



January 31, 2019

Dear ICAP member representative:

On behalf of the ICAP Board of Directors, we are pleased to announce ICAP is providing a limited-time grant opportunity to member law enforcement and correction agencies that wish to implement a policy and training program. This is in addition to the complimentary quarterly, regional training that will become available to all ICAP members later this year.

We all know policy is an essential part of everyday operations in law enforcement. We also know many law enforcement agencies face obstacles when it comes to implementing and enforcing policy and training for their team. ICAP understands this.

In today's society, when law enforcement agencies face increased scrutiny, robust policies and training are more important than ever. ICAP wants to help member law enforcement and correction agencies afford the cost of qualified third-party programs that assist with:

- Policy review;
- Implementation; and
- Agency-wide training.

The ICAP Board of Directors approved the new grant offering – along with the new regional trainings – at its regularly scheduled Board Meeting earlier this month. With it, the Board approved an early-adopter bonus to member agencies that sign up for the program prior to May of this year. This bonus will be applicable to the first year of the program, per details in the pages that follow.

Also included in the following pages are details of the program's financial benefit, as well as general instructions for those agencies wishing to participate. If you have questions or wish to learn more, please contact me at kasi@icapiowa.com.

On behalf of the entire ICAP team, we appreciate your support and participation in the Pool, and we look forward to our continued collaboration in the months and years to come.

Best,

Kasi D. Koehler, ICAP Marketing

Enclosure: LE Policies & Training Terms and Conditions



ICAP LAW ENFORCEMENT POLICY AND TRAINING PROGRAM PROVIDERS

If your member entity wishes to participate in ICAP's Law Enforcement Policy and Training Grant Program and has not already done so, it should engage one of the policy provider programs below:

Smith, Mills & Schrock Justice Team (The Team)

The Team offers a multi-prong training and policy program to provide ICAP law enforcement agencies with policies and training centered on high-risk and/or critical task responsibilities. Included in this program is 1) policy review, a targeted policy audit by experienced attorneys and law enforcement professionals; 2) Iowa-specific, online legal training each month; and 3) quarterly, in-person training at regional locations across the state.

Led by Smith, Mills and Schrock, an ICAP panel law firm that is well-known and highly regarded in Iowa's law enforcement community, this program will provide participating departments a hands-on policy review and legal training for the top high-risk law enforcement tasks and duties.

ktechau@smithmillslaw.com

Please note: the quarterly, regional training sessions led by The Team will be available to all ICAP member law enforcement departments later this year.

Lexipol

Lexipol is a policy management software intended to reduce the risk of litigation with continuously updated policies that meet federal and state statutes, as well as case law. Lexipol includes on-demand safety policies for law enforcement and corrections departments alike.

www.lexipol.com

Once your entity has determined which provider is the best fit for your entity, you must secure an annual invoice and send it to ICAP with your completed grant application (see attached). Please note grant payment will be made directly to the program provider on your entity's behalf.

If you have questions or wish to discuss the best program provider for your entity, please contact Kasi Koehler via 515-727-1585. You may also email Kasi via kasi@icapiowa.com.



ICAP LAW ENFORCEMENT POLICY AND TRAINING GRANT APPLICATION

ICAP Member [Entity Name]: _____

Program Selected (*please review the program options on the preceding page prior to making your selection*):

☐ The Team, Smith, Mills & Schrock

☐ Lexipol

Program Cost: _____

Program Start Date: _____

Number of Sworn Officers: _____

Requested Amount [See table below]: _____

By executing this Grant Application, the undersigned Entity acknowledges and agrees to the Grant Terms set forth on the following page, and further acknowledges and agrees that receipt of Grant funds during the Grant Period is contingent upon compliance with all Grant Contingencies. The Entity represents that the individual executing this Application on behalf of the Entity has the requisite authority to execute this contract.

Entity Name: _____
By (signature): _____
Name (print): _____
Title: _____

Please attach a copy of the program invoice and submit with your completed application per the below:

- Fax 1-800-689-1918
- Email kasi@icapiowa.com
- Postal Mail Iowa Communities Assurance Pool
5701 Greendale Road
Johnston, IA 50131



GRANT TERMS

Eligibility: Current ICAP members in good standing and in compliance with all Grant Contingencies noted below are eligible for the ICAP Law Enforcement Policy and Training Grant.

Grant Period: The Law Enforcement Policy and Training Grant is available for three (3) fiscal years from 7/1/2019 to 7/1/2022, provided the member meets all Grant Contingencies. The grant program is not retroactive. ICAP will provide grant funds in the year of application and thereafter, through the Grant Period.

Grant Amount:

Agency Size # of Officers	Annual Grant	2019 One-Year, Early Adopters Grant
<10	\$ 1,500.00	\$ 2,250.00
11-20	\$ 2,000.00	\$ 3,000.00
21-30	\$ 3,000.00	\$ 4,500.00
31-40	\$ 4,000.00	\$ 6,000.00
41+	\$ 5,000.00	\$ 7,500.00

To receive the 2019 One-Year, Early Adopters Grant amount, applicant must submit completed application to ICAP on or before May 1, 2019. Grant payments will be made directly to the third-party program provider on the member's behalf.

Grant Contingencies: To be eligible for this program and to continue receiving grant funds, members must comply with each of the following:

- Remain an ICAP member in good standing
- Have representation at all available ICAP Law Enforcement Training
- Agree to share all program usage data with ICAP so the Pool can determine compliance and continuing eligibility
- Meet these compliance ratios:
 - End of Year 1: Completed review of policies through qualified program and developed plan to address suggested policy changes
 - End of Year 2: Completed 50% of policy revisions (based on feedback from qualified program) and developed plan to train officers on policies
 - End of Year 3: Completed 100% of policy revisions (based on feedback from qualified program) and developed plan to train officers on all policies

Initials _____