



## IACP Copyright Policy

Copyright of IACP material – articles in the *Police Chief* magazine, *Journal of Police Science and Administration*, textbooks, reports, and special documents – belongs to the International Association of Chiefs of Police. Reproduction of any part of IACP material without express written permission is strictly prohibited.

### Fees

Those involved in any commercial venture (publishers or college professors writing textbooks) are required to pay a reprint fee of \$75.00 per page or fractional page for reprinting IACP materials.

### Waiver of Fee

The reprint fee will be waived for the following wishing to reprint the article for a one-time training program:

- Police departments
- College departments
- College professors
- Not-for-profit organizations

### Form

The Request for Permission to Reprint from an IACP Publication Form must be completed for all requests. If there is no fee, note “no charge” on the form and clearly state the reason for not paying the fee.

### Required Credit Line

The following format is required for giving credit to the appropriate IACP publication:

Reprinted from \_\_\_\_\_; published online\_\_\_\_\_.

Copyright held by the International Association of Chiefs of Police, Inc., 44 Canal Center Plaza, Suite 200, Alexandria, VA 22314. Further reproduction without express permission from IACP is strictly prohibited.



## IACP Copyright Permission Steps

1. Review the IACP Copyright Policy.
2. Complete the Request for Permission to Reprint from an IACP Publication Form. Fill in all the information areas. This is the only form accepted by IACP. You may copy this form for other requests.
3. Calculate your reprint fee, if applicable. Insert the amount in the appropriate section.
4. Make your check payable to International Association of Chiefs of Police – Copyright
5. Mail your check with the completed form to:  

International Association of Chiefs of Police  
Copyright Office  
PO Box 62564  
Baltimore, MD 21264-2564
6. After processing your check, IACP will return the countersigned copyright form to you. Retain it for your legal files.

If you follow these steps, we can process your copyright request within a few days and return the form to you quickly. If you do not, the process will take much longer.

The IACP adheres strictly to this policy. Exceptions are not made outside of this policy; all persons, organizations, and publishers are considered in the same light.



**REQUEST FOR PERMISSION TO REPRINT  
FROM AN IACP PUBLICATION**

**Application:**

Name \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_

**Material to be reprinted without change:**

\_\_\_\_\_ Entire article      \_\_\_\_\_ Excerpts

**Title of document(s) to be reprinted:**

Title: \_\_\_\_\_

Author(s): \_\_\_\_\_

Volume #: \_\_\_\_\_ Issue: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Title: \_\_\_\_\_

Author(s): \_\_\_\_\_

Volume #: \_\_\_\_\_ Issue: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

**For what purpose is material being reprinted (title of publication, name of conference/seminar, etc.)?**

\_\_\_\_\_  
\_\_\_\_\_

Publisher: \_\_\_\_\_ Probable date of publication: \_\_\_\_\_

**Required Credit Line**

Reprinted from \_\_\_\_\_; published online\_\_\_\_\_.  
Copyright held by the International Association of Chiefs of Police, Inc., 44 Canal Center Plaza,  
Suite 200, Alexandria, VA 22314. Further reproduction without express permission from IACP is  
strictly prohibited.

**Reprint Fee**

The reprint fee is \$75 per page or fractional pages. For online-only resources, 500 words = 1 page.

Number of pages or fractional pages being reprinted \_\_\_\_\_ x \$75.00 = \$\_\_\_\_\_.

The fee is agreed upon for this reproduction and payment is enclosed.

If fee is waived, cite reason: \_\_\_\_\_

**Applicant’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

---

**APPROVAL OF REQUEST**

The foregoing application is hereby approved, subject to the conditions herein stated. This  
permission covers the requested edition/use only, and subsequent editions/use cases will require  
additional permission and payment of additional fees.

Approved: International Association of Chiefs of Police

By: \_\_\_\_\_  
Signature Title

Date: \_\_\_\_\_