



# Guide to Co-Hosting a Training Program

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## **Purpose of Operational Guide**

This operational guide is designed to assist the co-hosting department in conducting a successful training program. This guide outlines the actions taken by IACP and the co-host to ensure a high level of success.

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## **The IACP Center for Police Leadership and Training (CPLT)**

Thank you for your interest in co-hosting a training class with the International Association of Chiefs of Police. The mission of the IACP's Center for Police Leadership and Training (CPLT) is to respond to the training needs of the law enforcement community by offering a variety of options in leadership, management and supervision, tactical response, administrative processes, and operational procedures. Our mission is achieved through cooperative relationships with local agencies, which provide the training facility and on-the-ground support for our training programs.

### **Benefits for Co-Host Agency**

Co-host training offers law enforcement agencies the best of all possible worlds: Expert state-of-the-art training programs at reduced costs, conducted in your own backyard.

### **Cost-Effective Training**

*Complimentary Seats:* The co-host agency will receive a complimentary seat for enrolling 4 paying registrants for a single-instructor class. Additional seats may be complimentary based on the total enrollment in the class.

*Budgetary Concerns:* Budgetary constraints facing most agencies negatively affect the ability to obtain quality training; at the same time many states require mandatory annual in-service training commitments. The co-host program has been extremely beneficial in reducing costs for host agencies, agencies sending personnel to training course(s) and for the IACP.

*Additional Reduction of Costs:* Since the course is held at or near your agency, officers are away from their department for a reduced amount of time. This cuts down on travel time and hotel expenses for your agency, therefore cost is virtually eliminated.

### **Quality, Customizable, Marketable, and Valuable Programs**

*Quality, Professional Training:* IACP offers training in a wide variety of critical law enforcement topics-- training provided by instructors who are recognized experts in their field.

*Leadership Role in Your Region:* By hosting an IACP training program, your agency can participate as a leader in the professional development of law enforcement personnel from your agency and other area agencies. Receiving participants from your local and larger geographic area gives you the opportunity to demonstrate your agency's commitment to professional training and to showcase your agency to others. Agencies that felt isolated before will gain new contacts for future cooperative programs.

*Return on Training Investment:* IACP programs are designed to provide immediate gains on problem-solving skills, technical and management expertise, as well as heightening the participants' resourcefulness in solving future problems.

*Customized Training:* In addition to the programs listed in the catalog, the training department also offers customized training; designed to meet the specific needs of an agency. Please contact the IACP CPLT staff for more information on available topics for contract-based training.

## Training Facilities and Lodging

- **Facilities:** It is important that you work with our staff on matching the classroom facilities with the potential popularity of the program(s) you select. While some programs are limited in the number of individuals that are allowed, others may have an impressive response. Tactical or other specialized training may require additional facilities.
- **Lodging:** We ask that co-host agencies identify a local hotel for housing out-of-town participants and instructors and advise us of the location. The process of selecting a hotel is important for those who will be staying there. There are several important considerations to keep in mind when choosing a hotel. They are listed as followed:
  - Is the hotel clean and well-kept?
  - What are the hotel rates? We find that hotel rates can vary significantly for seasonal or other reasons. Agencies facing budgetary concerns look at the travel costs and may not participate in your program because of high hotel rates. If the rates are fairly constant, this will not be an issue.
  - Do guests have access to a reasonable restaurant? Is there reasonable access from the hotel to the training site(s)? If not, transportation problems may affect enrollment.
  - Does the hotel have a health/fitness facility? Access to internet?

If you find a hotel that meets all of the above requirements except for fluctuating room rates and you locate another that has a more stable room rate, we suggest you choose the one that has the better facilities, even if it means having to pay the higher rate. All who utilize the hotel will appreciate that selection.

## Confirmation or Cancellation of a Class

IACP will monitor and manage class registrations that come in through our online system and mail/email. At a minimum of three weeks before a class is scheduled to run, IACP will either confirm or cancel a class based on the number of paid registrants. **It is crucial that the co-host agency registers its individuals as soon as possible in order for the IACP to have an accurate idea of total enrollment.** Complimentary seats can either be refunded to a credit card or reflected on the invoice to the co-host agency. The number of registrants required to confirm a class is determined by the specific costs of that class (class materials, instructor travel and lodging, etc.). IACP will notify the co-host and instructor regarding the confirmation or cancellation, and will process refunds if necessary. Please do not make any non-refundable arrangements for the class or its attendees until the class is confirmed.

## Helpful Tips

The success of the co-host program is linked to the local support for the training course(s). We ask that you assist us with the delivery of the program by providing the following:

- ***On-site Coordinator:*** We request the assignment of a representative to attend the course and assist the instructor(s) with on-site coordination of activities. This individual should be selected in the first stages of the co-hosting request. This will allow our staff to begin working with this person to provide information and to resolve any concerns that may arise. We realize this individual's duties may change and someone else may have to take their place as on-site coordinator, however, he or she must be able to brief the successor.
- ***Audio-Visual Equipment:*** Audio-visual equipment needed to support the instructor(s) during the training may include VCR, DVD, television monitor; flip chart/whiteboard, and/or projector and screen. Some programs may require other equipment. The on-site coordinator should contact the instructor(s) regarding audio-visual needs.
- ***Special Support for the Tactical Programs:*** Our staff will work with the on-site coordinator to identify the special needs of these programs.
- ***Formal Recognition of Your Agency:*** Through co-host training, your agency is contributing to the professional development of law enforcement personnel. For that reason, we invite all co-host agencies to speak to the participants at the opening of each training program. We would ask that the chief of police, sheriff or the designee address the opening session of the training to welcome the attendees to your community.
- ***Announcements to Local Agencies:*** Once an agreement on programs and dates has been reached, we ask that you announce selected course(s) to area agencies by way of e-mail, person contacts, or other methods. This process will assist us in securing sufficient enrollment for the program. Effective advertising by the co-host is crucial to recruiting students for a training class. Advertisement should begin at least three months prior to the course being held. If any additional information is needed, we can provide course flyers to assist you in your efforts. IACP will undertake the national/international level distribution effort.

## On Site- Coordinator Guidelines

As the on-site coordinator, you are a vital link between the instructors, the participants and the association. We hope that your experience with the IACP will be rewarding. The following information will acquaint you with the policies and procedures necessary for the successful delivery of our training course(s). While it is understood that every situation cannot be specifically outlined, you should feel comfortable in your role after reading through this material. If any questions are left unanswered, please contact the IACP CPLT staff for support.

## Pre-Registration Procedure

Our regular class hours are between the hours of 8:30 am to 5:00 pm. On the first day, registrants are asked to be at the training site at 8:00 am in order to complete the registration process. In the interest of organization and time, please have all manuals and other materials at each place setting or ready to distribute upon participant arrival.

## Registration Procedures

- **First Morning Welcome:** Start the program with welcoming remarks from the chief/sheriff/his or her designee. The welcoming remarks are important to the participants. It breaks the ice and makes them feel as if they are your agency's special guests.
- **On-Site Registrants:** Please do not allow walk-in's to participate in the class. Registrations must be received by the IACP before a class begins. Another individual from a department can replace a registrant from the same department who can no longer attend.
- **Participation Sign-In Sheet:** Every participant should sign-in with their printed name and signature each day of the class. We also ask that participants provide email addresses on a separate contact sheet.
- **Training Certificates:** These certificates indicate successful completion of the training program. They are not to be distributed until the end of the program. If a participant's name is misspelled or a participant does not receive a certificate due to late registration, please indicate this by enclosing a note with the materials to be returned to the IACP. A replacement will be mailed to the participant at the address indicated on the master roster.

## Staff Contact Information

Thank you again for your leadership in bringing IACP Training to your region. Please use the following points of contact for any questions or concerns.

IACP Main Numbers: 800-843-4227 or 703-836-6767

	<u>Extension</u>	
Evan Murphy	316	murphy@theiacp.org
Kim Ayers	221	ayers@theiacp.org