



**FEDERAL BUREAU OF INVESTIGATION
CITIZENS' ACADEMY**

Sacramento Division

M E M O R A N D U M

To: ASAC Picard
From: SA [REDACTED]
Date: 8/20/2003
Subject: Sacramento Division FBI Citizens' Academy Proposal

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Attached for your review are the following:

1. EC outlining a proposed Sacramento Division FBI Citizens's Academy model.
2. Proposed curriculum for the program.
3. Citizens' Academy Coordinator Duties and Responsibilities.
3. Draft SAC letter to proposed candidates.
4. Draft Release form for candidates.
5. Draft program application.
6. Draft program brochure.

These materials are furnished for your review and consideration in the decision whether to conduct a Sacramento Division Citizens' Academy. They will be useful to whomever you decide to conduct the program.



**FBI Citizens' Academy
Federal Bureau of Investigation
Sacramento Division**

Proposed Schedule:

Session #1

TOPIC	PRESENTER
Welcome Goals and objectives Description of program Criteria for selection and graduation	SAC
Introduction of Staff	SAC
Overview of the FBI Investigative authority Structure/organization FBI mission Personnel	To be designated
History of the FBI	To be designated
FBI program overview (Brief) White Collar Crime IT/DT FCI VCMO Drugs/OC Civil Rights	ASAC
Tour of the Office	To be designated

Session #2

TOPIC	PRESENTER
Housekeeping and Schedule	To be designated
FBI Sacramento Mission Goals and objectives Programs and priorities Program and squad overviews Personnel and allocation of resources Crime problems Budget overview	ASAC
Training New Agent training Probationary Agent training SA In-Service training	SA
Firearms Deadly Force policy Firearms presentation	SA CDC
Field Police Training Program National Academy Police schools	SA
SWAT/HRT	SA

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Session #3

TOPIC	PRESENTER
Housekeeping and Schedule	To be designated
<u>Legal Issues</u> Role of the CDC Basic Legal Training for New Agents Fourth and Fifth Amendments Miranda	CDC [REDACTED] b6 b7C
Ethics Policy Administrative Inquiries OPR	CDC [REDACTED]
Federal Process Complaint Indictment Information Pre-Trial Search/Arrest Warrants Subpoenas Federal Grand Jury	To be designated
Specialized Investigative Techniques Title III Undercover Operations FISA Toll Records CI/CW's Polygraph Consensual Recordings Pen Registers Mail Covers	To be designated
Investigative Techniques (Legal Basis) Financial Privacy Act Buckley Amendment Fair Credit Reporting	CDC [REDACTED] b6 b7C
FOI/PA	To be designated
Congressional Oversight	To be designated

Session #4

Investigative Programs: White Collar Crime Program

TOPIC	PRESENTER
Housekeeping and Schedule	To be designated
White Collar Crime Program (Part 1) Economic Crimes Financial Institution Fraud Government Fraud Computer Crimes NIPC Case Overview	SSA
White Collar Crime Program (Part 2) Public Corruption Environmental Crimes Case Overview	SSA
Questions and Answers	SSA

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Session #5

Investigative Programs: VCMO and Drug/OC

TOPIC	PRESENTER
Housekeeping and Schedule	To be designated
Drug/Organized Crime Program National Drug Strategy OCDETF REI Investigations Case Overview	SSA
Asset Forfeiture	To be designated
VCMO Program Fugitive Program Stockton Safe Streets Task Force Parental Kidnaping Kidnaping/Extortions Bank Robbery	SSA
Question and Answer Period	SSA / SSA

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Session #6

Intelligence Night

TOPIC	PRESENTER
Housekeeping and Schedule	To be designated
NSD/International Terrorism	SSA [REDACTED]
FCI/Domestic Terrorism	SSA [REDACTED]
Attorney General Guidelines	To be designated
Questions and Answer Period	To be designated

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Session #7

Law Enforcement Services

TOPIC	PRESENTER
Housekeeping and Schedule	To be designated
National Academy and NEI Graduates	SA [REDACTED] and recent FBI National Academy Graduate
Quantico Services	To be designated
FBI Laboratory	SA [REDACTED]
Evidence Response Team Background/Organization Crime Scene Processing Practical Hands-On	SA [REDACTED]
Question and Answer Period	SA [REDACTED] / SA [REDACTED]

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Session #8 (Saturday Session)

Sacramento County Sheriff's Range

TOPIC	PRESENTER
Housekeeping and Schedule	To be designated
Defensive Tactics and Self Defense Techniques	SA [] SA []
SWAT Demonstration	SA []
FBI Firearms Safety Class	SA []
Hands-on Weapons Orientation/Firing	SA [] Firearms Staff.
Family Picnic	SAC

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Session #9

TOPIC	PRESENTER
Housekeeping and Schedule	To be designated
Open Discussion	SAC/ASAC
Graduation/Presentation of Awards/Speaker	SAC

Citizens' Academy Coordinator

Duties and Responsibilities

Following are the Citizens' Academy Coordinator's duties and responsibilities:

Planning and Preparation:

Coordinate with SAC and ASACs regarding the means of selection of Citizens' Academy participants.
Coordinate with Supervisors regarding their nominees for participation in the Academy.
Coordinate with SAC regarding means of screening proposed participants.
Conduct the screening process for proposed participants.
Send invitations to proposed participants.
Schedule participants for the session and send follow-up confirmation letters.

Coordination:

Schedule individual speakers for each evening presentation.
Coordinate with speakers regarding the content/format of their presentation.
Ensure that any required audio visual needs are provided.
Schedule conference room and any other training areas.
Confirm with each presenter day prior to training sessions to confirm attendance.

Execution:

Attend each Citizens' Academy session and serve as moderator.
Serve as presenter of specific blocks of instruction during Citizens' Academy.
In a brief ceremony, present attendees with certificates of participation at conclusion of Academy.
Ensure that event is documented in the appropriate control file.

Post Academy Duties:

Send letters to all attendees thanking them for their participation in the Academy
Solicit comments as to its value in strengthening ties between the FBI and local community leaders.



U.S. Department of Justice

Federal Bureau of Investigation

In Reply, Please Refer to
File No.

4500 Orange Grove Avenue
Sacramento, CA 95841
August 20, 2003

Addressee

Dear _____:

As the Special Agent in Charge of the Sacramento Division of the FBI, I am writing to advise you we will be hosting the first Sacramento FBI Citizens' Academy beginning in _____ . We will be limiting the Academy to twenty five participants, each of whom will be a recognized community or business leader. I am hoping you will accept this invitation to be one of the first to participate in this new and challenging endeavor.

The purpose of the FBI Citizens' Academy is to provide education and awareness of the mission of the Federal Bureau of Investigation and to build lasting relationships with leaders like yourself and your potential classmates. The Academy will consist of an eight week program with a total of nine sessions. Sessions will meet for one night a week, from 6:00 pm to 9:00 pm, for eight weeks. In addition, there will be one Saturday session. The Saturday session would consist of firearms training, SWAT demonstration, self defense training and a family picnic. The program will require you to participate in a minimum of six of the eight evening sessions scheduled.

The goals and objectives of the FBI Citizens' Academy include strengthening the existing relationships between the Sacramento FBI and the community. It is also designed to educate the community at large by providing substantive presentations which explain our efforts within our major investigative programs, to include Terrorism, White Collar Crime, Violent Crime, and the Drug and Organized Crime Program. Additionally, we want to develop an awareness within our communities of the role of the FBI, and an appreciation of the inherent problems facing law enforcement in accomplishing our mission. Finally, we hope the FBI Citizens' Academy will act as a catalyst in creating and enhancing our community outreach programs, and improving the effectiveness of the Sacramento FBI through meaningful dialogue and interaction with community leaders such as yourself.

As a candidate for the FBI Citizens' Academy, you should meet the following criteria:

1. No prior felony convictions.
2. No misdemeanor arrests within one year of application.
3. Must be available to attend six of the eight scheduled evening sessions.

I sincerely hope you will take advantage of this opportunity and join us as we embark on this new endeavor for the Sacramento Division of the FBI. We are committed to creating new partnerships, strengthening existing bonds and working closely with those leaders who share our vision of a safer community.

If you are interested in participating in this program, please complete the attached forms and mail them to the attention of Special Agent _____, at 4500 Orange Grove Avenue, Sacramento, California, 95841. Upon receipt of these forms, a second letter will be sent to you providing more details concerning the FBI Citizens' Academy. If you have any questions regarding the program, please do not hesitate to contact SA _____ at telephone number _____.

I look forward to your participation in the Sacramento FBI inaugural FBI Citizens' Academy.

Sincerely,

Special Agent In Charge

TO: Michael A. Mason
Special Agent in Charge
Federal Bureau of Investigation
4500 Orange Grove Avenue,
Sacramento, California 95841

I, _____, accept your invitation to participate in the FBI Sacramento Division Citizens' Academy.

I can _____ cannot _____ commit to attending all eight sessions of the Academy. Dates that I cannot attend are _____. I understand I must be available to attend at least six of the eight scheduled evening sessions.

I, _____, decline your invitation to participate in the FBI Sacramento Division Citizens' Academy.

My name and title are correct as I would like them to appear on my certificate of graduation (Yes _____ No _____) I would prefer my name and title printed as follows: _____

By accepting a position in the FBI Citizens' Academy, I understand and agree to a limited background investigation being conducted concerning myself. This investigation would be limited to a check of FBI indices and a local arrest record check. I understand this is necessary for me to be able to participate fully in the FBI Citizens' Academy.

Print Name

Signature

Date of Birth

Date

Please mail an original signed copy of this form and the attached application to my attention no later than _____.

Thank you.

**Federal Bureau of Investigation
Sacramento Division**

FBI Citizens' Academy Application

Personal Data:

Full Name: _____

List all other names that you have used, including nicknames and maiden names:

Date of Birth: _____ **Place of Birth:** _____

SSAN: _____ **Drivers License Number:** _____

Citizenship (Country): _____

Acquired by: Birth _____ Marriage _____ Naturalization _____ (Date) _____

Address and Point of Contact:

Current Address: _____

City: _____ **State:** _____ **Zip Code:** _____

In the event of emergency, please list the name and phone number of a relative or close associate:

Name _____ **Phone Number ()** _____

Organizational Memberships:

Please list any organizations, associations or community groups to which you belong. (Attach additional sheet if necessary)

FBI CITIZENS' ACADEMY

The purpose of the FBI Citizens' Academy is to afford business and community leaders the opportunity to get an inside look at the FBI.

The FBI Citizens' Academy is comprised of an eight week program, consisting of eight evening sessions and two Saturday sessions.

The training will include the mission of the FBI, presentations on the FBI's major investigative programs, case overviews, legal instruction, and practical experience in the criminal investigative process and crime scene processing. Academy students will also receive practical hands-on firearms and defensive tactics training and experience the FBI's Firearms Training Simulator.

FBI CITIZENS' ACADEMY



FBI SACRAMENTO DIVISION

The FBI Citizens' Academy is open to those individuals who are recognized leaders in business and the community.

To qualify you must be nominated by the FBI or by a graduate of the FBI Sacramento Citizens' Academy.

ENTRANCE REQUIREMENTS

A recognized business or community leader.

Consent to a criminal records check.

Agree to attend all sessions with two excused absences.

Minimum age 21 years.

No misdemeanor arrests within one year.

No prior felony convictions.

* Any of these requirements may be waived upon approval by the Special Agent in Charge of the Sacramento FBI Field Office.

FBI CITIZENS' ACADEMY

THE CURRICULUM

● **OVERVIEW OF THE FBI MISSION
AND PROGRAMS**

LEGAL ISSUES

**ORGANIZED CRIME, TERRORISM,
NATIONAL FOREIGN
INTELLIGENCE PROGRAM,
COMPUTER INTRUSION**

WHITE COLLAR CRIME

● **VIOLENT CRIMES**

DRUG INVESTIGATIONS

**FIREARMS AND CRIME SCENE
INVESTIGATION**

FBI TRAINING PROGRAMS

GRADUATION

For more information on the
Sacramento FBI Citizens' Academy

Contact:

The Federal Bureau of Investigation
4500 Orange Grove Avenue
Sacramento, California 95841

Attn: FBI Citizens' Academy
(916) 481-9110

FEDERAL BUREAU OF INVESTIGATION

FBI

SACRAMENTO DIVISION