

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 8/20/2003

To: Sacramento

From: Sacramento

Squad 2/Training

Contact: SA [redacted]

ext. [redacted]

Approved By: [redacted] *JB*
MAP

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Drafted By: [redacted]

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Case ID #: SC 66F-SC-A37406

Title: FBI Sacramento Citizens' Academy

Synopsis: Proposal for the establishment of the Sacramento Division FBI Citizens' Academy.

Details:

Proposal: To set forth a proposed format for the Sacramento Division FBI Citizens' Academy.

Background: The FBI Citizens' Academy was pioneered by the Phoenix Division of the FBI in 1993 and has been offered by several FBI field offices since then. The FBI Citizens' Academy would be a valuable addition to the Sacramento Division Community Outreach Program.

Purpose of the FBI Citizens' Academy: The purpose of the Sacramento Division FBI Citizens' Academy would be to afford business and community leaders an inside look at the FBI. During the Academy, students will be exposed to a wide variety of experiences relating to the FBI law enforcement mission. They will receive an overview of the history of the FBI; receive overviews of the different FBI investigative programs; participate in firearms demonstrations; practical problems involving the collection and preservation of physical evidence; be introduced to the structure and operation of an FBI field office and resident agency; learn some basic investigative techniques; be exposed to the federal judicial process; and learn of the services provided by the FBI to local and state law enforcement agencies.

Description: Successful FBI Citizen Academy models consist of an eight week program consisting of a varying number of sessions.

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Sessions would meet one night per week, from 6:00 pm to 9:00 pm, for eight weeks. In addition, there would be one Saturday session. The Saturday session would consist of firearms training, SWAT demonstration, self defense training and a family picnic. The evening model has been found to be successful in that it accommodates the working professional targeted by the program. Upon conclusion of the course, a formal graduation will be held and certificates of completion presented to the students.

Requirements: It is recommended that this program not be undertaken without the commitment of resources, including, but not necessarily limited to, the following:

1. Commitment of management, supervisory, agent and support manpower in the presentation of individual Academy sessions. It should be expected that each supervisor be responsible for providing at least one block of instruction during the Academy program.
2. Commitment of funds for miscellaneous expenses, to include:
 - a. Refreshments. (OGC has previously authorized other divisions operating similar programs to purchase food and refreshments through the division representation funds.)
 - b. Certificates of Completion.
 - c. Brochure advertising the Academy.
3. Commitment of significant effort by Training Coordinator and Community Outreach Coordinator.
4. Commitment of effort on the part of the SAC and management staff in the identification, solicitation and selection of appropriate attendees.

Program Goals:

1. To develop, improve and/or enhance the relationship of the Sacramento Division with the community.
2. To provide information to our citizens with regard to the FBI role in law enforcement.
3. To develop initiatives in support of community outreach efforts which will have a significant and positive impact on our community.

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Proposed Attendee Qualifications:

In order to maximize the expenditure of division resources, and to ensure the maximum impact of the program, it should be emphasized that proposed attendees be viable community and/or business leaders.

Candidates should be required to meet the following criteria:

1. Recognized business or community leader, non-law enforcement.
2. Live and/or work within the division's jurisdiction.
3. Minimum age of 21.
4. No prior felony convictions.
5. No misdemeanor arrests within one year of application.
6. Must be available to attend all sessions, with only two absences allowed to graduate.
7. Approval for attendance by SAC.

Any of the requirements may be waived upon review and approval of the SAC.

Proposed Selection Procedure:

It is proposed that the selection of attendees would be made by the SAC. Citizens would be nominated by the FBI staff through personal contact and eventually also by Citizens' Academy graduates. The names of nominees would be placed on a list for consideration by the SAC. The SAC would then rank the nominees for consideration. If selected by the SAC, nominees would then be solicited by letter and requested to complete a simple application (furnished with the letter). Once the applications are received, the nominees would be interviewed by an FBI Supervisor or Special Agent nominated by the SAC. Upon selection, a records check would be conducted and the attendee officially notified of selection. It is recommended that enrollment be limited to twenty to twenty five attendees.

It is proposed that each division supervisor nominate five potential candidates to attend the first Citizens' Academy. This will provide a sufficient pool from which the SAC may draw the most qualified applicants and furnish sufficient stand by candidates. Supervisors should contact the nominees prior to making recommendations to ensure that they express interest in participating in the program. It should be emphasized to the nominee that simply contacting them does not guarantee them

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selection to the program. All final selections would be made by the SAC.

Proposed Curriculum:

The eight week (9 session) curriculum would be taught by division Supervisors, senior Special Agents and specialized Support personnel. The attendees will be afforded the opportunity to meet the SAC and will be encouraged to ask questions and voice their concerns. One of the goals of the Academy would be to foster a greater understanding of the FBI in the community through frank discussion and education.

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