



*The International  
Conference of Police  
Chaplains*

**POLICE**

# General Policies

## GENERAL POLICIES

**ACADEMICS:** ICPC will not (write a letter) endorse candidates or programs for *Academic Degrees* for master's or Doctoral degrees. But will provide ICPC academic transcripts.

**TRAINING RECORDS:** All academic training records will be kept in the ICPC corporate office for record retention.

### **ADVERTISING:**

**PROMOTIONAL MATERIAL:** Advertising in ICPC seminar booklets (ATS/RTS) to be under the control of the local committee, advertising does not necessarily mean endorsement by ICPC or the local seminar committee.

**BOOK ADS:** Posted to ICPC Website for a fee of \$100.00 for two (2) years to promote their product.

### **Bylaw Change:**

Receipt of confirmation that they have received those items.

**ALL ADVERTISING:** Will include the disclaimer statement; *Inclusion of advertisement does not necessarily mean endorsement by the ICPC nor necessarily reflect the opinions of every member of ICPC*

**AGENDA:** When possible, All Agenda items for BOD & Business Meetings are to be presented in writing to the Chair and/or ICPC Secretary 24hrs before the meeting. Does not preclude new business.

**ALCOHOL:** No alcoholic beverages will be allowed or provided by the ICPC (at the banquets), nor should it be a part of the hospitality room of the seminar.

## **ANNUAL TRAINING SEMINAR**

### **ACCEPTING BIDS:**

- a. The Executive will review all the aspects and bids of the proposed location.
- b. All acceptable bids will be forwarded to the Board of Directors for review.

**BUDGETS:** Must be approved 8-12 months prior to the expenditure from the ATS and any deviation from that budget must be approved by the Board of Directors at the January Mid-winter BOD meeting. This will enable registration and hotel costs to be finalized by the completion of that meeting. Each ATS will budget \$20.00 per attendee to be placed in the general fund for general administration.

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**DIETARY REQUESTS FOR (ALL) SPECIAL MEALS:** (Kosher, Gluten Free etc.) Must be received by corporate office no less than 60 days prior to the ATS/RTS training event via online registration/email confirmation.

**EVALUATION:** Will be done electronically provided through Clowder (ICPC app) to review and submit feedback for the seminar and instructors. This will be reviewed by ICPC office and Executive. These results may be forwarded to the instructor or Region Director for review.

**EXHIBITOR/VENDOR SALES:** Table space requires registration fee based upon current Exhibitor Form; if items are sold at the event, a donation to ICPC is requested. Disclaimer printed in conference materials indicating the exhibit/vendor items is not an endorsement of the producers or products. ICPC members who attend the event and register for an Exhibitor space receives 25% discount on exhibit fee.

**FEES:** ATS Registration fees all processed by ICPC office. Registration fees shall be processed for all forms of training by the ICPC corporate office.

**ALL ATTENDEES (not serving on ATS Team):** Spouse attendees pay registration fees. (If attending classes) If spouse is only attending mixer, banquet, and lunch they will only be charged for those meal amounts.

**NON-MEMBERS:** All ICPC training events shall pay an additional 50% more registration fee.

**CHAPLAIN COUPLES:** Each attendee pays registration fee regardless of the marital or life partnership status of the Chaplains.

**INSTRUCTORS (ICPC CERTIFIED):** Attending an ATS/RTS receive a 10% discount on registration fees, Instructors attending and teaching at an ATS/RTS receive a 20% discount when instructing class (s) at the event.

**INSTRUCTORS (NON-ICPC):** Are not required to pay an ATS registration fee when only there to instruct class (s) and do not attend other events. Meal events, if attended, will be paid by the instructor.

**INTERNATIONAL:** Adjustments be made to registration fees for international chaplain attendees. Fees will be in direct proportion to the current Per Capita Gross Domestic Product [United Nations GNP/PPP] rating of that country.

**PUERTO RICO:** Territory shall be authorized GDP adjustments on training fees and membership dues.

GDP rates will only apply to ICPC ATS/RTS seminar registration fees for ICPC education certified training. Any advance classes, lunch, mixer and banquet costs that are not ICPC training will not be adjusted to the GDP rate.

**EXEMPT FROM TRAINING REGISTRATION FEES:**

**LOCAL LE OFFICERS:** Are guests of the local ATS committee, do not pay ATS fee.

**CORPORATE PARTNERS** auditing the class for the purpose of ICPC promotion within their organization are exempt from training fees. If they desire to attend the banquet, mixer, and/or other fixed costs – they will need to pay those additional fee's.

**EXECUTIVE:** Are exempt from ATS fees and their spouses. Spouses that have not paid registration fees will not receive CEU's for attending classes.

As we are desiring to have the spouses of the Executive to attend as support to the ICPC mission – this will encourage them to be full support at the training.

**ATS CORPORATE TEAM:** Are exempt from registration fees, these positions are vital to the success of ICPC. These ATS Office personnel hold responsibilities that may prohibit them from being in attendance for any training. *Team Members:* Executive officer, current regional directors, administrator, conference director, ICPC corporate office personnel, ATS Committee.

**REGISTRATION FEE REFUNDS:** ATS refunds are as follows:

- a. Full refund until the published late fee registration date begins.
- b. 75% of the refund will be from the published late fee registration date to the day before ATS.
- c. No refund after 24 hours before the start of the ATS. The exception would be for tickets paid and resold at ATS if a purchaser is available.
- d. Exceptions to this policy can be granted by the Executive for urgent medical or other urgent personal reasons. Requests can be reviewed up to 30 calendar days from the start of the ATS. Refund request form must be submitted to the corporate office given the above timeline.

**PROMOTIONAL MATERIALS/MAILING:** ATS promotional materials & mailings will be issued from the ICPC office through physical & electronic means.

**CONFERENCE SCHEDULE:** Sample format of schedule will be distributed by the ICPC corporate office to the ATS Committee for review and completion.

**FLAGS:** Shall be posted and paraded in accordance with the laws of the host nation.

**HOST ATS BANK ACCOUNT:** All ATS Host funds (income & expenses) shall be processed through the ICPC corporate bank account rather than at a local ATS bank.

**HOST CHAIR:** President appoints ATS Host chair that is local to the area. They shall sit on the ATS committee alongside the Conference director and others that are appointed.

**REGISTRATION & INFORMATION TABLE (INTERNATIONAL):**

Beginning 2020 Orlando ATS provisions for table space at future ATS sites.

**MEETINGS:**

- A. Region Leadership ATS meeting moved to PM meeting
- B. Committees' chairs are to have a meeting with their representatives after the 2<sup>nd</sup> BOD afternoon meeting.

**MEMORIAL PROGRAM:** LODD agencies honored in the ATS memorial booklet are mailed 2 copies (agency, family). Include in the Memorial Booklet the poem representing officers who committed suicide.

**MEMORIAL SERVICE:** The ATS Memorial Service will be held at a location convenient to the main activities of the ATS. This may include the banquet hall, but consideration may be give to the use of an air conditioned place of worship nearby.

**NATIONAL ANTHEMS:** National anthems of all attendees will be sung, played or performed at the ATS.

**NAME TAGS:** All ATS attendees/participants (exhibitors, instructors/speakers, guests) must wear an ICPC name tag during the conference.

**RIDE ALONG:** No longer offered due to decreased local availability and increased liability.

**AUXILIARY:** Auxiliary will report to the ICPC President. Will be considered as a committee chair and per bylaws will be called in to report to the Board of Directors when needed.

### **CHILDREN/YOUTH:**

Sponsors of any ICPC event that uses childcare providers, youth workers, or babysitters, bus drivers must do the following:

- Everyone to be in contact with children/youth must be asked to sign a voluntary release giving ICPC permission to do a background check for a criminal record. (See Appendix A)
- Anyone refusing to sign permission form (Appendix A) will not work with the children/youth.
- The names of those persons signing the voluntary permission will be submitted to a local law enforcement agency for criminal background verification.
- No person with a background of charges of sexual or moral turpitude crimes will be allowed to work with children/youth.
- All ICPC sponsored trips or transportation involving children/youth requires a written checklist of the names of all participants involved will be maintained by the driver or chaperon of the trip. Each time and before the group embark from any location, the checklist will be marked by each name to assure all participants are accounted for.

**AUXILIARY FAREWELL BREAKFAST:** Shall be continental style.

**SILENT AUCTION /AUXILIARY SCHEDULE:** Not to conflict with ICPC Corporate ATS schedule. They will work with the ATS committee to coordinate their schedule which will be done by the Mid-winter BOD meeting in January for review and approval.

**AWARDS:** A plaque/trophy with award winner's names will be presented. Elected officers are not eligible for awards during their term of executive office.

**CERTIFICATE OF APPRECIATION / RECOGNITION:** Establish "Certificate of Appreciation for Recognition of Outstanding Service and Contribution to Law Enforcement Chaplaincy". This award will not necessarily be given every year. It is to recognize service and support for law enforcement chaplaincy. Recipients selected by the Executive.

**CHAPLAINCY AWARD:** These awards are to be called the *John A. Price Award* for excellence in chaplaincy. Also referred as *Jack Price* or *JAP Award*. The purpose of these awards is to recognize good chaplaincy work at the local level. A bronze statue with engraved plate: recipient's name and award date are presented at the ATS. No less than 2 awards presented, equal consideration given regardless of agency size.

**LIAISON AWARD:** This award is to be called the *Stuart O. Nelson Award* to recognize and honor excellence by Departmental Liaison personnel. This award will be presented at the ATS when deemed appropriate, possibly on an annual basis. The nominee must be an active member of the ICPC for a minimum of five (5) years and be a sworn LE officer or departmental designee whose

assignment includes coordination of that department's chaplaincy program. A bronze policeman statue with engraved plate: recipient's name, award date is presented during the ATS.

**ORDER OF MERIT:** Distinguished service for individuals who have made significant contributions to the growth, development and success of mission and purpose of ICPC. The OM is a ribbon medal, with ICPC Logo, inscribed "Order of Merit". The reverse side; inscribed with recipient's name, award date and medal number. Nominees must be an active member of ICPC for NLT five (5) years. All Past-Presidents receive Order of Merit and the Past-President pin upon completion of term on Executive Committee, presented during the ATS banquet.

**NOMINATIONS (ALL AWARDS):** Nominations may be submitted to the Executive in writing by any member(s). Nominations must be submitted annually by Oct 15<sup>th</sup> to ICPC office. Nominations are presented to the Executive for the final decision during their Mid-Winter meeting. ICPC Full Member Agencies will be solicited to submit nominations for the JAP & Liaison Awards. Candidates who were not selected for current year nominations do not automatically roll to the next year's nominations.

**SELECTIONS:** Determined by the Executive during their Mid-winter meeting. Selections will be announced, and awards presented during the next ATS banquet. ICPC President notifies the recipient(s) and their chief/sheriff immediately upon the decision of the Executive selection to invite Chief/Sheriff to ATS. The President will request confidentiality upon the notification to the recipient(s) and department as this will be formally announced and recognized at the ATS. Notification to family and department personnel is allowed as they may want to stand in support at the ATS for the recipient(s).

**COMMITTEES:** The Board of Directors and/or Executive are authorized to establish from time to time such committees as they deem necessary to analyze and make recommendations to the Board of Directors and/or Executive for the furtherance of the purposes and objectives of ICPC.

**SECTION 1. APPOINTMENTS.** President shall appoint all committee members subject to the ratification by the Board of Directors.

**SECTION 2. CHAIRS.** The President shall appoint a person as Chair for each Standing and Non-Standing committee. The name of the Chair shall be presented to the Board of Directors at the first meeting of the Board following the installation of newly elected officers.

**SECTION 3. COMMITTEE SECRETARY.** The chair of each committee shall recommend to the President a nominee for the position of secretary. Upon approval of

the president, the secretary for that committee shall keep and maintain the minutes/recordings of the proceedings of that committee meeting. A copy of such minutes/recording shall be forwarded to the Executive Secretary and Corporate Administrator.

**SECTION 4. MEETINGS OF COMMITTEES.** The chair of the committee shall stay in communication with the members of their respective committee electronically or by other convenient means. The chairs will convene meetings as necessitated by their duties as determined by the President. An annual report is to be submitted to the corporate office by the Committee Secretary by determined deadline given in the Policy Manual. Any recommendation that come from the research is to be submitted in writing to the corporate office and to the President. Consideration and recommendations from this report will be decided by the Board of Directors.

**SECTION 5. SPECIAL COMMITTEE.** The duties of a special committee shall be specified at the time of its formation and shall be automatically dissolved when it has made a final report in writing to the corporate office and the Executive. Special Committees are not Standing Committees of ICPC.

**SECTION 6. FUNCTION OF COMMITTEES.**

**A. ADVISORY COMMITTEE.** This committee shall be appointed by the president composed of members who shall have held elected office in ICPC but are not currently serving ICPC as an elected officer. This committee serves as a sounding board at the discretion and request of the President regarding ideas for the betterment of the organization.

**B. BYLAWS, POLICIES, AND RESOLUTION COMMITTEE.** This committee acts when requested by the President or the Executive or the Board of Directors to study a specific area or item of the ICPC Bylaws and/or Policies to make recommendations with respect to revision and coherency thereof and to write and submit a suggested resolution concerning a possible revision(s) to ensure uniformity and legality. They may be asked by the President to make their presentation to the governing body in session.

**C. CREDENTIAL ACHIEVEMENT LEVELS COMMITTEE.**

1. This committee shall present its findings to the President and shall investigate the development and shall suggest standards for continuing education leading to the several credential achievement levels of law enforcement chaplaincy of ICPC: Basic, Senior, Master, Diplomate, and Fellow, and Liaison.

2. This committee will receive the screened application that have been processed through the corporate office, for any additional interviews deemed necessary by credentialing level sought. The recommendations of the committee shall be presented to the Board of Directors for their approval.

3. Basic credentialing status may be reviewed and processed through corporate office, pending Executive and/or Board of Directors approval.

#### **D. EDUCATION.**

**1. COMMITTEE:** This committee at the request of the Executive studies and make recommendations with respect to the educational program for ICPC. It assists with proposed courses to be offered at the ATS and the RTS upon approval of the Executive.

2. The corporate office is responsible for and approves all ICPC Basic trainings with pre-approved instructors, along with approved enrichment and advancement classes by qualified individuals in their areas of expertise for ICPC training sessions. All training records and relative documents shall be kept in the corporate office.

**3. INSTRUCTORS:** Interested instructors must go through prescribed training known as “Train the Trainer” in order to teach Basic ICPC classes. Additionally the Instructor application must be completed and approved.

**4. UPDATED BASIC EDUCATION CURRICULUM:** ICPC Basic curriculum will be reviewed on a bi-annual basis and a special committee will be appointed by the President to review and make recommendations of the same.

**5. INTERNATIONAL CURRICULUM:** The education committee shall work in cooperation with the international committee and country appointees for the development of curriculum relative to their needs.

**6. ENRICHMENT AND ADVANCE CLASSES:** Those classes that had not already been previously approved for this level of training shall be reviewed by the education for their recommendation prior to any presentation. These recommendations will be submitted to the Executive for their consideration of approval.

***e. ETHICS COMMITTEE: All ethics complaints shall be submitted to the Elected Secretary of the Corporation in writing sent through electronic mail.***

1. This committee reviews written and signed by the complainant with a willingness before the committee and the accused. They will review documented complaints and allegations against ICPC members for violations of the ICPC Canons of Ethics and makes a recommendation to the Executive with respect to any action to be taken. If

such complaint is unfounded, it will be dismissed. Any details of this investigation must be completely confidential to the Ethics Committee and Executive.

2. The Executive shall communicate any findings and notice of any action to be taken to the accused member in writing. The member retains the right to appeal any disciplinary decision to the Board of Directors in accordance with the ICPC Ethics Policy. Any persons involved in the investigation (Executive and Ethics Committee) will not be permitted to be present in appeal decision process.

3. All communication and documentation regarding an ethical complaint will be handled and recorded through written and electronic means. Verbal statements given that are not recorded by written or electronic means hold no value.

**f. INTERNATIONAL COMMITTEE.** This committee examines opportunities for the development of professional law enforcement chaplains in countries outside the United States of America through dynamic education and support. Pursuing possible MOUs with those countries to increase ICPC membership and training. They shall make their findings and recommendation in writing to the President through the corporate office for consideration.

**g. ANNUAL TRAINING SEMINAR (ATS).** The Conference Director will make recommendations to the President concerning the appointment of the committee for any and all upcoming ATS. This committee shall be composed of a Chair, ICPC Administrator, the President, 2 local members, and members at large; to plan, present, and host the ATS. This Committee shall work in concert with all applicable committees and personnel. This committee shall present the detailed plans including accommodations, expenses, registration fees, training, and any suggested guest speakers at the Mid-Winter Executive meeting held in the host community of the ATS.

**h. LIAISON COMMITTEE.** This committee provides information and guidance to requesting law enforcement agencies. The committee also assists the Education Committee in developing standards and training for Liaison personnel. Requests for credentials follow the ICPC credential process.

**i. NOMINATING COMMITTEE.** This committee shall consist of seven (7) members of which no more than three (3) shall be active members of the Board of Directors. The Board of Directors shall appoint six (6) members to this committee and the President shall appoint one (1) member who will serve as Chair. The duties of this committee shall be: prepare and submit to the Annual Meeting nominations for officers to be elected that year; confirm that all nominees are Full Members, and meet the eligibility requirement to hold office, obtain consent from each candidate to run, who display

leadership qualities that represent the mission statement of ICPC who have actively been involved in ICPC activities. They will arrange to introduce candidates and present their qualifications at the Annual Meeting. This committee shall convene and conclude as listed by the guidelines given in the policy manual.

**j. TELLERS.** These shall be appointed by the President when needed for the purpose of counting all ballots or votes cast at a business meeting.

**k. PASTORAL CARE COMMITTEE.** The committee shall at the notification and request of those grieving the loss of a loved one will assist those chaplains who are impacted by devastation through support and prayer and to abide by duties delegated below.

1. **Peer Support.** These trained personnel serves all ICPC members offering encouragement, support, and a listening ear to those facing extremely difficult situations and life events. Services include a 24-hour hotline.
2. **Spiritual Care.** This group is composed of a cross-section of all faiths represented in ICPC. There shall be at least one representative from each faith group in ICPC on this committee. The committee shall provide guidance for the ATS host committee with respect to prayer and assisting in the arranging of morning devotions.
3. **Disaster Response.** These personnel shall train ICPC chaplains for disaster response, the requirements are listed in the Regional Policy handbook.
  - Authorized Personnel shall only be deployed when officially requested by law enforcement leadership to meet the needs of the disaster by supporting law enforcement agencies and approved by the President of ICPC. Under the authority of the emergency operation center (EOC), the purpose is to support with passionate care, peer support, and other support services as requested.
  - ICPC chaplains do not have the authority to act alone in deployment for disaster response.

**COPYRIGHT & TRADEMARK MATERIALS:** The ICPC logo and copyrighted material including the name and education material are considered permission use only. Please refer to the subsections below for the proper use of guidelines. No alterations shall be made to any of these materials unless authorized by the ICPC President.

- Member Use: Those holding current active membership are permitted to use the trademarked logo with the word “member” underneath. This

approved used logo is available through the ICPC Corporate office. No educational material may be used for private use without registering for a class through the corporate office.

- Promotional Material: ICPC trademark and copyrighted items are only to be distributed when given authority to do so by the ICPC Corporate Office.
- Any use of these items must follow the given style guide. This style guide is available through the corporate office.
- All ICPC material must include the ICPC registered trademarked logo.

**CORPORATE OFFICE:** The office is closed the week following the ATS to all alleviate the excessive hours traveled and worked by office staff during the week of the seminar. This is known of paid comp time – not vacation or paid time off.

The corporate office will also be closed in the time between the 24<sup>th</sup> of December to the 2<sup>nd</sup> of January to allow for family time.

**CREDENTIALS:** Only full ICPC members of good standing with the proper CEU's and required ICPC training may apply.

**BAR/LAPEL PINS:** These are given to all levels of credentialing with the exception of Liaison as that level only receives acknowledgement through a certificate.

**CREDENTIAL LEVELS:** Must be in sequential order; begin with Basic, proceed to Fellow. Deadline for Basic/Liaison/Senior/Master are open all year. Diplomate and Fellow are closed March 31<sup>st</sup>. This is due to the process it takes for proper credentialing items to be ordered for recognition at the ATS.

**RECOMMENDATION LETTERS:** Two (2) letters of recommendation, one of which must be a letter from the chaplain's agency/department are required and will be reviewed in the Credential application process by the committee. Diplomate and Fellow are the only levels of credentialing that this is required of.

**CREDENTIAL INTERVIEWS:** Senior, Master, Diplomate, and Fellow are the required levels of credentialing for an interview given by the Credential Committee. Each level will have established questions that have been approved by the Executive to maintain uniformity for the interviews given.

RTS/ATS Credits: RTS is worth 1 credit. ATS is worth 2 credits.

**BASIC CREDENTIAL LEVEL:** The Basic Credential is the entry-level recognition for ICPC members, affirming foundational training in law enforcement chaplaincy.

- **Eligibility:** ICPC member in good standing

- **CEUs Required:** 3.5 CEUs (35 hours)
  - Minimum of 1.5 CEUs must be from the 10 ICPC Basic Training courses
- **RTS/ATS Attendance:** Not required but encouraged
- **Fee:** \$25 USD

**LIAISON CREDENTIAL LEVEL:** The Liaison Credential is designed for chaplains serving in leadership or coordination roles within their departments or regions.

- **Eligibility:** ICPC member in good standing
- **CEUs Required:** 4.0 CEUs (40 hours)
  - Minimum of 2.1 CEUs must be from:
    - The 10 ICPC Basic Training courses
    - The 4 Liaison Officer Training courses
- **RTS/ATS Attendance:** Not required but recommended for leadership development
- **Fee:** \$25 USD

**SENIOR CREDENTIAL LEVEL:** The Senior Credential recognizes chaplains who have demonstrated sustained commitment and advanced training in the field. Not less than 5 years.

- **Eligibility:** Full ICPC member holding the Basic Credential
- **CEUs Required:** 15 CEUs (150 hours)
  - Minimum of 1.5 CEUs must be from ICPC-sponsored courses
- **RTS/ATS Attendance:** Strongly encouraged for continued professional development
- **Fee:** \$50.00

**MASTER CREDENTIAL LEVEL:** The Master Credential is awarded to chaplains who have achieved the Senior Credential and demonstrated leadership, mentorship, and advanced expertise. Not less than 10 years.

- **Eligibility:** Must hold the Senior Credential
- **CEUs Required:** 30 – 300 Training Hours
- **RTS/ATS Attendance:** Participation in at least one ATS and one RTS is expected.
- **Additional Requirements:** Evidence of teaching, mentoring, or leadership in chaplaincy
- **Fee:** \$75.00

**DIPLOMATE CREDENTIAL LEVEL:** The Diplomat Credential honors chaplains who have made significant contributions to the profession through service, scholarship, and leadership. Not less than 15 years.

- **Eligibility:** Must hold the Master Credential
- **CEUs Required:** 50 – 500 Training Hours
- **RTS/ATS Attendance:** 20 Credit
- **Additional Requirements:** Documented contributions to the field (e.g., publications, leadership roles)

- **Fee:** \$150.00

**FELLOW CREDENTIAL LEVEL:**The Fellow Credential is the highest honor awarded by ICPC, recognizing exceptional leadership, service, and influence in law enforcement chaplaincy. Not less than 20 years.

- **Eligibility:** Must hold the Diplomat Credential
- **CEUs Required:** 100 – 1000 Training Hours
- **RTS/ATS Attendance:** 40 Credits
- **Additional Requirements:** Demonstrated excellence and impact in the field
- **Fee:** \$150.00

**CONTINUING EDUCATION UNITS (CEU):** One (1) CEU is ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. 10 CEU's would be granted for the 1986 Topeka ATS, but the above definition would govern in the future. All seminars and workshops to submit proposed program and information on instructors to chairman of the Continuing Education and Credentials Committee who will decide on. All “Non-Recognized” Entities Or groups providing continuing education units (CEU’s) for academic credit will be submitted to the Credentials Committee Chair and Committee for approval.

**CEU CREDITS:** Verification of attendance at educational offerings of ICPC are verified by including a sign-in sheet at each session.

**SIGN-IN SHEETS:** Are required for all ICPC educational seminars and training and become the official training attendance record. Sign-in sheets must be signed while in attendance of the training class. Names **will not** be added to any sign-in sheet after the class has concluded.

**TRANSCRIPTS:** Transcripts may be requested from the ICPC office through email submission only.

**DECLARATION FORM:** Shall be submitted by all serving in leadership positions; not limited to Executive Officers, Region Directors, Area Reps, and Committee Chairs, etc. Individuals must sign form within 2 weeks of appointment/election in order to represent ICPC. One signed declaration form acknowledges multiple positions which the member may serve.

**BLACK-OUT DATE RESTRICTIONS:** RTS will observe all blackout dates that ICPC recognizes religious blackout dates and including the dates of June 1 – August 31<sup>st</sup>. If a

physical ATS is not held these training restriction dates do not apply. There will be no blackout dates for DTS trainings with the exception of ICPC recognized religious holidays.

**EDUCATION:** All education and training curriculum re-write materials presented on behalf of ICPC must be presented in writing or digital form to the Education Chair with final approval by the Education Committee.

**ALL ICPC TRAININGS:** Must be pre-registered with the corporate office prior to training to secure a Training Registration Number. Only Pre-Approved trainings qualify for academic credit. Upon approval Regional Director will be notified of approval.

**CERTIFICATES:** Training Certificates are only authorized for ICPC sponsored classes and will be distributed to training host from the corporate office for completion of the training.

**COURSE FEES:** Outside an ATS/RTS, will be charges for the ten (10) Basic courses effective upon final approval of the course revisions. Course fee amounts TBD with input from the BOD to ICPC President

**EVALUATIONS:** All training evaluations are submitted electronically to the ICPC Corporate office.

**VIRTUAL / ON-LINE TRAININGS:** ICPC Bluesky training platform is recognized as approved ICPC training. International trainings may provide satellite or live remote trainings due to their travel difficulties.

**ELECTRONIC COMMUNICATIONS:** ICPC offers various online communications for members to connect. All proper ICPC approved and current documentation must be sent to the ICPC office via electronic mail. The office does not recognize direct messages in ICPC app or messages sent through the website. All request, notifications or inquiries must be submitted via electronic mail to the ICPC office. ICPC members may communicate utilizing the App, Website, and their personal emails. All communications must follow ICPC code of ethics.

#### **FINANCES:**

**ACCOUNTS PAYABLE EXPENSES:** All bills must be submitted within the fiscal year for proper closing of books. If a bill must be submitted thereafter, the bill will be reviewed by the Executive for approval/denial. All expenses will be categorized based on the approved budget for that year. Any receipts, invoices, or documents needed for the processing of these bills must be submitted upon the request of payment. They must be submitted to the ICPC Corporate Office.

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**ACCOUNTS RECEIVABLE INCOME:** Do not accept Cash Payments for dues, credentials or ATS through the mail. All payments are to be by Check, Credit Card and Debit Card.

**CORPORATE AUDIT:** Every five (5) years ICPC will have a full audit of the financial records the audit will be conducted on the years ending in zero (0) and five (5) such as 2020/2025. On the 4 subsequent years a full review will be required. (2021-2024) (2026-2029).

**CREDIT CARD USAGE:** Any purchases made on corporate credit cards are required to submit a photocopy of the receipt by email to the corporate office immediately. The paper copy can be submitted to the corporate office via physical mail at the conclusion of each month with an expense report attached for proper documentation.

**DONATIONS/CHARITY:** Designated donation would be accepted and recorded in its proper General Ledger account number. If it is consistent with the mission and vision of the ICPC. If donation/charity does not align with the mission and vision of ICPC funds will be denied/sent back with the ICPC corporate office documenting the denial.

**EXECUTIVE/OFFICE PERSONNEL:** Those that are expected and required to be in attendance at any ICPC event such as ATS and RTS will compensated for their travel expenses, per diem, as well as accommodations. These fees will be set in accordance with government standards for per diem and mileage if air travel is not the means of travel. All travel expenses, per diem, and accommodations used must be thoroughly documented on proper form and submitted within 14 days of the conclusion of assigned ICPC travel.

**GRANTS:** ICPC will seek out an experienced Grant Writer to research, write, and fulfill all grants that are aligned with the mission and vision of ICPC for any categories such as but not limited to: training, scholarships, projects, office, international, ICPC travel, and relationship developments.

The Executive will be responsible for the contracting of these services. They will be recognized as a independent contractor.

**INVESTMENTS:** All ICPC long-term investments and the endowment fund be invested in federally insured certificates of deposit. All investments will be done in accordance with ICPC bylaws and will be affirmed by a vote of the ICPC Executive and/or Board of Directors to ensure the best rate possible is being agreed upon.

**INTERNATIONAL:** Please refer to the regional handbook for additional information. The International committee determines budgets for all international expenses.

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**INTERNATIONAL UNIFORMS:** Design an appropriate uniform to be worn when conducting international work on behalf of ICPC, shall be self-funded and must be pre-approved by ICPC.

**VISA INVITATION REQUIRES:** Attendee's department/agency submits an official request on agency letterhead, providing agency's contact information, currently dated, and signed with the name/title of agency's leader making the request. Also, provide a letter in support of your visa request, submitted by the police/agency chaplaincy department head under whom you are working. Again, this letter must be currently dated and signed with name and title. These letters are to be emailed to the ICPC Corporate Office for consideration of visa request. Approved letter request will be issued to the submission by the Secretary of the Executive.

**LEGAL AND FINANCIAL COUNSEL:** These firms will be selected and secured upon a decision by the Executive and/or the Board of Directors as deemed necessary. The recommendations, selection and contract will be reviewed and recorded in the meeting minutes of the Executive and/or Board of Directors.

**MEMBERSHIP:** ICPC only offers individual membership. Group membership or Department membership are not available.

**BACKGROUND:** Verification required confirming a background check has been completed; on letterhead, current dated (1yr) with signature is required for all new member applicants. International applicants refer to International Members concerning background verification.

**ANNUAL DUES:** Are required for ICPC membership except for Life and Honorary members.

**DELINQUENT DUES:** A member is delinquent when dues for the current year are not paid. Delinquent members will be removed after five (5) months of being delinquent and notice has been given.

**DESIGNATIONS:** Affiliate-Associate-Full Member  
Chaplain/Liaison/Life/Retired/Senator: A member may only carry one designation and may only receive a credential level certificate for the designation held.

**ID CARDS:** Disclaimer on all ID cards "membership in ICPC is in no way an endorsement of competency nor an endorsement to practice". ID cards are available through the ICPC App (clowder).

**INTERNATIONAL MEMBERS:** Dues & registration fees are adjusted in direct proportion to the current Per Capita Gross Domestic Product [United Nations GNP/PPP] rating of that country, rounded to the nearest dollar. **ICPC Credential fees, Spouse and Youth Registration fees are not included in GDP/PPP conversions.** Applications for international membership requires screening/vetting from the International Leadership & the International Committee Chair.

**PUERTO RICO:** Shall be authorized GDP adjustments on registration fees and membership dues.

**JAIL/PRISON MINISTRIES**– The policy of ICPC on Jail Ministries is to commend those individuals who work with the inmates. We congratulate those working in these ministries but do not see this as falling within the full membership of ICPC. Therefore, it is the policy of the ICPC to grant membership only to those individuals according to the guidelines in our existing bylaws. Ministries who have as their *exclusive* scope to work with inmates fall within the guidelines of Affiliate Membership.

**LIAISON OFFICERS:** Retired Liaison Officers shall maintain same membership fee status as retired chaplains.

**LIFE MEMBER:** Only Full members holding five years (5yrs) sequential ICPC Full membership may apply for Life. Monies received from Lifetime Memberships are to be placed in an endowment fund, with the interest accruing to be placed in the general fund. Life membership materials will be sent once paid in full \$2000. Life memberships are non-refundable. Should a life membership fail to be paid in full by the due date, monies will be refunded to the individual minus a \$100.00 service fee. Life memberships will be given in the membership “category of record” of the individual. Membership rights and privileges of the life member will be consistent with their membership category. Payment Options:

1. Lump Sum (Payable at any time)
2. Two payments of \$1,000.00 (payable within same year by June 30th).
3. Quarterly Payments of \$500.00 (payable within same year by June 30th).

**LIFE MEMBERSHIP/INTERNATIONAL RATE:** Life Membership fee shall adjust annually in direct proportion to the current Per Capita Gross Domestic Product Purchasing Power Parity GDP/PPP rating for each country, rounded to the nearest dollar (minimum of \$5.00 US). Current conversion indicator is provided by World Bank. Life Membership conversion rate for international members requires

submission of Life Membership Application along with full payment received prior to fiscal year end (June 30<sup>th</sup>).

**RECRUIT NEW MEMBERS:** A chaplain may receive one (1) year's free membership dues with the recruitment of three (3) or more new chaplains in the calendar year. Ask "who recruited you" on member application. Recruiters may designate who receives the dues equivalent (the 3 new members would not qualify for free dues the first year).

**RENEWALS / REINSTATEMENT:** Inactive (less than 12mths) retains original join date with updated information. Inactive (1+ years) all new documents required to renew with new join date. Membership Lapse at 120 days –Reinstating less than 1 year (from last invoice) requires documentation (email, letter) confirming agency affiliation to retain current member status and the original join date. 1 Year or greater (from last invoice) requires all new member application, BG, and documents. A new join date is issued.

**SENATOR CLUB:** Developed with qualifications and benefits defined with revisions to follow. Open to all members currently invoiced at \$125.00; Minimum age 70 with 20yrs ICPC membership (qualified life/retired members may apply for pin); Members submit Senator Club request form. Upon approval receive a Senator Lapel Pin; Twenty (20) percent discount on future invoices. Minimum age 70 with 25yrs membership.

**MEMO OF UNDERSTANDING:** We will MOU with organizations that are in alignment with the mission of ICPC – such as Concerns of Police Survivors, Federation of Police Officers, International Critical Incident Stress Foundation...etc. We will also work to establish MOUs with federal and state governments regarding law enforcement chaplaincy as the standard for their agencies. A sample state MOU can be obtained through the Corporate Office.

**RESIDENT AGENT:** State of New Mexico, when it's necessary to select a corporate resident Agent, the president will appoint a member living in New Mexico, after getting approval from the Executive Committee. The New Mexico Secretary of State is notified in writing of the name and address of the Resident Agent. The Resident Agent serves until a successor is appointed.

**SCHOLARSHIPS:** This will be determined as necessitated. The decisions will be made by the Executive and/or Board of Directors.

**SSO PLATFORMS AND SOCIAL MEDIA:** The ICPC Corporate Office handles all platforms and social media. If any information is needing to be updated, regional leadership request mailing or contact list, or if any ICPC leadership would like to

BOD Approved 7/26/2025

propose photos/social media posting – contact the ICPC corporate office for such items and resources. Qualified chaplains that possess skills in this area are welcome to volunteer service to the Administrator to further the mission of ICPC.

**STATE CHARTERS:** State chaplains' groups can be granted ICPC charters, members must maintain ICPC membership.

**STATIONARY:** All ICPC stationery will be held within the ICPC corporate office, this includes letterhead, pens, certificates, envelopes, and more. These items will be distributed to the regions and requestors for ICPC events when communicated and approved by the Executive and disbursed by ICPC Corporate Office.

**ICPC STORE:** This store will be established through a relationship with a vendor to offer goods to membership, these items will be ordered through the portal.

**TRAVEL:** Must submit an expense reimbursement request form, attach receipts for meals not required when meal is covered in per diem allowance and must include an after-action report if attending ICPC training, if it is just a standardized reimbursement please submit expense report with associated documentation. All reports must be submitted 14 days at the conclusion of assigned ICPC travel to the corporate office.

Spouse/companion travel expenses are not authorized for reimbursement.

**INTERNATIONAL TRAVEL:** Travel requests for ICPC leadership that are not legal permanent US residents are not to be refunded. This leadership is to submit the budget for travel regarding an ICPC event to the Corporate Office. This will be reviewed by the Executive and/or the Board of Directors for its consideration.