

From: (b) (6), (b) (7)(C)
Sent: Thu, 4 Apr 2019 16:24:09 +0000
To: (b) (6), (b) (7)(C)
Cc:
Subject: Citizens Academy Summary

Hey (b) (6), (b) (7)(C)

Here is an overview of some of the key topics discussed at the Citizens Academy Training.

Assembling a Team – Getting Started

- Time Sensitive, need to be COMPLETED by end of Fiscal year (on SACS PWP).
- Most recommended identifying four to six (advisors or core team members). They would be involved in the planning, logistics, etc.
- Pick the right people for the CORE team, (leaders, self-starters, good interpersonal communication skills).
- Once the CORE team is locked down, pick curriculum length (7 weeks minimum) and set the schedule. NY and LA recommended starting around 4PM to help with traffic issues and each class runs about 3 to four hours (except range day). Range day should be 6 hours or so.
- Each of the four SAC Offices that had a program recommended Thursdays, they had tried other days, but Thursday seemed to work best.
- For future courses, all recommended running program from Jan – March to avoid holidays, vacations, etc.
- Once the schedule is locked down, start recruiting.

Recruiting Citizens

- Ideal class size 12. Most should be 14, for the first class 10 would be suffice.
- Don't cast a wide net for recruitment. Have managers and agents target industries and NGO's we work with, (media, clergy, NGO's, victim witness, etc) - Idea is to build and strengthen relationships.
- Once a group is identified, they fill out application, background check form, etc (forms are on SharePoint).
- Average time from recruitment to week one is about 8 weeks.

Academy Curriculum

- Minimum 7 weeks – max is 10 (7 is recommended for first class).
- All the groups highly recommended senior management being there as often as possible.
- Mandatory by policy for week 1 (HSI 101 PP and welcome video by EAD Benner). Two other mandatory topics (Defensive Tactics and Range Day).
- Most offices found it beneficial to do a range day and incorporate some simunitions training or raid house scenarios. Could also include an RRT and SRT Demo.
- Due to time constraints the rest of the days should be program areas that Boston feels should be highlighted. I.E. HIDTA would give a quick demo of money pickup ops and

the rest of the day would be (b) (7)(E) evidence collection, etc. (THEY WANT THESE TO BE HANDS ON NOT JUST POWER POINT).

- NY does an airport op where they use role players and have a scenario involving drug smuggling (CBP assists).
- BOSTON HAS THE FLEXIBILITY TO DO WHATEVER YOU WANT.
- San Juan does a Dark Web op, where the citizens actually follow live chats, etc.
- Citizens Academy PM said C3 could come up and teach the agents and then do a presentation for the citizens as well.
- All of the PM have their Investigative Group come up with the training and scenario. For instance, you might ask the Strike Force GS to come up with the training block and scenario for their presentation (controlled delivery, etc).
- It is recommended to do DT early in the program, especially since the scenarios may involve handcuffing. (no ground fighting allowed per policy, keep it simple)
- Using our weapons and ammunition is approved.
- Have someone to take pictures/videos during the program.
- Have critiques for each training block.
- Provide polo shorts to academy students. Branding has finished the logo, however no funding. Would need to use SAC funds.

Graduation

- Nice graduation at the end.
- Certificates and customizable SAC letter on the SharePoint.
- SAC welcoming remarks, invite a speaker (judge, maybe AUSA who can highlight a success).
- I recommend inviting all instructors and helpers to graduation.
- Use video and pics to make a video for the class.
- Have a class member speak at graduation.

Some Don'ts

- No ground fighting.
- No entering private homes.
- No handling of covert equipment.

Mandatory

- Hold Harmless Forms for range, if surveillance or traffic stops are done in GOV, etc.
- Week 1 (HSI 101 – Benner video), Range and DT.
- Class minimum 7 weeks – max 10

ASAC (b) (6), (b) (7)(C) in New York has done several classes. He is a great guy and said to call him anytime if you have any questions, concerns, etc.

If you have any questions give me a call, I look forward to helping you guys whenever you need it!!

In order to get a class done this fiscal, things need to move pretty quick. Keep the first one simple and build on it as time goes on.

THERE REALLY IS NO FUNDING AT THIS TIME, HOWEVER THE PM SAID HE OULD LOOK AT REQUESTS ON A CASES BY CASES BASIS.

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