guidance of the Region Director, may, as resources in the Region allow, establish region awards criteria and/or recognition to members in their region acknowledging outstanding service. Award nominees must be pre-vetted with Corporate Office and Ethics Chair prior to the selection of recipients.

CONTRACT/MOU/SERVICES: **CFO IS ONLY AUTHORIZED SIGNER FOR ALL CONTRACTS**

- Regions do not have the authority to hire, contract or pay individuals for any volunteer services rendered on behalf of the Region/ICPC. All Region contracts, MOU, and/or service agreements which obligates the Region/ICPC must be submitted in writing to the Region Director for pre-approval. The Director submits the document request with their annotated approval to the ICPC Executive Director, 60 days prior to services needing to be rendered. The Executive Director will review consideration and provide the final approval before securing CFO signature.
- Nothing herein shall be construed to preclude an Officer or Director from serving as an employee of the corporation and being compensated through ICPC payroll process.

DEVELOPMENT OPPORTUNITIES:

Work towards credential level advancement, continuing education and encourage educational leadership growth to all members.

- Maintain current names and contact information for governmental agencies (states and provinces), and develop systematic communication with the leadership. Maintain and notify the Corporate Office with updated agency email address' for all agencies in the region.
- Network with corporations and businesses which may sponsor and/or financially support ICPC's goals and objectives and communicates the contact information to the Corporate Office.

DISASTER RESPONSE:

ICPC Disaster Chair communicates with the Region Director concerning status of disaster. ONLY upon agency request will ICPC deploy chaplains to the disaster area. Deployment request is coordinated by the Disaster Chair in conjunction with the corporate office and Region Director. **Under NO circumstances should an ICPC member self deploy.** Refer to *Disaster Response Policy*.

ELECTIONS/NOMINATIONS:

Established to develop continuity and assist the regions in following ICPC elections/nominations policies.

Roberts Rules of Order shall be utilized to facilitate the election process. In the event that there is no physical RTS an election will be arranged electronically through the Corporate Office.

- Each affiliated region of ICPC shall elect an RD, RS, and RT. The term of office for Region Officers shall be two (2) years and each such officer is eligible for re-election or re-appointment. Refer to *ICPC Bylaws page 8*. However, there is a fine line between continuity in a region and the need for an infusion of "new blood". Wisdom should be exercised in balancing these two elements.
- The Region Director ensures region election and nomination procedures are adhered to and works closely with the Corporate Office to maintain compliance.
- **Qualifications:** Refer to *Region Officer Qualifications*.
- **Nominations:** A region nominating committee (consists of an odd number of members not currently serving as region officers) is appointed. All positions are open to all faiths, genders, and ethnicity. Potential candidates will be approached by the Nominating Committee Chair to ensure that they are willing to serve. Those willing will be prequalified by the Corporate Office and the Ethics Chair confirms (with the Corporate Office) to see if there are any ethics violations pending before candidates will be considered. The validated list is then presented to the nominating committee 60 days prior to election to establish a slate of well-rounded, qualified candidates with-in the region.
- **Voting Privilege:** *Full Members, Retired, Life and Liaison Officers* are eligible to vote. *Associate* and/or *Affiliate* members do not have voting privileges. Update/change to membership status must occur with the Corporate Office prior to the start date of the RTS in order to update their voting status. A region membership roster is provided to the RD just prior to the seminar which provides a list of those approved/eligible for voting. All nominations and electronic voting are arranged by the Corporate Office.
- **Election Procedure:** The Region Director or attending ICPC Executive Officer communicates with the RTS training Chair/Host to assure the election & poll policies are in compliance with corporate procedures and that the time/location of polls are planned during a time which ensures attendees will have the most access for voting.
- **Election:** Individuals seeking office must provide Bio for inclusion in the election process and during on-site elections may be given two (2) minutes to present themselves to the membership to share why they wish to be elected. This should be a time/location which ensures eligible attendees will have most access to candidates forum.
- **Polls:** RD coordinates with the Training Host to assure time/location of polls are planned during a time that ensures attendees will have the most access for voting.
- Votes may be taken by a show of hands, a secret ballot or by electronic voting.
- A simple majority is needed to secure the region office. If only one individual is running for an office, a vote of affirmation shall be taken affirming the region's selection of the individual.

- Upon closing of the polls and tabulating the results, the Region Director, or the Executive Officer, will present the results to the region membership.
- The newly elected region officers are sworn in and take office at the close of the RTS event/election.
- Newly elected officers provide a signed Declaration form to the corporate office within 10 days.
- **Appointments:** Regions must adhere to election protocols during normal election cycles. Should a vacancy present itself between election cycles or there fail to be a qualified candidate fielded for the election, the Regional Director may appoint open positions to qualified candidates (prequalified by the Corporate Office). Appointment is for the duration of the current election cycle.

EQUIPMENT/PROPERTY:

- **Purchase:** July 2019, Each region was provided a pre-standing Region banner and a matching table cover with travel bags, to be maintained at each region. Additional equipment/property purchase requests must be submitted 30 days prior to the need by date, to the Regional Director. The request shall include the following: equipment description, cost, reason for purchase, in custody of/name who will maintain the equipment. The Region Director's pre-approval, annotated on the request, is sent to the ICPC Executive Director for review and pre-approval. Upon final approval, an email is sent to the Region Director who informs the Region Treasure of their approval to disburse funds for equipment purchase/invoice receipt. The Region Secretary shall maintain a current equipment inventory control number with the above details recorded and provide to the Region Director's for inclusion in their annual report.
- **Disposal:** All Region equipment/property disposals must be submitted to the Regional Director prior to disposal. Request for disposal must include the following: equipment description, the reason for disposal. The Region Director's pre-authorization of disposal is annotated on the request and sent to the Executive Director for review and guidance on disposal (e.g. repair, destroy, donate, or ship to the corporate office). Upon Executive Director review, the directive is sent to the Region Director who informs the equipment holder of final disposition and notifies the Region Secretary to update the Region's equipment inventory control number to include: original purchase date, cost and details about disposal for inclusion in the Region Director's annual report.

FINANCES:

- Board of Directors and Officers of ICPC shall **NOT** receive compensation for services on behalf of the Region and/or ICPC. Nor will any Director/Officer be provided a financial LOAN on behalf of ICPC. Refer to *ICPC Bylaws page 10*.
- The previous paragraph shall not be construed to preclude any Board of Directors and/or Region Officer from requesting expense reimbursement. Refer to *Region Treasurer Responsibilities*.
- **Under NO circumstances should funds be placed in a non-region account such as a personal, local chaplaincy corps, church and/or agency bank account. Under NO circumstances should ICPC membership dues be deposited into a region or training seminar's bank account. Dues payments must be forwarded to the Corporate Office for processing.**
- All bank/financial accounts opened on behalf of ICPC, its regions or training events must be approved by the Executive Director. Use nationally recognized banks such as Bank of America, Wells Fargo, Citi Bank, etc. which provide on-line account access. Contact the Executive Director to obtain an **authorization letter** using ICPC's Federal Tax ID number. Region Bank Accounts require that the Signature Cards **must** include the Region Director, Region Treasurer & CFO on all Region financial accounts.
- Region funds are available to financially support the Region and/or ICPC goals and objectives. The Regions may be requested to assist ICPC with financial support for ATS' as well as enhance special requests by the CFO for the corporation.
- Refer to *Region Treasurer Responsibilities*.

FRATERNAL ORGANIZATIONS:

- Representation at the local/region/state level is based upon availability of Region Officers and/or Area Representatives to attend. Region Director encourages attendance by region/area leaders. Regions should budget to cover expenses to attend Chief/Sheriff Conferences within the region. Attendance to COPS, NLEOMF, NAPO, and other national organizations are attended by ICPC Executive Board (or designee) and covered by the corporate budget.

LODD MEMORIAL PRESENTATION POLICY:

- LODD's are acknowledged only from –*Officer Down Memorial Page* (www.odmp.org).
- Upon receipt of ODMP posts, ICPC Corporate Office prepares an ICPC Memorial Packet to send to the agency's lead ICPC Chaplain, when applicable.
- If there is **not** an ICPC member serving the agency, the ICPC office sends an email communication to

ICPC members within a 50-mile radius of the LODD's agency for securing a representing person to present the memorial to the agency and family. All members within the radius are copied which enables the region leadership to be aware of who is volunteering to make the presentation on our behalf.

- The Region Director and the Area Rep are included in the LODD communications for the purpose of providing encouragement to the chaplain delivering the memorial. The packet is mailed USPS to the chaplain approximately 2 weeks after receipt of their email commitment.
- Adhere to the *LODD Memorial Presentation Policy*.

MEMBERSHIP:

- Disseminate region/ICPC information critical to operations, support, training and/or resources.
- Provide information to agencies about developing new LE Chaplaincy programs.
- Recruit new chaplain members and agencies.
- Assist with region member retention before membership drops, list provided by office.
- Contact new members in the region to encourage training attendance, list provided by office.
- Interact with current members for support and sharing resources.
- Provide updated membership information to the Corporate Office and Region Officers.

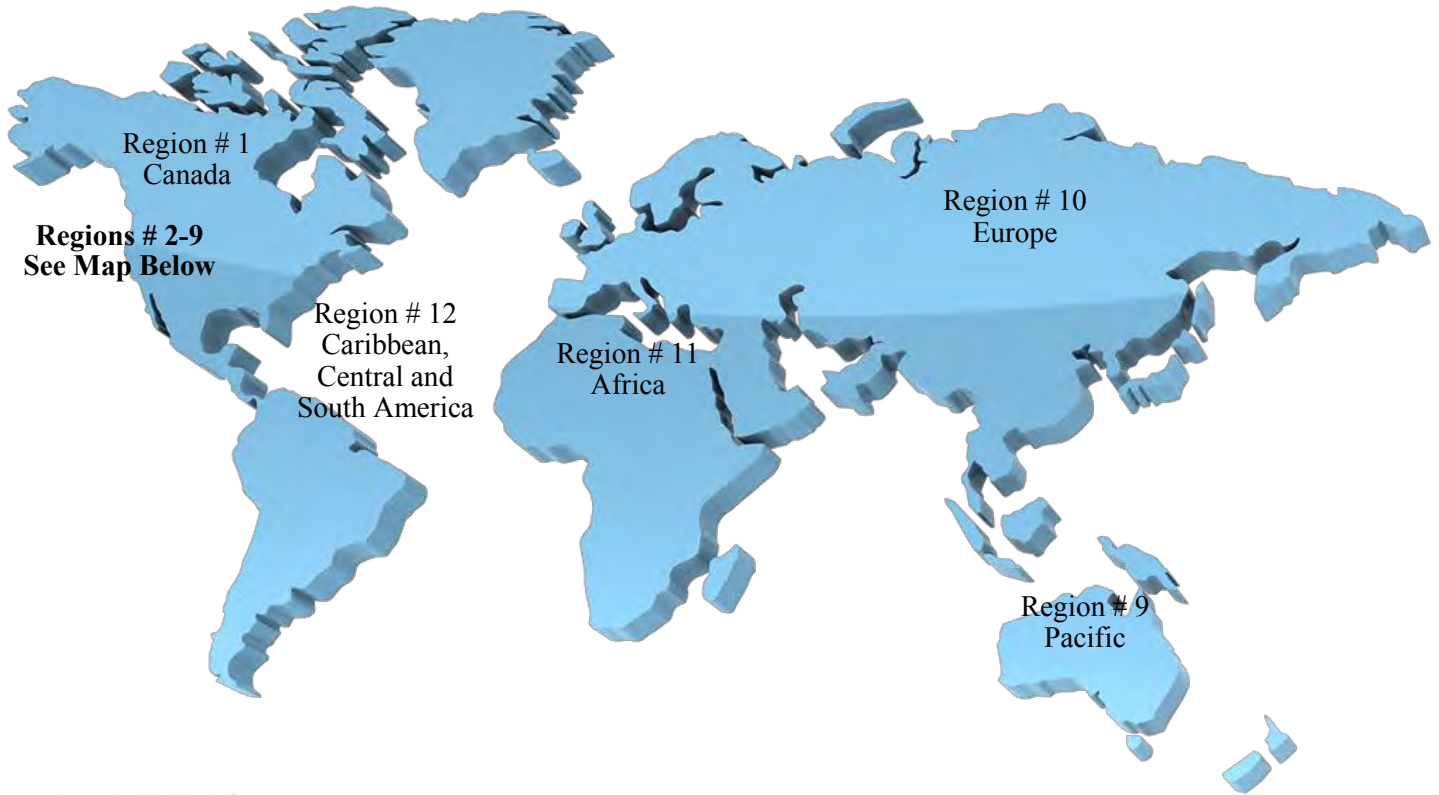
SPIRITUAL OVERSIGHT POLICY:

ICPC respects the beliefs of its members and recognizes each individual's right to so practice. ICPC seeks to be respectful in its programming, classes and events. All ICPC activities, including but not limited to: Opening and Closing ceremonies, Memorial Service, Banquets and Trainings will have a professional, rather than religious emphasis. Refer to *Spiritual Oversight Policy*.

TRAINING EVENTS:

Provide opportunities for area/region/national trainings and opportunities for ICPC chaplain to network. ALL trainings must adhere to training policies applicable to: Academy–Agency–District, Instructor including ATS & RTS trainings whether conducted In-person, On-Line–Video Recorded or Virtual process. Refer to *Hosting Region Trainings and Training Directives*.

ICPC REGION MAP



REGION DIRECTOR

QUALIFICATIONS:

- Ability to communicate electronically using the ICPC Microsoft account.
- Reside in the region
- Full member status, in good standing
- Consecutive ICPC membership of at least five (5) years
- Hold an ICPC credential
- Maintain a high standard of integrity

CFO IS THE ONLY AUTHORIZED SIGNER FOR ALL CONTRACTS

TIME COMMITMENT:

Time investment takes into consideration the current region membership, agencies, training, and support opportunities. When representing ICPC as the Region Director, be prepared to invest twenty (20) hours monthly.

LENGTH OF SERVICE:

- Minimum commitment is a two (2) year term currently there are no term limits. Every two (2) years the region members elect officers.
- **Appointments:** If the Region Director position becomes vacant, the ICPC President appoints a Director to serve for the duration of the current election cycle and a new Regional Director is elected. Refer to *ICPC Bylaws page 8 and Elections/Nominations*.

RESPONSIBILITY: Adheres to the Region Policies Handbook and directs all aspects of region activity not limited to:

Annual Training Seminar (ATS):

- Attends ATS meetings: Board of Directors, Business and Region & Area Rep meetings to stay informed about corporate & region projects, proposals, and/or agenda items in progress.
- In the event the Region Director cannot attend ATS or Meetings, they must appoint a Region Officer as proxy and notify the Executive Committee and Corporate Office concerning the name of the proxy.

Board of Directors (BOD):

- Region Directors serve on the ICPC Board of Directors during their term as Director.
- Submit an *Annual Report* to the Corporate Office by January 10th (covers previous year January-December activities). The corporate office provides the link access.

Committee Appointments:

- Submits Declaration Form to the President and Corporate Office requesting President's appointment of (2) region members eligible/willing to serve on Credential and Spiritual Oversight Committees.

Communication:

- Work with Region Leadership to establish area goals and objectives for the Region.
- Monthly communicates with the Region Leadership and the Executive Liaison (Vice President) to provide updates and information to share.
- Shall be copied on all corporate communication concerning the region.
- Submit region information/updates and newsworthy information items to the Corporate Office for possible inclusion in the Journal and possibly for the Region tab of the ICPC website.
- Assures the Region's website is current with the corporate website and provides log-in details to corporate office, when applicable.

Disaster Response:

- In the event of a disaster, Region Director coordinates with the Region Officers, Area Representatives concerning status of disaster. Refer to [Disaster Response Policy](#).

Finances:

- Region Director pre-approves ALL region expense requests BEFORE the Region Treasurer issues region disbursement/checks.
- Region Director expense reimbursement request MUST be reviewed and pre-approve by the ICPC Executive Director **BEFORE** the region reimbursement check is issued.
- Refer to [Region Treasurer Responsibilities](#).

Fraternal Organizations: Refer to [Fraternal Organizations](#).

LODD Presentations: Refer to [LODD Memorial Presentation Policy](#).

- LODD's are acknowledged only from –[Officer Down Memorial Page](#) (www.odmp.org).
- Region leadership are encouraged to sign-up for ODMP.org LODD email notifications.

Membership:

- Recruit new members and assist with region member retention. Members who recruit three (3) new members within one (1) year may receive credit on their next year's dues invoice.
- Disseminate ICPC and region information critical to operations, for support, training or resources.
- Interact with current members and encourage attendance at ICPC training events.
- Provide information to agencies and chaplains about law enforcement chaplaincy.
- Work to establish new chaplaincy programs.
- Provide updated membership information to the corporate office and Region Officers.
- Contact new members within the region list provided by the corporate office monthly.
- Contact region members scheduled to be dropped from membership and/or assign Area Reps the task of encouraging ICPC membership renewal. List provided by corporate office, monthly.

Elections/Nominations:

- Region Director oversee standard and protocol for region elections with the RTS Host and corporate office.
- Adhere to [Elections/Nominations](#).

SPIRITUAL OVERSIGHT POLICY: Region Director assist RTS Host with planning to assure respectful of all spiritual beliefs during the RTS. Refer to [Spiritual Oversight Policy](#).

TRAINING EVENTS:

- Region Director attends Region training events and chairs the region business/leadership meetings.
- Region Director assist the Training Host and/or Conference Director in planning & development of region trainings.
- Region Director provides pre-approval of training events within the region whereas the Education Chair provides approval of ALL training requests. Refer to [Training Directives](#).

ASSISTANT REGION DIRECTOR

Meet same Region Director requirements, assist the Director fulfill their duties and responsibilities as requested by Region Director. Assistant Region Directors serve on the membership committee.

Adhere to the [Region Policies Handbook](#).

REGION SECRETARY

QUALIFICATIONS:

- Ability to communicate electronically using the ICPC Microsoft account.
- Reside in the region
- Full member status, in good standing
- Consecutive ICPC membership of at least two (2) years
- Hold an ICPC credential
- Maintain a high standard of integrity

CFO IS THE ONLY AUTHORIZED SIGNER FOR ALL CONTRACTS.

TIME COMMITMENT:

Time investment takes into consideration the current region membership, agencies, training, and support opportunities. When representing chaplaincy at the region level be prepared to invest ten (10) hours monthly.

LENGTH OF SERVICE:

- Minimum commitment is a two (2) year term currently there are no term limits. Every two (2) years the region members elect officers.
- **Appointments:** If a Region Officer position becomes vacant, The Regional Director may appoint open positions to qualified candidates (prequalified by the Corporate Office). Appointment is for the duration of the current election cycle. Refer to *Elections/Nominations*.

RESPONSIBILITIES: include but are not limited to:

Annual Training Seminar (ATS):

- Encouraged to attend ATS meetings: Business and Region Leadership/Area Rep/Region Assistants meetings to stay informed about projects, proposals, and/or agenda items in progress.

Communication:

- Promotes membership within the region.
- Maintains communication with Region Director for opportunities of sharing region news/communication for region-wide networking.
- Report region informational updates/newsworthy information items to the Region Director and Corporate Office for possible inclusion in the Journal and/or the ICPC website.

Training Events:

- Assist with RTS events as requested by Region Director.
- Attends ICPC training events and Region Meetings.
- Records minutes of region meetings, including results of region elections/appointments.
- Provide Minutes immediately following the meeting to the Region Officers and Corporate Office.
- In the event, the Region Secretary cannot attend a Region Meeting where minutes are to be taken consult with the Region Director to appoint a proxy. Notify the Corporate Office concerning the name of the proxy.
- Adhere to *Region Policies Handbook*.

ASSISTANT REGION SECRETARY

Meet same Region Secretary requirements, assist the Secretary fulfill their duties and responsibilities as requested by Region Director and/or Secretary.

Adhere to the *Region Policies Handbook*.

MEMO TO REGION TREASURERS:

The Region Treasurer is a critical position in the governance of a region. The treasurer is the officer who keeps the funds of the region and assures they are paid to the proper persons at the proper time. The Region Treasurer is also responsible for the maintenance of financial records and timely filing of reports. These duties may be fulfilled by a simple manual record-keeping system such as a checkbook register. The task is made easier by using software specifically for financial record keeping such as a Quicken or Quick Books program. There are many inexpensive programs available.

Remember all region expenditures should be pre-approved by the Region Director prior to issuing payment. **Region Director expenses are submitted to the Executive Director for prior approval and then the expense request will be forwarded to RT for payment processing.** This protects you.

The financial records and reports of the regions are a part of ICPC's total financial picture and included in the ICPC annual audit. As our corporate books are audited so are the reports and activities of the regions. This audit is done by an independent CPA firm and the information required has grown significantly over the years. The purpose of these reports is to assure those with an interest in ICPC, the general public and the IRS that we are spending our funds in a manner that is consistent with our stated purpose which in turn helps us maintain our 501(c)3 tax status. We have deadlines set by the IRS and we are dependent on you to submit region reports asap and we appreciate what you do.

Being a Region Treasurer can be a very rewarding job for those who find satisfaction in the financial area and detail work. It takes a very special person to do this type of job, one not often found in the personality of the Chaplain. Take pride in knowing that you are providing a very special and needed service to your region and to the International Conference of Police Chaplains.

Thank you for your service,
CFO

REGION TREASURER

QUALIFICATIONS:

- Ability to communicate electronically using the ICPC Microsoft account.
- Reside in the region
- Full member status, in good standing
- Consecutive ICPC membership of at least two (2) years
- Hold an ICPC credential
- Maintain a high standard of integrity

TIME COMMITMENT:

Time investment takes into consideration the current region membership, agencies, training, and support opportunities. When representing chaplaincy at the region level be prepared to invest ten (10) hours monthly.

LENGTH OF SERVICE:

- Minimum commitment is a two (2) year term currently there are no term limits. Every two (2) years the region members elect officers.
- **Appointments:** If a Region Officer position becomes vacant, The Regional Director may appoint open positions to qualified candidates (prequalified by the Corporate Office). Appointment is for the duration of the current election cycle. Refer to [Elections/Nominations](#).

COMMUNICATION:

- Promotes membership within the region.
- Maintains communication with Region Director monthly concerning the financial condition of the region.
- Report region informational updates/newsworthy information items to the Region Director and Corporate Office for possible inclusion in ICPC Media Releases.
- Maintains communication with the Region Director and Corporate Office concerning the region bank accounts.

TRAINING EVENTS:

- Encouraged to attend training meetings: Business and Region Leadership/Area Rep/Region Assistants meetings to stay informed about projects, proposals, and/or agenda items in progress.
- May be assigned with processing registrations/funds for the RTS as outlined in [Hosting Region Trainings/Host/Registrar](#).

RESPONSIBILITIES: **CFO IS THE ONLY AUTHORIZED SIGNER FOR ALL CONTRACTS.**

No later than the 15th of each month, RT submits bank account statements with a copy of supporting documents for all transactions which occurred on the statement both income and expenses to the Corporate Office electronically. If an account closes, provide the final statement reflecting a zero balance.

Income:

- Secure a photocopy of all checks, cash receipts, credit card payments (notated with attendee name, registration fee, spouse, banquet, donor, late fees, refund etc.) before deposit into the bank.
- Check: Notate in the memo section the attendee's name or names on the check. Complete the deposit slip, make a copy of it and all the corresponding checks included in deposit.
- Cash: Provide a receipt indicating the person's name, amount and reason, include a copy of the receipt and the deposit slip.

- **Credit Card:** If the regions accepts credit card pmts provide a copy of the documentation and/or reports and include copies of each item included in the batch/deposit

Deposits:

- Should be made weekly or more frequent during RTS event. Best to separate deposit between training income, donations or other region income.
- Enter all of the check numbers, chaplain’s name and amounts on the deposit slip.
- Make sure the deposit matches the total of the checks.
- Ensure the back of all checks are stamped with a restrictive deposit endorsement: “For Deposit Only”
- Secure copies to hold for monthly compliance submissions to the Corporate Office.

Expense Reimbursement Request and Disbursements:

- All Region reimbursement requests require substantiated receipts to accompany the Expense Reimbursement Form and an After Action Report form when travel is involved.
- If a personal vehicle is used the IRS reimbursement rate is authorized by providing the mileage.
- An ICPC per diem of a flat rate of \$40.00 (per day) meal allowance is authorized for reimbursement; ***meal receipts not required***. Deduct any meals that were provided to traveler: breakfast/lunch are \$10.00 each, dinner is \$20.00.
- All receipts must accompany the Expense Reimbursement Form.
- Spouse/companion travel expenses are not authorized for reimbursement.
- The Region Director reviews and annotates approval to the Region Treasurer for approval to issue region payment.
- All disbursements must be in line with Region budget and be approved by Region Director **prior** to the region issuing a disbursements.
- **Region Director expenses must be submitted through the Expense Reimbursement Form (with receipts) and the After Action Form (when travel is involved) to the Executive Director. Upon receipt of Executive Director’s annotated approval the expense request will be issued by the Region Treasurer.**

REGION CREDIT CARD:

Regions have the option of maintaining a region credit card for expenses/purchases.

Authorized Users:

- Region officers authorize who will use the region credit card.

Limits of Purchases:

- Purchases above One Hundred Dollars (\$100.00) require preauthorization from the Region Director.

Procedures:

- All credit card receipts, indicating the purpose of the expenditure (e.g. name tags, cater/hotel deposit etc.), are to be provided (by the cardholder) to the Region Treasurer on the first available business day after the purchase.
- Credit card purchases will be verified and reconciled against the monthly credit card statement by the Region Treasurer and forwarded to the Region Director for annotated approval to issue payment.

Payment:

- Region Treasurer submits monthly credit card statements and supporting transaction copies listed on the statement to the Corporate Office accordingly. Refer to: *Finances and Region Treasurer Responsibilities*.

ASSISTANT REGIONAL TREASURER

Meet same Region Treasurer requirements, assist the Treasurer fulfill their duties and responsibilities as requested by Region Director and/or Region Treasurer.

Adhere to the *Region Policies Handbook*.

AREA REPRESENTATIVE

QUALIFICATIONS:

- Ability to communicate electronically using the ICPC Microsoft account.
- Reside in the region
- Full member status, in good standing
- Consecutive ICPC membership of at least two (2) years
- Hold an ICPC credential
- Maintain a high standard of integrity

CFO IS THE ONLY AUTHORIZED SIGNER FOR ALL CONTRACTS.

TIME COMMITMENT:

Time investment takes into consideration the current region membership, agencies, training, and support opportunities. When representing chaplaincy at the region level be prepared to invest ten (10) hours monthly.

LENGTH OF SERVICE:

- Minimum commitment is a two (2) year term currently there are no term limits. Every two (2) years the region members elect officers.
- **Appointments:** If an Area Representative position becomes vacant, The Regional Director may appoint open positions to qualified candidates (prequalified by the Corporate Office). Appointment is for the duration of the current election cycle. Refer to *Elections/Nominations*.

RESPONSIBILITIES: include but are not limited to:

Annual Training Seminar (ATS):

- Encouraged to attend ATS meetings: Business and Region Leadership/Area Rep/Region Assistants meetings to stay informed about projects, proposals, and/or agenda items in progress.

Communication:

- Promotes membership within the region.
- Maintains communication with Region Director for opportunities of sharing region news/communication for region-wide networking.
- Report region informational updates/newsworthy information items to the Region Director and Corporate Office for possible inclusion in the Journal and/or the ICPC website.
- Compiles and updates contact information (email and mailing address) for all agencies in your area. Include current Chief/Sheriff's name and information.

Training Events:

- Attends ICPC training events and Region Meetings.
- Work to provide opportunities for area training and chaplain networking
- Assist with training events as requested by the Region Director.
- Adhere to the *Region Policies Handbook*.

ASSISTANT AREA REPRESENTATIVE

Meet same Area Rep requirements, assist the Area Rep fulfill their duties and responsibilities as requested by Region Director and/or Area Rep.

Adhere to the *Region Policies Handbook*.

INTERNATIONAL REGIONS

International Regions operate under the ICPC Federal Tax ID Number (FIN) and in accordance with ICPC Bylaws and Policies of the Corporation.

ICPC is committed to assist international chaplains and international liaison officers to pursue professional development through training, education and credentialing. ICPC is available, to assist international law enforcement agencies, upon request, to develop and/or strengthen their chaplaincy programs.

International Regions promote the general goals and objectives of the corporation to its' International members, potential members, agencies, and the international communities they serve. International Region Leadership serve a vital role in the overall function and activities of the region. Each international region is represented on the ICPC Board of Directors.

International Region Leadership shall adhere to the same Qualifications, Time Commitments, Length of Service, and Responsibilities as directed in the [Region Policies Handbook](#). International Region contracts, finances, LODD protocols and trainings are as outlined below:

INTERNATIONAL CONTRACTS AND FINANCES:

International contracts and/or bank accounts are not authorized outside the continual United States.

INTERNATIONAL LODD and ATS MEMORIALS:

Due to the massive geographical territories of International Regions, local LODD presentations are only presented upon the International Region Director's request and shall be provided electronically to the Region Director or their designee. International Region Directors shall provide to the ICPC Corporate Office (nlt May 31st) a list of ALL International LODD's within their region for inclusion in the ATS Memorial Program each year. The list shall include the LODD Name, Rank, Department/Agency, Date of Death and a passport size photo (when available). The LODD list includes LODD's between May 16th to the following year May 15th. The International Committee may provide electronic condolence to international agencies with an international LODD. The corporate office will assist in providing the Region Director the condolence template used on ICPC corporate letterhead.

INTERNATIONAL TRAININGS:

International Region Directors shall work with the Education Committee to compile and submit suggested updates for International versions of the ICPC Basic Core Courses to create applicability for their country's customs/traditions/laws. International Trainings must register with the ICPC corporate office. Both the Region Director and Education Chair will review and determine pre-approval for all international trainings before the approved training registration number and forms will be provided from the corporate office. All international training events must adhere to [Region Policies Handbook and Training Directives](#).

ASSISTANT INTERNATIONAL REGION DIRECTOR

Meet same Region Director requirements, assist the Region Director fulfill their duties and responsibilities as requested by the International Region Director.

Adhere to the [Region Policies Handbook](#).

HOSTING REGION TRAININGS

GOALS

- **Training**—Provide educational training for law enforcement chaplains, administrators, and liaison Officers.
- **Networking**—Provide opportunities for chaplains, administrators, and liaison officers to network and learn from others' experiences
- **Promote**—Strengthen and provide support at the local level by promoting ICPC
- **Financial**—Raise funds to cover all training event expenses.

CFO IS THE ONLY AUTHORIZED SIGNER FOR ALL CONTRACTS.

REGION TRAINING SEMINAR: RTS

- Approved by the Region Director
- Region Leadership and Business Meetings are conducted
- Elections shall be held
- Meeting Minutes recorded
- Adheres to all directives as outlined in [Region Policies Handbook](#).
- During the current training event, offers are solicited seeking hosts for future events. Ideally, offers could be made two (2) years in advance. Offers for hosting an event will be voted on at the business meeting.
- If there is no interest in hosting/bidding for an RTS, the region solicits and/or arranges with a local agency (s) to host an RTS.

HOST DIRECTIVES:

- Host Chair (must be an ICPC member) coordinates all phases of training planning and development with the Region Director.
- Upon receipt of these polices; sign, date and return the [Declaration Form \(Share Point/ICPC Forms\)](#) via email (PDF only) or fax (850) 654-9742 to the Corporate Office.
- Consults with the training Registrar/Treasurer throughout the event.

DATES

- Select the dates in conjunction with the Region Director avoiding major holidays and ATS training restriction dates.

TRAINING LOCATION

- Select the site for the classroom portion of the training. This can be a hotel, agency, academy, community center, college, or local church. Classroom style set- up is preferred when space is available.
- Hotel/venue classroom costs often will be complimentary when enough lodging rooms are booked.
- Region Director pre-approves the training site.
- Contact the ICPC Conference Director for consultation and guidance for securing a draft contract. Upon the Conference Director's review and approval, the final contract(s) are submitted to CFO for signing.

LODGING

- Select the hotel/motel, or other lodging accommodations (law enforcement academy, etc.)
- Must be convenient to the training location
- Estimate the number of rooms needed and have the hotel hold room block:
 - * Consult with Region Director for attendance number of recent trainings to assist with estimating number of potential attendees. Try to avoid overestimating, be as realistic as possible about the room block number.
 - * You are **NOT** guaranteeing these rooms - individuals will be responsible for reserving and paying for their rooms. Therefore, the hotel may/will have a cut-off date - usually three weeks to a month prior to the dates of the training - after which they will not guarantee room availability or rate.
 - * **RTS contracts must be sent to the Conference Director for review prior to CFO signature. The Host and Region Director are provided a final counter signed copy of the contract.**

TOPICS

Consult with the Region Director for suggestions/ideas to consider for Enrichment Course Topics. Refer to sample topics listed below.

- Each RTS must offer a minimum of six (6) of the Basic Core Courses, taught by an ICPC certified instructor. Instructor list provided via [Share Point and Teams/ICPC General/Files/Education](#).
- Avoid topics covered in the last three seminars in your region (not applicable to Basic Core Courses).
- Most hosts find there is sufficient talent and expertise within local agencies and/or ICPC membership which minimizes expenses.
- Some training events offer two or more choices of topics at the same hour. While this involves more staffing, it does allow for meeting the needs of chaplains with different experience levels. For example, a chaplain with ten years of experience will be bored if only Death Notification is offered but may find Avoiding Burnout very stimulating. A rookie chaplain needs Death Notification, however, Burnout wouldn't mean much. After topics are decided, contact and confirm presenters and forward the details to the ICPC Office.

- | | |
|---|---|
| <ul style="list-style-type: none">• A Chaplain's Personal Finances• Addictive Personalities in LE• Add New Dimensions to LE Chaplaincy• Anti-Bias Based Policing• Blood Borne & Air Borne Pathogens• Child Abuse• Church and State Issues• Communicable Diseases• Confidentiality and Mandatory Reporting• Coping with Grief• CPR and First Aid• Crime Scene Technology• Crisis Pre & Postvention, Intervention• Critical Incident Stress Debriefing• Dealing with School Disasters• Departmental Organization• Differences Between Male/Female Grief• Disaster• Domestic Disturbances• Employees' Assistance Program• Eyewitness Identification• Forensics• Funeral Protocol• Gangs and At-Risk Youth• Ground Zero• Guilt Resolutions• Hostage Situation, Crises Response Team | <ul style="list-style-type: none">• How to Start a Chaplaincy• Interdepartmental Relationships• Internet Crime/Pornography• Judicial System• Keeping Spiritually Fit• Making the Legal Case Stick• Media Relations• Physical Fitness• Pre-retirement Course Officers & Chaplains• Preserving the Crime Scene• Public Ceremonies• Relating to Other Clergy, Ecumenicity• Responding to Mass Casualty Incidents• Responding to Geriatrics/Mental Illness• Ride-Along Protocol• Sects, Cults, and Deviant Behavior• Self-Defense and Weapons Orientation• Sudden Infant Death Syndrome• Suicide Prevention Concepts• Terrorist/Explosives• The Incident Command System• Understanding the LE World• Utilizing Community Resources• Victim Assistance• When a Child Disappears• Women in Law Enforcement |
|---|---|

ALCOHOL

- ICPC policy prohibits alcohol being served at ICPC functions (including ALL training events).

CREATE A TRAINING BUDGET

- Development should include estimated cost:
 - * Meeting room (s)
 - * Instructors/Presenters - ICPC member instructors are not compensated for teaching; but maybe willing to travel and teach for the cost of expenses (travel, lodging and/or meals).
 - * May include lodging/banquet expense for one (1) Executive Officer and the Academic Registrar attending the training, also provide transportation to and from airport/training site, when possible.
 - * Audio/Visual equipment rental (when applicable)
 - * Entertainment (if applicable) – arrangements/costs, etc.
 - * Meals being provided (lunches/banquet etc.) for non-ICPC Instructors/Presenters/Keynotes
 - * Refreshment breaks
 - * Brochure development, Administrative set-up, RTS Training Supplies (consult with the Corporate Office for estimated cost) Refer to *Following the Training*.
 - * Support materials: registration packet, lanyards, nametags, paper, envelopes, etc.
 - * Attendee Fee (\$10 per RTS attendee) to Corporate
 - * Split to ICPC (10% of net RTS proceeds) to Corporate
 - * Credit card processing fee (5%) per RTS transaction when processed through Corporate Office
 - * Donation to ICPC

SET REGISTRATION FEES

- After the budget is completed, estimate, very conservatively, how many may attend. Divide the total budget amount by the number of estimated attendees to calculate the proposed registration fee.
 - * **Example:** Past attendance in your region was 50, use 35 for budgeting purposes. Divide your estimated expenses by 35. This will give an approximate registration fee. If more than 35 attend (which is likely) then for every attendee over 35 the region will have more profit after expenses. If you base your registration fee on the 50 you expect to attend, and a weather event hits the day of your seminar, you could get a lot of no shows but your expenses are still on-going.

DRAFT BROCHURE

- **180 days prior** to the training dates; requires the corporate training registration form and must include:
 - * Dates
 - * Event Location (name, street address, phone)
 - * Lodging (name, street address, phone)
 - * Registrar (contact details)
 - * Course Topics
 - * Course Instructors/Presenters
 - * Advance Course Instructors details (if any)
 - * Daily Schedule (all Basic Core Courses must be 90 minutes in length)
 - * Fees/Costs
 - * Payments by CC procedure
 - * Refund Policy
 - * Dress code (if any)
 - * Map and/or directions

FINAL BROCHURE

- 90 days prior: All promotional flyers and/or brochures are reviewed by the Host, Registrar, and the Region Director. Host/Registrar provides the Corporate Office with a final listing of instructor names and contact details for securing instructor bio/photos/course titles for inclusion in the electronic brochure and for generating electronic evaluation links.
- Upon final approval of the Executive Director, the brochure is processed for distribution electronically to all members and agencies in the region and posted to the ICPC website. Region Website posting is the responsibility of the region.
- Host/Registrar coordinates with Instructors/Presenters to ensure they have appropriate materials and sufficient handouts.

HOST and/or REGISTRAR

- This is the contact person for the training event, and must be an ICPC member. The registrar's contact name, email and phone number will be listed in the brochure. Once the registrations open the registrar receives the registration forms and fees and is responsible for providing a detailed listing of all registered monies received weekly to the Host and/or Region Treasurer. Registrar responsibilities may be assigned to the Region Treasurer when necessary.
- Each region has a bank account under the direction of the Region Treasurer. All bank/financial accounts opened on behalf of ICPC, its regions or training events must be approved by the Executive Director. Use nationally recognized banks such as Bank of America, Wells Fargo, Citi Bank, etc. which provide on-line account access. Contact the Executive Director to obtain an **authorization letter** using ICPC's Federal Tax ID number. Region Bank Accounts requires the Region Director, Region Treasurer & CFO signatures be included on all Region financial account (signature cards).
- **Under NO circumstances should funds be placed in a non-region account such as a personal, local chaplaincy corps, church and/or agency bank account. Under NO circumstances should ICPC membership dues be deposited into a region or training seminar's bank account. Dues payments must be forwarded to the Corporate Office for processing.**
All registration monies should be deposited in the region bank account.
- **All** attending the training are required to pay registration fees.
(e.g. Host, Region Officers and/or Area Representatives/Assistant Area Representatives).
- **Executive Officer** (One (1) representative) and/or **Academic Registrars/Non-ICPC Instructors/Presenters/Keynote Speakers: do not pay registration fees unless they register to attend class (es).**
- **Non-ICPC members** pay 50% more than ICPC members (discounted rate is a benefit of membership). Membership applications and/or dues **must be** submitted to the Corporate Office. Joining ICPC or changes to member's status must occur through the Corporate Office prior to start date of the training.
- **Credit Card Registration Payments:** Will be processed through the Corporate Office as follows:
 - * On-line registration link is provide to attendee or agency by the ICPC Corporate Office upon review of completed registration, the Office provides payment options. The Registrar and Region Treasurer will be provide an electronic report of all registrations.
 - * Upon close of the training the Corporate Office processes a check to the region for all credit card transactions processed and will invoice the Region for cc processing fee (5% of total transaction).
- **Refunds**— Full refunds will be given up to 10 days prior to the training. No refunds for "no shows." Other refund requests authorized by Host Chair, with approval of the Region Director on a case-by-case basis, i.e. emergencies/health issues.
- **Attendee Registration Packet**
Host/Registrar provides attendee registrar packets: attendance certificate, nametag/lanyard, ATS Flyer class location, local restaurants, meals, etc.

MONITOR

- Host/Registrar selects qualified attendees to monitor each class, and provides directives which include:
- Course sign in sheets (CSIS) validate attendance and monitors must notate any deviation in arrival or departure. Partial attendance **DOES NOT** qualify for CEU academic credit.
 - * Make general announcements and introduce speaker
 - * Remind attendees to complete on-line instructor and training seminar evaluations with link details
 - * Ensure CSIS are (signed and circulated) or by electronic meanings provided by Corporate Office.
 - * Notate CSIS if attendees arrive late or leave early

ELECTIONS/NOMINATIONS:

- The Region Director ensures nominations and election procedures are followed and coordinates with the Training Host to assure time/location of polls are planned during a time which ensures attendees will have the most access for voting and coordinates procedures set-up through the corporate office.
- Refer to [Elections/Nominations](#).

SPIRITUAL OVERSIGHT POLICY:

- The International Conference of Police Chaplains (ICPC) respects the beliefs of its members and recognizes each individual's right to so practice. Adhere to [Spiritual Oversight Policy](#)

FOLLOWING THE TRAINING:

Within thirty (30) days after the conclusion of the event, submit to the Corporate Office, all required documents, listed below, (complete packet) via mail, email or fax.

- **BILLS/EXPENSES:**—which will include:
 - * Brochure development, Administrative set-up, RTS Training Supplies (consult with the Corporate Office for estimated cost)
 - * Credit card processing fee (5%) per transaction when processed through Corporate Office
 - * Attendee fee (\$10.00) per attendee
 - * ICPC split (10%) minimum from net proceeds
 - * Donation to ICPC
- **POST FORMS SUBMISSION:**
 - * It is the Host Chair's responsibility to ensure all forms (items 1-5) listed below are submitted to the Corporate Office consulting with RT, RS for compliance, copying the Region Director. These may be emailed (PDF ONLY— cannot accept picture format), faxed (850-654-9742), mailed via USPS, UPS, or FedEx.
 1. Course sign-in sheets; required for academic CEU compilation
 2. Attendee Roster
 3. Income-Expense Sheet
 4. Post Seminar Report; include next training and any election/appointment information
 5. Business meeting minutes
- **HOST THANK YOU NOTES:**
 - * Send to presenters and/or helpful contact persons at the hotel, agency head, etc., who contributed to the success of the training.

REGION TRAINING TIMELINE

12-18 months before

- Region Director consult with Conference Director about possible conference location
- Select a host chairperson
- Solicit support from local law enforcement agencies, chaplains, and/or churches
- Check availability of agency support.

10 months before

- Delegate responsibilities for all committees involved
- Choose Basic Core Courses (minimum of 6) taught by certified ICPC instructors
- Decide on Enrichment and/or Advanced Course Topics
- Submit Training registration to Corporate office for approval by Region Director and Education Chair
- Speakers/Presenters/Instructors
- Begin work on program and budget

8 months before

- Confirm registrar and/or assign responsibility to Region Treasurer.
- Decide on speakers, presenters, budget, and location

6 months before

- Finalize speakers, presenters and other seminar details
- Meet to go over the brochure details
- Submit brochure details for preliminary approval to the Region Director
- Finalize brochure approved by Region Director with final approval by Executive Director before distribution by Corporate Office

3 months before

- Brochure sent electronically to members, agencies and posted on Corporate website
- Host registrar or RT records registration information

2 months before

- Meet with committees to review details

1 month before

- Meet with committees to review entire program (dry run) and check on anything not yet handled
- Check with banquet facilities and/or provider regularly with updates and changes
- Finalize any transportation/lodging arrangements necessary for Executive Officer, Academic Registrar and any non-ICPC Instructors

2 weeks before

- Hold committee meetings (if needed) to review issues/items to be finalized
- Member roster and forms provided electronically
- The Corporate Office provides as required region training supplies to the Host and/or Host Registrar

1 week before

- Host/Registrar coordinates with Instructors/Presenters to ensure they have appropriate materials and sufficient handouts.
- Provide final numbers to banquet facilities and/or provider of meals if needed
- Finalize all meals and water/coffee breaks during the seminars; with hotel staff
- Hold final organizational meeting with all committees to finalize and double-check all details
- Print name tags
- Print class signs for posting at the door of each class
- Print certificates of attendance

Every Day

- Be at the facility before the beginning of all activities

Opening Day

- Meet at the facility at least 2 hours before the start of registration to make sure facility has all details arranged

Last Day

- Clean areas used, pick up all materials and anything needing to be sent back to the Corporate Office

1 week after training

- Meet with committees for follow-up and feedback
- Process refund requests when applicable
- Send Thank You notes..

**Within 30 days of the close date of RTS training
Submit all *Post-Forms* to Corporate Office.
icpc@icpc4cops.org**

ICPC RESOURCES

Website - www.icpc4cops.org

Members Log in for access to the member roster, forms, bylaws and policies,
Only: lending library, logos and more at:
[ICPC Microsoft 365 Share Point and Teams under ICPC - General - Files.](#)

Journal Publications Quarterly: March, June, September, December
<http://www.icpc4cops.org/news--views/icpc-journal.html>

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