

Region Handbook & Policies



*The International
Conference of Police
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* – Consists of elected executive officers. When neither the Conference nor the Board of Directors is in session, the Executive acts on behalf of ICPC. They are available to discuss ideas, concerns, and provide additional resources as needed.
- *Vice-President(s)* – Serves as the Executive Liaison to the regions.
- *Administrator* – Directs and coordinates the operations of the corporation, in accordance with ICPC Bylaws and Policies. Oversee the goals and objectives as directed by the Board of Directors and/or Executive. Prior to publication of all promotional/printed materials, drafts must be reviewed and approved by the corporate office before publications are authorized to be printed or published.
- *Chief Financial Officer (CFO)* – The ICPC President is the sole authorized signatory for all contracts. In the absence of the President, the Chief Financial Officer (CFO) shall assume this responsibility. Regional offices are not authorized to enact policy or bylaw changes and remain accountable to the Board of Directors and Executive Officers for all fiduciary responsibilities..
- *Region Director* – Facilitates communication between the Corporate Office, Region Leadership sharing information and supporting/networking within the region. The following positions function under the direction of the Region Director: Assistant Region Director, Region Secretary/Treasurer, Area Representatives & Assistant Area Representatives.
- *Conference Director* – Functions under the direction of President, Executive, and Administrator. Available to consult with the Region Directors and Host Chair to provide guidance and support during the planning process for ICPC training events as requested.

AWARDS:

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

CONTRACT/MOU/SERVICES:

- Regions do not have the authority to hire, contract or pay individuals for any services rendered on behalf of the Region/ICPC.
- All Region contracts, MOU, and/or service agreements which oblige 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 Corporate Office, 30 days prior to services needing to be rendered. The ICPC Corporate Office will review consideration and provide the document to the CFO/President for final review and possible signature.
- Nothing herein shall be construed to prevent an Officer or Director from serving as an employee of the corporation and being compensated through the 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

The Region Director, after having received a request from an area for a disaster response team, shall notify and coordinate efforts with the ICPC Disaster Response Coordinator. All ICPC personnel shall be trained in ICPC disaster response, the requirements are listed in the policy handbook under *disaster response*.

- 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.

ELECTIONS/NOMINATIONS:

To ensure continuity and assist the regions in following ICPC elections/nominations policies. Roberts Rules of Order shall be utilized to facilitate the election process.

The Executive representative shall oversee the elections and the commissioning of the newly elected positions.

- Each region of ICPC shall elect a Region Director, Region Secretary/Treasurer. The term of office for Region Officers shall be two (2) years and each such position is eligible for re-election or re-appointment up to 8 consecutive years. Refer to *ICPC Bylaws*.
- The Region Director and Executive representative ensures region election and nomination procedures are adhered to and works closely with the Corporate Office to maintain compliance.
- Qualifications: Refer to Region Position Job Description Qualifications.
- Nominations: A region nominating committee (consists of an odd number of members not currently serving as region positions) are appointed.
 - Potential candidates will be approached by the Region Nominating Committee Chair to ensure that they are willing to serve. Those willing will be prequalified by the Corporate Office and confirm they are a member of good standing, before candidates will be considered.
 - The validated list is then presented to the nominating committee 30 days prior to election to establish a slate of well-rounded, qualified candidates within 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 and ratified by the BOD or Executive of the monthly meeting prior to the start date of the RTS in order to update their voting eligibility.
- A region membership roster is provided to the RD just prior to the seminar which provides a list of those approved and eligible for voting.
- Election Procedure: The Region Director and/or attending ICPC Executive Representative communicates with the RTS training 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.

- Candidate: Individuals seeking region position 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 candidate's forum.
- Candidate Politicking Policy is found in General ICPC Policies under *Elections*. This must be strictly adhered to.
- Polls: Region Director 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 secret ballot.
- A simple majority is needed to secure the region position. If only one individual is running for a region position, a vote of affirmation shall be taken affirming the region's selection of the individual.
- If no election occurs on the ballot, the name with the least votes is dropped and voting will continue until a simple majority is achieved.
- Upon closing the polls and tabulating the results, the Executive Representative will present the results to the region membership.
- The newly elected region officers are sworn in at the Region Banquet and immediately take office.
- Newly elected officers sign Declaration and MOU forms as part of the swearing in ceremony which will be immediately upon the conclusion of the event scanned and sent to the corporate office.
- 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 Region Director may recommend to the ICPC President a candidate that can fulfill the open position (prequalified by the Corporate Office). Appointment is for the duration of the current election cycle.

EQUIPMENT/PROPERTY:

Any equipment/property purchased must be inventoried and tagged with ICPC serial number to maintain overall purchase inventory this will be given by the ICPC corporate office. If any equipment/property is transferred from the listed location, the Region Leadership must update the ICPC corporate office immediately for tracking purposes. All equipment/property is ICPC's, however they are maintained by the Region.

- Purchase: Each region is provided with 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, by the Region 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 request is sent to the ICPC Corporate office for review and presentation to the Executive for purchase approval. The Region Secretary shall maintain a current equipment inventory control number given by the ICPC corporate office - with the above details recorded and provide to the Region Director's for inclusion in their annual report.

- Transfer of equipment/property: If the item is being used for training or regional purposes, this must be signed out/in on a maintained log kept by the Region Secretary/Treasurer.
- Disposal: All Region equipment/property disposals must be submitted by the Region Director prior to disposal to the corporate office. Request for disposal must include the following: equipment description, the reason for disposal. The Region Director's requests for disposal is annotated on the request and sent to the ICPC Corporate office for review and guidance on disposal (e.g. repair, destroy, donate, or ship to the corporate office) will be given by the Executive. Upon the disposal request, 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:

- The Board of Directors and Executive of ICPC shall NOT receive compensation for services on behalf of the Region and/or ICPC. Nor will any Director/Executive be provided a financial LOAN on behalf of ICPC. Refer to ICPC Bylaws.
- The previous paragraph shall not be construed to preclude any Board of Directors and/or Region Officer from requesting expense reimbursement.
- Under NO circumstances should funds be placed in a non-ICPC account such as a personal, local chaplaincy corps, church and/or agency bank account's. All funds shall be immediately sent to the Corporate office for deposit and handling. An email to the corporate office will be sent for notification of finances are on the way this email should include the following check details, payee name, check identification number, purpose, and the amounts.
- 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 financial accounts will be handled through the corporate office – with maintained transparency to regions.
- Region funds are available to financially support the Region and/or ICPC goals and objectives.
- Region Director pre-approvals all regional expense requests before payment is made.
- Region Director expense reimbursement request will be reviewed by the ICPC Administrator before the reimbursement is issued. This must be submitted no later than 14 days after the closure of the event.
- Any expenditures made by the region over \$1000.00 with the exception of the RTS approved budget must be pre-approved by the Board of Directors and/or the Executive.
- Region Director is responsible for submitting an annual budget that outlines projected expenses related to the Regional Training Seminar (RTS), promotional opportunities within the region, training initiatives, and any other anticipated miscellaneous costs.

STATE/REGION 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 (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 request by the Region Leadership validated with the information obtained from the ODMP the ICPC Corporate Office prepares an ICPC Memorial Packet to send to the designated ICPC representative.
- 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 the next business day to the chaplain after receipt of their email commitment.
- LODD certificate and letter may be emailed in substitution of physical mail upon the request of Region Leadership.

MEMBERSHIP:

- Disseminate region/ICPC information critical to operations, support, training and/or resources.
- Provide information to agencies about developing new LE Chaplaincy programs. Refer to “Starting a Chaplaincy Program” found on the ICPC website.
- Recruit new chaplain members and agencies.
- Assist with region member retention before membership drops, list provided by office monthly.
- On board new ICPC members in the region establishing networking provide training information, ICPC tech platform integration, and/or region events. This list is provided by office biweekly.
- Interact with current members for support and sharing resources.
- Provide updated membership information to the Corporate Office and Region Leadership.

PASTORAL CARE POLICY:

- ICPC respects the beliefs of its members and recognizes each individual’s right to 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 be consistent with ICPC statement of faith.
- Region Leadership will provide Pastoral Care amongst the region due to unknown/unforeseen circumstances that include but are not limited to grief, LODD, disaster, peer support, and health issues.
- Please refer to the **Pastoral Care Policy** for further guidance.

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.
- Regions require 1 RTS per year, unless the ATS is held within that Region, then the RTS is optional for that year. 2 Basic training courses at minimum in each area, if possible, provide advance and enrichment training.

REGION DIRECTOR

Qualifications

- Proficient in electronic communication using ICPC-authorized programs.
- Reside within the assigned area of the region.
- Maintain full member status in good standing with ICPC.
- It is recommended these individuals pursue a Master's credential, must hold a Basic credential is the minimum requirement.
- Maintain a consecutive ICPC membership for at least five (5) years.
- Uphold a high standard of integrity.

KEY GOVERNANCE NOTE:

The ICPC President is the sole authorized signatory for all contracts. In the absence of the President, the Chief Financial Officer (CFO) shall assume this responsibility.

Regional offices are not authorized to enact policy or bylaw changes and remain accountable to the Board of Directors and Executive Officers for all fiduciary responsibilities.

Time Commitment

- Represent chaplaincy at the area level within the region, requiring a minimum of twenty (20) hours monthly.
- Activities include fostering area membership and agency connections, organizing training events, and supporting networking opportunities.

Length of Service

- Serve a minimum term of two (2) years, with a maximum serving limit of eight (8) years. Representatives are elected by regional members every two (2) years.
- *Appointments:* If a position becomes vacant, the Region Director may recommend qualified candidates to the ICPC President for appointment to complete the current election cycle. Refer to bylaws.

RESPONSIBILITIES *include, but are not limited to:*

1. Documentation and Reporting

- Oversee prepare meeting minutes, agendas, and annual reporting documentation for submission to the appropriate personnel (RD, CFO, President, Exc. Secretary, Corporate Office)
- Ensure Region Secretary/Treasurer has accurate documentation of region meeting minutes, including the recording of election outcomes

2. Communication

- Promote ICPC membership within the assigned region/area.

- Work with Region Leadership to establish area goals and objectives for the Region.
- Monthly communicates with the Region Leadership and Executive Liaison to provide updates and informed to share.
- Shall be copied on all corporate communication concerning the region.
- Report region updates from the President and Corporate Office, ensuring relevant information is disseminated via ICPC's website and social media platforms. (No Region should have their own website).

3. Annual Training Seminar (ATS)

- Expected to attend ATS meetings: Board of Directors, Region & Area Meetings, Business Meetings, all to stay informed about corporate & region projects, proposals, and/or agenda items in progress.

4. Board of Directors (BOD):

- Region Directors serve on the ICPC Board of Directors during their term as Director.
- Ensure the Region Secretary/Treasurer submits an Annual Report to the Corporate Office and CFO by January 10th (covers previous year's January-December activities).

5. Committee Recommended Appointments:

- Submits Declaration Form to the President and Corporate Office recommending the President's appointment of (2) region members eligible/willing to serve on IT Support, Spiritual & Wellness Care and Disaster Relief Team.

6. Training Events

- Manage and plan all RTS events by delegating responsibilities such as managing sign-in sheets, certificates, and associated documentation.
- Attend ICPC training events and regional meetings.
- Facilitate and communicate opportunities for area training and chaplain networking.

7. Disaster Response

In the event of a disaster, the Region Director will coordinate with Region Leadership, Area Representatives, and the Area Disaster Coordinator to assess the situation and determine an appropriate course of action.

8. Finances

- Refer to the Key Governance Note, Region Secretary/Treasurer, and Financial Policy for guidance.

- Region Director expense reimbursement requests must be reviewed and pre-approved by the ICPC Corporate Office.
- Submit annual budget.

9. State/Region Representation

As a Region Director, it is essential to establish and maintain connections with key contacts, including:

- State governance
- Memorandums of Understanding (MOUs)
- Network organizations
- Chief/sheriff associations
- Fraternal Order of Police (FOP)
- Union representatives
and other relevant entities.

10. Line of Duty Deaths (LODD)

- LODD certificates and letters will only be sent upon request by the Region Leadership.
- Region Leadership should subscribe to the Officer Down Memorial Page (ODMP) for notifications.

11. Membership

- Actively recruit new members and support member retention efforts.
- Share critical ICPC and region information related to operations, training, support, and resources.
- Engage with current members to encourage participation in ICPC training events.
- Provide information to agencies and chaplains about law enforcement chaplaincy in collaboration with Area Representatives.
- Ensure Area Representatives update membership information to the Corporate Office quarterly.
- Contact new members within the region promptly upon receiving the list from the Corporate Office – this must be done within a week of the email.
- Follow up with Area Representatives about members scheduled for membership termination to encourage renewals. The Corporate Office provides this list monthly.

12. Elections

- The Region Director is responsible for overseeing the standard procedures and protocols for regional elections, coordinating with the RTS Host and Corporate Office.
- Adhere strictly to the Elections/Nominations Policy.

SPIRITUAL AND EMOTIONAL CARE

- The Region Director collaborates with the RTS Host to ensure that the event is inclusive and respectful of all spiritual beliefs consistent with ICPC statement of faith and provides appropriate emotional care.
- The Region Director with Pastoral Care amongst the region due to unknown/unforeseen circumstances that include but are not limited to grief, LODD, disaster, peer support, and health issues.
- Please refer to the **Pastoral Care Policy** for further guidance.

TRAINING EVENTS

- The Region Director attends regional training events and chairs regional business/representative meetings.
- The Region Director oversees and guides conference directors in the planning and development of regional training programs if applicable. Note: Conference Director assists at the request of the Regional Director.
- The Region Director authorizes training events within the region in consultation with the ICPC Corporate Office.
- The Region Director plans the RTS at minimum one year in advance, including setting the date and location – this enables the announcement of the following year's RTS.
- The Region Director provides a vision, strategic plan, and actionable steps throughout the year in collaboration with Area Representatives to strengthen and enhance training opportunities within the region.

Assistant Region Director

Qualifications

- Proficient in electronic communication using ICPC-authorized programs.
- Reside within the assigned area of the region.
- Maintain full member status in good standing with ICPC.
- Hold a minimum of a Basic credential level.
- Maintain consecutive ICPC membership for at least five (5) years.
- Uphold a high standard of integrity.

KEY GOVERNANCE NOTE:

The ICPC President is the sole authorized signatory for all contracts. In the absence of the President, the Chief Financial Officer (CFO) shall assume this responsibility. Regional offices are not authorized to enact policy or bylaw changes and remain accountable to the Board of Directors and Executive Officers for all fiduciary responsibilities.

Time Commitment

- Represent chaplaincy at the area level within the region, requiring a minimum of twelve (12) hours monthly.
- Activities include fostering area membership and agency connections, organizing training events, and supporting networking opportunities.

Length of Service

- Assistant Region Director are appointed by the President of ICPC upon the recommendation of the Region Director.
- This position is subject to appointments every 2 years.
- *Appointments:* If a position becomes vacant, the Region Director may recommend qualified candidates to the ICPC President for appointment to complete the current election cycle. Refer to bylaws.

Responsibilities *include, but are not limited to:*

1. Communication

- Assist in promoting ICPC membership within the assigned region/area.
- Maintain communication with the Region Director to share area updates and foster networking across the region.
- Report region updates from the Region Director and Corporate Office, ensuring relevant information is disseminated via ICPC's website and social media platforms.

2. Annual Training Seminar (ATS)

- Actively encouraged to attend ATS meetings, including business sessions and Region Leadership/Area Representative/Region Assistants meetings.
- Stay informed about ongoing projects, proposals, and agenda items under discussion.

3. State/Region Representation

Assist the Region Director, as it is essential to establish and maintain connections with key contacts, including:

- State governance
- Memorandums of Understanding (MOUs)
- Network organizations
- Chief/sheriff associations
- Fraternal Order of Police (FOP)
- Union representatives and other relevant entities.

4. Line of Duty Deaths (LODD)

- LODD certificates and letters will only be sent upon request by the Region Leadership.
- Region Leadership should subscribe to the Officer Down Memorial Page (ODMP) for notifications.

5. Membership

- Actively recruit new members and support member retention efforts.
- Share critical ICPC and regional information related to operations, training, support, and resources.
- Engage with current members to encourage participation in ICPC training events.
- Assist in providing information to agencies and chaplains about law enforcement chaplaincy in collaboration with Area Representatives.
- Assist Region Director in ensuring the Area Representatives update membership information to the Corporate Office quarterly.
- Assist as directed by the Region Director by contacting new members within the region promptly upon receiving the list from the Corporate Office – this must be done within a week of the email.
- Follow up with Area Representatives as directed by the Region Director about members scheduled for membership termination to encourage renewals. The Corporate Office provides this list monthly.

SPIRITUAL AND EMOTIONAL CARE

- Assist the Region Director to collaborate with the RTS Host to ensure that the event is inclusive and respectful of all spiritual beliefs consistent with ICPC statement of faith and provides appropriate emotional care.
- Assist the Region Director with Pastoral Care amongst the region due to unknown/unforeseen circumstances that include but are not limited to grief, LODD, disaster, peer support, and health issues.
- Please refer to the **Pastoral Care Policy** for further guidance.

TRAINING EVENTS

- The Assistant Region Director attends regional training events and business/representative meetings.
- Assist the Region Director in planning the RTS at minimum one year in advance, including setting the date and location – this enables the announcement of the following year's RTS.
- Assist the Region Director in carrying out the vision, strategic plan, and actionable steps throughout the year in collaboration with Area Representatives to strengthen and enhance training opportunities within the region.
- Assist in facilitation and communication opportunities for area training and chaplain networking.
- Follow the policies and procedures outlined in this Region Policies Handbook.

REGION SECRETARY/TREASURER

Qualifications

- Proficient in electronic communication using ICPC-authorized programs.
- Reside within the assigned area of the region.
- Maintain full member status in good standing with ICPC.
- Hold a minimum of a Basic credential level.
- Maintain a consecutive ICPC membership for at least two (2) years.
- Uphold a high standard of integrity.
- Basic financial budgetary knowledge.

KEY GOVERNANCE NOTE:

The ICPC President is the sole authorized signatory for all contracts. In the absence of the President, the Chief Financial Officer (CFO) shall assume this responsibility.

Regional offices are not authorized to enact policy or bylaw changes and remain accountable to the Board of Directors and Executive Officers for all fiduciary responsibilities.

Time Commitment

- Represent chaplaincy at the area level within the region, requiring a minimum of ten (10) hours monthly.
- Activities include fostering area membership and agency connections, organizing training events, and supporting networking opportunities.

Length of Service

- Serve a minimum term of two (2) years, with a maximum serving limit of eight (8) years. Representatives are appointed by region members every two (2) years.
- *Appointments:* If a position becomes vacant, the Region Director may recommend qualified candidates to the ICPC President for appointment to complete the current election cycle.

Responsibilities *include, but are not limited to:*

1. Documentation and Reporting

- Prepare meeting minutes, agendas, and annual reporting documentation for submission to the appropriate personnel (RD, CFO, President, Exc. Secretary, Corporate Office)
- Record minutes of regional meetings, including election results, and provide them to the Region Director and Corporate Office within seven (7) days.
- If unable to attend a region meeting, coordinate with the Region Director to appoint a proxy for taking minutes and notify the Corporate Office with the proxy's details immediately.

2. Communication

- Promote ICPC membership within the assigned region/area.
- Maintain communication with the Region Director to share area updates and foster networking across the region.
- Report regional updates from the Region Director and Corporate Office, ensuring relevant information is disseminated via ICPC's website and social media platforms.

3. Annual Training Seminar (ATS)

- Actively encouraged to attend ATS meetings, including business sessions and Region Leadership/Area Representative/Region Assistants meetings.
- Stay informed about ongoing projects, proposals, and agenda items under discussion.

4. Training Events

- Assist with RTS events as directed by the Region Director, including managing sign-in sheets, certificates, and associated documentation.
- Attend ICPC training events and region meetings.
- Facilitate and communicate opportunities for area training and chaplain networking.
- Follow the policies and procedures outlined in this Region Policies Handbook.

5. Financial

- **Financial Oversight:**
 - Collaborate with the Corporate Office to maintain accurate and up-to-date financial records.
 - Ensure all financial documentation, including receipts and expense reports, are submitted promptly to finance@icpcchaplains.org.
 - Assist in preparing financial summaries and reports for executive meetings and annual reviews.
- **Communication & Coordination:**
 - Maintain regular communication with the CFO and Administrator to support financial planning and organizational transparency.
 - Serve as a liaison between the region executive team and the Corporate Office regarding financial matters.
- **Recordkeeping & Compliance:**
 - Ensure all financial transactions are properly documented and sent to the ICPC corporate office.
 - Support the development and enforcement of financial procedures and internal controls.

AREA REPRESENTATIVE

Qualifications

- Proficient in electronic communication using ICPC-authorized programs.
- Reside within the assigned area of the region.
- Maintain active full member status in good standing with ICPC.
- Hold a minimum of a Basic credential level.
- Maintain consecutive ICPC membership for at least two (2) years.
- Uphold a high standard of integrity.

KEY GOVERNANCE NOTE:

The ICPC President is the sole authorized signatory for all contracts. In the absence of the President, the Chief Financial Officer (CFO) shall assume this responsibility.

Regional offices are not authorized to enact policy or bylaw changes and remain accountable to the Board of Directors and Executive Officers for all fiduciary responsibilities.

Time Commitment

- Represent chaplaincy at the area level within the region, requiring a minimum of ten (10) hours monthly.
- Activities include fostering area membership, agency connections, government partnerships, organizing training events, and supporting networking opportunities.

Length of Service

- Serve a minimum term of two (2) years, with a maximum serving limit of eight (8) years. Representatives are appointed by regional members every two (2) years.
- *Appointments:* If a position becomes vacant, the Region Director may recommend qualified candidates to the ICPC President for appointment to complete the current election cycle.

Responsibilities *include, but are not limited to:*

1. Communication

- Promote ICPC membership within the assigned region/area.
- Maintain communication with the Region Director to share area news and foster region-wide networking.
- Establish personal contact with ICPC members in the assigned area quarterly. This would include area gatherings and phone conversations to maintain ICPC integrity of open communication. Assistant Area Representative should be utilized to help with these communication items.

- Report region updates from the Region Director and Corporate Office, including updates to the ICPC website and social media platforms.

2. Annual Training Seminar (ATS)

- Actively encouraged to attend ATS meetings, including business sessions and Region Leadership/Area Representative/Region Assistants meetings, to stay informed about ongoing projects and agenda items.
- Actively involved in promotion of ATS to ensure area members are aware of location, cost, and address any inquiries that may be in question.

3. State/Region Representation

Assist the Region Director, as it is essential to establish and maintain connections with key contacts, including:

- State governance
- Memorandums of Understanding (MOUs)
- Network organizations
- Chief/Sheriff associations
- Fraternal Order of Police (FOP)
- Union representatives
and other relevant entities.
- COPS Organization

4. Line of Duty Deaths (LODD)

- LODD certificates and letters will only be sent upon request by the Region Leadership.
- Area Representative will work with Region Director to be the Region Leadership to present certificate and letter to the applicable agency and family. If unable Area Representative and Region Director will work together to select a representative to stand in.
- Region Leadership should subscribe to the Officer Down Memorial Page (ODMP) for notifications.

5. Membership

- Actively recruit new members and support member retention efforts.
- Share critical ICPC and regional information related to operations, training, support, and resources.
- Engage with current members to encourage participation in ICPC training events this can be accomplished through regular gatherings (i.e. Luncheons, breakfasts, coffee connections) and quarterly phone conversations.
- Provide information to agencies and chaplains about law enforcement chaplaincy programs. See 'Starting a Chaplaincy Program' on the ICPC website.

- Update membership information to the Corporate Office quarterly or as needed.
- Complete quarterly report forms that will be submitted to the Region Director and copied to the Corporate Office regarding member contact that includes phone conversations, gatherings, ICPC concerns, and training.
- Assist as directed by the Region Director by contacting new members and delinquent members within the region promptly upon receiving the list from the Corporate Office, this must be done within a week of the email.

SPIRITUAL AND EMOTIONAL CARE

- Assist the Region Director to collaborate with the RTS Host to ensure that the event is inclusive and respectful of all spiritual beliefs consistent with ICPC statement of faith and provides appropriate emotional care.
- Assist the Region Director with Pastoral Care amongst the region due to unknown/unforeseen circumstances that include but are not limited to grief, LODD, disaster, peer support, and health issues.
- Please refer to the **Pastoral Care Policy** for further guidance.

TRAINING EVENTS

- The Area Representative attends regional training events and business/representative meetings.
- Assist the Region Director in planning the RTS at minimum one year in advance, including setting the date and location – this enables the announcement of the following year’s RTS.
- Assist the Region Director in carrying out the vision, strategic plan, and actionable steps throughout the year in collaboration to strengthen and enhance training opportunities within the region.
- Assist in facilitation and communication opportunities for area training and chaplain networking.
- In addition to the RTS there shall be a minimum of two (2) Basic training courses and if possible, Advance (i.e. ICISF classes) and Enrichment training courses within the area.
- Encourage and promote online training for those members seeking basic, enrichment, and advanced courses.
- Follow the policies and procedures outlined in this Region Policies Handbook.

ASSISTANT AREA REPRESENTATIVE

Qualifications

- Proficient in electronic communication using ICPC-authorized programs.
- Reside within the assigned area of the region.
- Maintain full active member status in good standing with ICPC.
- Hold a minimum of a Basic credential level.
- Maintain a consecutive ICPC membership for at least two (2) years.
- Uphold a high standard of integrity.

KEY GOVERNANCE NOTE:

The ICPC President is the sole authorized signatory for all contracts. In the absence of the President, the Chief Financial Officer (CFO) shall assume this responsibility.

Regional offices are not authorized to enact policy or bylaw changes and remain accountable to the Board of Directors and Executive Officers for all fiduciary responsibilities.

Time Commitment

- Represent chaplaincy at the area level within the region, requiring a minimum of ten (10) hours monthly.
- Activities include fostering area membership and agency connections, organizing training events, and supporting networking opportunities.

Length of Service

- Serve a minimum term of two (2) years, with a maximum serving limit of eight (8) years. Representatives are appointed by regional members every two (2) years.
- *Appointments:* If a position becomes vacant, the Area Representative recommends to the Region Director that then may recommend qualified candidates to the ICPC President for appointment to complete the current election cycle.

Responsibilities *include, but are not limited to:*

1. Communication

- Promote ICPC membership within the assigned area boundaries given by Area Representative.
- Maintain communication with the Area Representative to share area news and foster region-wide networking.
- Assist Area Representative in establishing personal contact for monthly and quarterly fellowship with ICPC members in the assigned area boundary.
- Report area updates from the Area Representative and Corporate Office, including updates to the ICPC website and social media platforms.

- Assist in compiling and updating contact information for agencies, state governance, Memorandums of Understanding (MOUs), network organizations, chief/sheriff associations, Fraternal Order of Police (FOP), union representatives, and other key contacts.

2. Annual Training Seminar (ATS)

- Actively encouraged to attend ATS meetings, including business sessions and Region Leadership/Area Representative/Region Assistants meetings, to stay informed about ongoing projects and agenda items.
- Actively involved in promotion of ATS to ensure area members are aware of location, cost, and address any inquiries that may be in question.

3. Line of Duty Deaths (LODD)

- LODD certificates and letters will only be sent upon request by the Region Leadership.
- Region Leadership should subscribe to the Officer Down Memorial Page (ODMP) for notifications.

4. Membership

- Actively recruit new members and support member retention efforts.
- Share critical ICPC and regional information related to operations, training, support, and resources.
- Assist the Area Representative with items enlisted in their job description.

SPIRITUAL AND EMOTIONAL CARE

- Assist the Region Director to collaborate with the RTS Host to ensure that the event is inclusive and respectful of all spiritual beliefs consistent with ICPC statement of faith and provides appropriate emotional care.
- Assist the Region Director with Pastoral Care amongst the region due to unknown/unforeseen circumstances that include but not limited to grief, LODD, disaster, peer support, and health issues.
- Please refer to the **Pastoral Care Policy** for further guidance.

TRAINING EVENTS

- The Assistant Area Representative attends regional training events and business/representative meetings.
- Assist the Region Director/Area Representative in planning the RTS at minimum one year in advance, including setting the date and location – this enables the announcement of the following year’s RTS.
- Assist the Region Director in carrying out the vision, strategic plan, and actionable steps throughout the year in collaboration to strengthen and enhance training opportunities within the region.

- Assist in facilitation and communication opportunities for area training and chaplain networking.
- In addition to the RTS there shall be a minimum of two (2) Basic training courses and if possible, Advance (i.e. ICISF classes) and Enrichment training courses within the area.
- Encourage and promote online training for those members seeking basic, enrichment, and advanced courses.
- Follow the policies and procedures outlined in this 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, provide support, and promoting at the local level.
- ICPC Financial – Raise funds/donations to cover training event expenses.

REGION TRAINING SEMINAR: RTS

- All training requires prior approval of the Region Director and ICPC Corporate Office.
- Region Leadership and Business Meetings are conducted
- Elections shall be held
- Meeting Minutes recorded and documented.
- Adheres to all directives as outlined in the Region Policies Handbook.
- During the training event, ideas are received from the membership for future RTS locations. 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 for an RTS, the regional director will consult with the leadership team and recommend a location to ensure that the RTS is moved to cover all areas within the region to provide ease of access for members.

HOST DIRECTIVES:

The Host Coordinator will be recommended by the Region Director and appointed by the ICPC President.

- The RTS Host (must be an ICPC member) coordinates all phases of training, planning and development with the Region Director and corporate office.
- All final approval must come through the corporate office in writing.

DATES

- Select the dates in conjunction with the Region Director avoiding major holidays, ICPC blackout dates, 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 reviews and recommends the training site and consults with the corporate office for final approval.

- The ICPC Conference Director may be consulted by the request of the Region Director for guidance to secure a draft contract. The Region Director will provide a recommended draft contract to the ICPC corporate office. The office will prepare the paperwork and presentation for final approval from the Executive.

LODGING

- Select the hotel/motel, or other lodging accommodations (law enforcement academy, etc.).
 - It is recommended that Host coordinator consults with local law enforcement for input in relation to accommodations.
- Must be convenient for the training location
- Estimate the number of rooms needed and have the hotel 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.

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 all ten (10) of the Basic Core Courses, taught by an ICPC certified instructor. Instructor list provided by the ICPC corporate office.
- 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 for final approval.

ALCOHOL

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

CREATE A TRAINING BUDGET

Developments should include estimated cost:

- Meeting room (s)
- Instructors/Presenters - ICPC member instructors are not compensated for teaching; but if willing to travel and teach that instructor may be compensated for the cost of expenses (travel, lodging and/or meals).
- May include lodging/banquet expense for one (1) Executive Representative attending the training, also providing 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
- Promotional material, administrative set-up, RTS Training Supplies (consult with the Corporate Office for estimated cost).
- Support materials: registration packet, lanyards, nametags, paper, envelopes, etc.
- Donation to ICPC
- See the policy manual for training costs and ICPC expenses.

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 PROMOTIONAL MATERIAL

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)
- Course Topics
- Course Instructors/Presenters
- Advance Course Instructors details (if any)
- Daily Schedule (all blocks must be 90 minutes in length to include the 10 Basic Courses)
- Fees/Costs
- Refund Policy
- Dress code (if any)
- Map and/or direction

FINAL PROMOTIONAL MATERIAL

- 90 days prior: All promotional material are reviewed by the Host, Region Director, and ICPC Office. Host 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 promotional material and for generating electronic evaluation links.
- Upon final approval of the ICPC Office, the RTS promotional material is processed for distribution electronically to all members and agencies in the region and posted to the ICPC website.
- Host coordinates with Instructors/Presenters to ensure they have appropriate materials and sufficient handouts – will communicate to ICPC office for any additional items (i.e. flags, banners, pens, lanyards).
- When sending final proof of promotional material in addition to the promotional material, send ICPC corporate office a 100–250-word summary of the highlights regarding the RTS.

HOST

- This is the contact person for the training event and must be an ICPC member. The host's contact name, email and phone number will be listed in the promotional material.
- All attending the training are required to pay registration fees. (e.g. Host, Region Officers and/or Area Representatives/Assistant Area Representatives). Executive representative (One (1) representative) and/or 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 the start date of the training.

- Host provides attendees with registration packet: attendance certificate, nametag/lanyard, local restaurants, and ATS Promotional material.

REGISTRATION

All training registrations will be handled by the ICPC corporate office.

- The registration link will be created and maintained by the ICPC corporate office and will stay live for region use till the close of the RTS.
- Registration roster will be shared with the Host and RD on a regular basis or as requested.
- Credit Card, Debit Card, Wire Transfers and Checks will be processed through the corporate office.
- Refunds
 - A full refund will be issued if registration is canceled at least 20 days prior to the event.
 - A refund of 75% of the registration fee will be issued if registration is canceled at least 7 to 19 days prior to the event.
 - No refund of the registration fee will be issued if registration is canceled less than 7 days prior to the event.
- Upon close of the training the Corporate Office transfer funds to regional account for RTS income with ICPC expenses subtracted. Final review of income/expenses report will be sent to RD to ensure accuracy by the ICPC corporate office before transfer is made.

MONITOR

- Host selects qualified attendees to monitor each class, and provides directives which include:
 - Course sign in roster
 - Verify 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 speakers
 - Remind attendees to complete evaluations
 - Notifies ICPC corporate office of any attendance notations following the completion of training.

POST TRAINING FORMS SUBMISSION:

It is the Host Chair's responsibility to ensure all forms (items 1-2) listed below are submitted to the Corporate Office consulting with RS/T for compliance, copying the Region Director.

These may be emailed (PDF ONLY– cannot accept picture format).

1. Course sign-in roster notations; required for academic CEU compilation
2. Income-Expense Sheet

3. Post Seminar Report; include next training and any election/appointment information

4. Business meeting minutes

- The Region Director must submit the after-action report 10 days after the closing of training.
- Any reimbursement request must be submitted by the Region Director 14 days following the closing of training.

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 Region leadership and corporate office about possible conference location. ICPC Conference Director is available upon request of Region Director.
- Select a host chairperson
- Promote support from local law enforcement agencies, chaplains, and/or churches Check availability of agency support.
- Create budget and start program discussion.

10 months before

- Delegate responsibilities for all committees involved
- Choose instructors for 10 Basic Core Courses. Must be taught by approved ICPC instructors.
- Decide on Enrichment and/or Advanced Course Topics
- Submit Training request to corporate office for approval by Region Director and Corporate office.
- Speakers/Presenters/Instructors

8 months before

- Decide on speakers, presenters, training facilities, and finalize budget.

6 months before

- Finalize speakers, presenters and other seminar details
- Meet to go over the promotional materials
- Submit promotional materials details for preliminary approval to the Region Director
- Finalize promotional materials approved by Region Director with final approval by Corporate office before distribution.

3 months before

- Promotional material sent electronically to members and agencies and posted on corporate website and other ICPC platforms.
- ICPC corporate office will publish and maintain registration link and will communicate with Host and RD of roster details.

2 months before

- Meet with committees and leadership team to review details

1 month before

- Meet with committees and leadership team 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 representative and any non-ICPC Instructors

2 weeks before

- Hold committee/leadership 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.

1 week before

- Host 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/leadership 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 the 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/leadership for follow-up and after action review.

Send Thank You notes within 30 days of the close date of RTS training

Submit all Post-Forms to Corporate Office. Office@icpcchaplains.org.