



**CANADIAN POLICE  
CHAPLAIN ASSOCIATION**

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**ASSOCIATION CANADIENNE  
DES AUMÔINERS DE POLICE**

# Annual Training Seminar Planning Guide



## **Canadian Police Chaplain Association Annual Training Seminar Planning Guidelines**

### **Goals**

1. Provide a high-quality educational experience for law enforcement chaplains, recognizing there are different levels of need for each attendee.
2. Provide opportunities for attendees to network and get to know and learn from each other.
3. Provide a rotation of Certification Courses that will enable chaplains to attain Basic Certification by attending two consecutive training seminars.

### **Regional Training**

The Canadian Police Chaplain Association (CPCA) has three regions; Western – British Columbia, Yukon, Alberta, Saskatchewan, Manitoba; Central – Ontario, Quebec, Nunavut; Eastern – Newfoundland & Labrador, Prince Edward Island, New Brunswick, Nova Scotia. Training seminars are rotated regionally on an annual basis to facilitate attendance from across Canada.

The Annual Training Seminar (ATS) is generally hosted by a CPCA member chaplain and team in coordination with a local police service. The CPCA Executive is responsible for contacting and confirming hosting chaplains and police services for each ATS. The CPCA Executive will make a written request to the host chaplain and police service involved. A signed ATS Host Agreement will confirm the selection of the host location.

### **ATS Planning Team**

The Annual Training Seminar is under the direct supervision of the CPCA Executive. The CPCA Executive has responsibility and authority for the quality and effectiveness of the ATS.

An ATS planning team consisting of at least four must be established by the group wishing to host an Annual Training Seminar. The team should consist of a minimum of the following positions: coordinator, treasurer, and registrar.

1. A coordinator will be selected and approved by the CPCA Executive.



2. The coordinator will select a planning committee or team consisting of but not limited to the positions of coordinator, treasurer, and registrar.
3. The Executive of the CPCA will appoint a member of the Executive to the ATS Host Planning Team. This person, called the Executive Liaison, will assist the planning committee in its work and as a resource. The Executive Liaison will communicate the input of the CPCA Executive to the ATS Host Planning Team.

### **Pre-planning**

The local host committee will prepare an outline of their plans and submit it to the Executive along with a proposed budget through the Executive Liaison for approval.

### **Selecting Dates**

1. The seminar is traditionally held between the first week after Thanksgiving up to the first full week before Remembrance Day.
2. The seminar begins with registration on Monday afternoon and ends with lunch on Friday.

### **Host Accommodations**

The ATS is both an educational and a networking and support event. As such, it is important that accommodations, meeting rooms, and informal space be in close proximity to enable attendees to connect with others.

1. The site must be accessible to and from an airport.
2. The site must have facilities for large groups and break out areas for workshops.
3. Accommodations should be in one facility.
4. Meeting space should either be located in the same facility or in close proximity to accommodations.
5. Accommodation facility should be confirmed, and information posted on the CPCA website by January 31<sup>st</sup>.

### **Food Services**

Providing meals for ATS attendees both enhances the relational opportunities and provides efficient use of time in the schedule. The following is recommended for food services:



1. Breakfast & lunch – Breakfast may be provided as part of the services of the accommodation facility. If it is not included, a light breakfast should be provided either in the accommodation facility or the meeting area. Light lunches should also be provided daily.
2. Snacks – Morning and afternoon snacks to be provided in the meeting area.
3. Dinner
  - a. Monday evening is generally a light informal event. Light snacks and refreshments are recommended.
  - b. Mid-week meals are generally the responsibility of attendees. If possible, a list of local restaurants is recommended.
  - c. Banquet – Thursday dinner is traditionally a formal dinner provided as part of the registration fee.

### **Formal Banquet**

1. The banquet is traditionally a formal event. The level of formality and traditions practiced may vary depending on traditions of local police services involved. The ATS planning team may plan the level of formality and traditions practiced as they find appropriate. ATS attendees should be informed through registration and ATS promotion regarding the type and formality of dress expected.
2. The local host committee is responsible for choosing the location, menu, and program.
3. Representatives from area police agencies, or sponsoring police agency should be invited as honored guests.
4. All religious and other dietary restrictions or requirements should be observed.



## **ATS Schedule**

1. Registration Monday afternoon from 3:00 – 5:00 pm.
2. Monday night's dinner and/or program are a "mixer" and should be planned to allow people to meet informally to get to know each other.
3. The courses for certification must be offered according to the three-year cycle. (Appendix A)
4. Time scheduling for courses should be 75 – 90 minutes.
5. The opportunity for ride-a-longs should be arranged.
6. One or two special and/or local interest events are recommended for the ATS week's schedule.
7. Memorial Service – A memorial service is always planned as part of the ATS. It is generally planned for Friday morning, but can be planned at another time in the schedule as needed. It is best to have the memorial service at or near the end of the ATS.

## **Training Courses**

The training courses are the heart of the ATS. The quality of the courses provides the foundation for police service focused chaplaincy for police chaplains across Canada. It is imperative that curriculum and instructors be selected carefully and in conjunction with the CPCA Executive.

1. Core Courses - A Core Course track is provided for newer chaplains. Courses should be selected from the Core Course curriculum and the scheduled training rotation. (Appendix A)
2. Enrichment and Advanced Courses – Training courses for experienced chaplains are provided through the enrichment and advanced training tracks. Enrichment courses are generally focused on topics that help expand the skill set of chaplains. They may be broadly based or targeted in focus. Advanced courses generally are specific and may include multiple sessions. Enrichment and advanced track courses should be available for all training sessions in the schedule.

## **Local Police Services**

The ATS can be an opportunity for chaplains and police services to interact. If it is possible, the planning team is encouraged to plan for that interaction. It is also recommended that qualified local police personnel be invited to participate as guests in special events, course instruction, and course attendance as available.



## Promotion

1. An information brochure and registration form should be sent out and posted on the CPCA website by March 1<sup>st</sup> of the year of the ATS. Experience has shown that the bulk of registrations do not come in until closer to the seminar dates, but early notification enables more chaplains to make plans to attend.
  - a. Registrar. Contact information is on the CPCA website.
  - b. For website posting, information is available by contacting the CPCA Executive ATS liaison.
  - c. If the full list of training seminars is not yet available by March 1<sup>st</sup>, then the proposed list of seminars should be included.
2. Brochures and other information should include fees for registration, accommodation, food, and any other fees. Descriptions of program, topics, speakers and instructors should be provided in the brochure.
3. Regular information with highlights of the ATS and updates on the speakers and trainers should be made available on the website and to those who have registered. Further information should be sent out to registrants bi-weekly starting 2 months prior to the ATS.

## Registration

1. The ATS Registrar will set up a registration process. Digital registration services, such as Eventbrite, are recommended. Registrations may also be processed by the ATS registrar.
2. The local host committee is responsible for all promotion and registration communications.
3. The ATS Registration Secretary receives registrations and payments, makes deposits, and sends timely record to the local chairperson.
4. A registration form is included with all mailings. Chaplains need this to present to their department or detachment.
5. All announcements, schedules, etc. should refer to the meeting as our **“Annual Training Seminar”**. [Referring to the ATS as a “seminar” rather than a “convention makes it easier for many chaplains to obtain funding.]
6. The ATS Host Planning Team will forward information and registration forms in digital format to the webmaster of CPCA. The Executive Liaison has this information.



## Fees

1. The registration fee is set by the local host committee with concurrence of the Executive Liaison.
2. The established fee applies to registration and a deduction for early payment may be offered.
3. Additional fees for the banquet and any special events should be detailed in the material as needed.
4. An extra fee may be charged for those attending the Advanced Track if extra costs are incurred. This fee covers the cost of instructors and materials.
5. Non CPCA members pay an additional fee. This additional fee is at least \$75 but can be more.

## General Items

1. Regular reports of the planning team should be submitted to the CPCA Executive through the Executive Liaison. These reports begin no later than January 15<sup>th</sup> in the year of the ATS.
2. A final report with financial accounting will be sent to the President when the ATS is completed. All monies advanced and funds left after the ATS will be returned to the Treasurer of CPCA within three months of the conclusion of the ATS.
3. Some local committees have sought donations from local unions, service groups, corporations, police departments and others in the form of donation or underwriting an activity. ***Having sufficient monies to cover all expenses known and unknown is important.***
4. The registrar will issue receipts and confirmations. Many who attend need such proof to obtain reimbursement.
5. Information packet: The local committee prepares a packet for every registrant and this will also include a name tag for each attendee. The local ATS Host Planning Team pays the cost of these.
6. Certificates of seminar or course completion will be prepared by the CPCA Registrar.

## Memorial Service

Each ATS shall include a Memorial Service. It is recommended the service be held on site and preferably indoors. It is normally held on Friday morning. The local committee is responsible for planning this. It is important to have the names of all officers who died since the last ATS.



## **Finances**

1. The ATS Host Planning Team treasurer will open a bank account for operating expenses for the ATS.
2. Once bank account information has been provided to the CPCA Treasurer the following funds will be forwarded to the host planning team:
  - a. \$2000.00 Startup Funds- To be returned to CPCA following ATS.
  - b. \$3000.00 Speaker Funds - To be returned to CPCA as available.
3. Fees are suggested by the ATS Host Planning Team and approved by the Executive Liaison.
4. All costs of printing, postage, etc., will be paid by The ATS Host Planning Team.
5. Any funds remaining after the bills are paid are to be returned to the CPCA Treasurer.
6. Refund dates for those who cancel their registration must be set.

## **Transportation**

1. The ATS Host Planning Team arranges for the attendees to be met at the airport and for transportation to the ATS.

## **Miscellaneous**

1. Vendors and others wishing to have a display at the ATS will make their request to the ATS Host Planning Team.
2. The ATS Host Planning Team should keep a list of people who have been of help in conducting the seminar. This list will be used to send thank you notes following the ATS.
3. The ATS Host Planning Team should give the NEWS MEDIA advance notice of the Seminar. The President of the CPCA will be the spokesperson once the ATS begins.
4. Attendees are asked to complete an EVALUATION form before the conclusion of the seminar. This can be of help for the next planning committee.
5. All presenters are asked to provide CPCA with a written course outline, a copy of the presentation and any handouts to go to the permanent library.
6. The Chairperson of the ATS Host Planning Team should plan to be on site and available at all times during the ATS.
7. A Message Centre should be provided.



## **APPENDIX A – CPCA CERTIFICATION**

### **WHAT A CHAPLAIN NEEDS FOR CERTIFICATION**

For Basic Certification a chaplain must have served a police department satisfactorily for a minimum of two years, have the blessing and the approval of their faith authority, have received Annual Training Seminar (ATS) training in the core area courses, and have received at least three approved courses in the police family and crisis areas.

The CPCA recognizes that courses addressing the needs of the Policing Family and Crisis Areas are dynamic. In order to continue to be current in these areas we strive to offer relevant and up to date courses addressing current issues. Courses taken at a regular ATS will be accredited to the area most appropriate. Courses taken outside of a regular ATS may be approved by the registrar for Basic Certification.

All ATS courses will be evaluated pre and post ATS in regard to the meeting of objectives of the course. CPCA Executive reserves the right to determine that any course does not meet the standards required to meet Basic Certification.

The Registrar will maintain the records with regards to chaplain training. Each chaplain that attends an ATS will receive a certificate from the Registrar. Courses completed by the chaplains are recorded by the Registrar. Training received from sources other than ATS will be given consideration if transcripts can be provided for assessment by the Registrar.

Each ATS will have at least three of the core courses available and will coordinate these courses to enable interested Chaplains to complete Basic Certification in two years. Each ATS will have at least two approved police family and crisis courses available.

CPCA training does not equate to ICPC accreditation. We recognize the unique Canadian context of our policing agencies and are committed to offering quality training that will enable our chaplains to be prepared to address the needs facing our chaplains and agencies we serve. We strive to offer courses that may be approved by ICPC for basic training.



## **CORE COURSES**

- ☞ **THE ROLE OF THE CHAPLAIN:** To identify, define and address the Dos and DON'Ts of being a chaplain to the law enforcement community.
- ☞ **LIABILITY & CONFIDENTIALITY:** To identify, define and address the legal and ethical responsibilities of serving as a chaplain and a confidant in a police service.
- ☞ **ETHICS:** To identify, define and address the ethical responsibilities and demands placed on individuals associated with the law enforcement community.
- ☞ **SENSITIVITY AND DIVERSITY:** to identify, define and address the need for understanding different cultures particularly as applied in the context of law enforcement.
- ☞ **SPIRITUAL DIVERSITY:** To identify, define and address the need for understanding of other's faith backgrounds, beliefs, and perspective, particularly as applied in the context of law enforcement.
- ☞ **CEREMONIES/EVENT/FUNERALS:**  
To identify and provide practical applications for ceremonies, events and funerals as chaplains may be engaged.

## **POLICE COMMUNITY/FAMILY**

Three courses in the Police Community/Family Area are required for Basic Certification. To fulfill the requirements of a course in this area the course must pertain to the unique implications associated with the law enforcement community and/or the member's families. The purpose of these courses is to increase chaplains' awareness of the law enforcement community, the issues that face the members, the issues that face the member's families, and identify particular strategies to assist chaplains in their ministry to the members of the law enforcement community and/or family.

Examples of such courses are:

- ☞ OFFICER INJURY AND DEATH
- ☞ POLICE OFFICER BURNOUT
- ☞ STRESS MANAGEMENT
- ☞ CISD & PTSD
- ☞ OFFICER SUICIDE



- ☞ THE POLICE COMMUNITY
- ☞ THE POLICE MEMBER FAMILY
- ☞ OFFICER SUBSTANCE ABUSE
- ☞ R2MR (Road To Mental Recovery)

### **CRISIS**

Three courses in the Crisis Area are required for Basic certification. To fulfill the requirements of a course in this area the course must pertain to strategies and knowledge a chaplain requires to assist in crisis and pastoral interventions and responses as called upon by the police agency. Examples of such courses are:

- ☞ RESPONDING TO CRISIS
- ☞ SUICIDE INTERVENTION & DEALING WITH SUICIDE
- ☞ NOTIFICATION OF NEXT OF KIN
- ☞ CISM
- ☞ DISASTER RESPONSE