

Precedence: ROUTINE

Date: 11/17//2003

To: Sacramento

Attn: ASAC [REDACTED]

From: Director's Office

Office of Public Affairs

Community Relations Unit/Room 7366

Contact: [REDACTED] Ext. [REDACTED]

Approved By: [REDACTED]

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Drafted By: [REDACTED]

Case ID #: 188A-HQ-C1243327 (Pending)

Title: COMMUNITY OUTREACH PROGRAM (COP)
SACRAMENTO DIVISION CITIZENS ACADEMY

Synopsis: The purpose of this communication is to inform the Sacramento Division that FBI Headquarters (FBIHQ) has received its telephone call concerning the establishment of the Division's Citizens' Academy.

Administrative: Reference is made to a telephonic communication from the Sacramento Division's ASAC [REDACTED] to Unit Chief [REDACTED] 11/7/03, regarding the captioned matter.

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Enclosure: Enclosed for the Sacramento is one copy of an Electronic Communication (EC) dated 7/17/02, regarding guidance on establishing and operating Citizens Academies in the FBI Field Offices.

Details: FBIHQ will send the Sacramento Division information concerning purchase of plaques for Citizens Academy graduate. FBIHQ will reimburse the Division for purchase of the plaques, once Headquarters has received an EC from the Division with the paid bill. Please include, at that time, information such as participants' names and organization represented.

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FBI-SACRAMENTO	
[Signature]	

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FBIHQ will send Sacramento upon requested specific portfolios, lapel pins and polo shirts for its Citizens' Academy Program participants only.

FBIHQ would like to remind the Division that COP funds cannot be used for food. The Division must follow established Community Outreach Coordinator's Manual.

FBIHQ Community Relations Unit supports Sacramento Division's initiatives and would like to take this time to express appreciation to the Division for its interest in establishing a Citizens Academy. If the Division has any [redacted] concerning this communication or COP efforts, please do not hesitate to contact [redacted] on ext. [redacted]

LEAD (a):

Sat Lead 1: (Info)

SACRAMENTO

AT SQUAD ONE

Please bring this communication to the attention of the ASAC, David A. Picard for appropriate action.

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1 - SAC, Sacramento
1 - [redacted] Room 7240
1 - [redacted] Room 7230
1 - [redacted] Room 7366
1 - COP file (Sacramento Division)