





# HSI San Juan Citizens Academy CONTENTS

Who are we	3
Background	6
HSI San Juan Mission & Vision	7
First Cohort	7
Second Cohort	10
Third Cohort	10
What do the graduates have to say?	12
Prototype email announcing next cohort	14
Congratulatory message (nomination)	15
Nomination form	16
Application form	17
Hold harmless agreement	20
Congratulatory message (selection)	22
Non-selection message	23
Curriculum	24
Attendance Sheet	26
Cost	27



# Who are we?









# HSI - A Diverse, Global Force

HSI is a critical investigative arm of the Department of Homeland Security and is a vital U.S. Asset in combating criminal organizations illegally exploiting America's travel, trade, financial and immigration systems.

HSI's workforce includes special agents, analysts, auditors and support staff. Its men and women are assigned to cities throughout the United States and to officers around the world. HSI's international force is the department's largest investigative presence abroad and gives HSI one of the largest international footprints in U.S. Law enforcement.

HSI has broad legal authority to enforce a diverse array of federal statutes. It uses this authority to investigate all types of cross-border criminal activity, including:

- Financial crimes, money laundering and bulk cash smuggling;
- Commercial fraud and intellectual property theft;
- Cybercrimes

- Human rights violations;
- · Human smuggling and trafficking;
- Immigration, document and benefit fraud:
- Narcotics and weapons smuggling/trafficking;
- Transnational gang activity;
- Export enforcement; and,
- International art and antiquity theft.

The threats presented by criminals in these areas have far-reaching consequences. In response, HSI uses a versatile approach to conducting its operations so that it can achieve the best results for the nation and its people.

# Forging a New Legacy

When Homeland Security Investigations was formed, ICE's goal was to combat criminal threats facing the United States with a law enforcement force that would be recognized worldwide for its expertise and effectiveness.

Years later, HIS can lay claim to achieving this ambitious goal. HSI's successes in combating terrorism and enhancing national security have resonated throughout the global law enforcement community, private industry and general public.











he HSI San Juan Citizens Academy, the first HSI-sponsored in the nation, was developed by the 2013 HSI San Juan Aspiring Leaders Mentorship Agreement (ALMA) cohort as their graduation project. The HSI San Juan ALMA is a demanding seven-month program that focuses on improving communication and interpersonal skills and provides participants, all GS-14 and below employees, with a key insight of how the agency functions at the local level and assesses where each participant is as a leader through a dynamic and challenging curriculum.

The goal of the HSI San Juan Citizens Academy is to provide selected community leaders from all sectors with a unique opportunity to receive an inside look at HSI's organizational and operational structure while bolstering a relationship that enhances agency and community relations aiming to create better informed and engaged citizens. The community leaders selected to attend the academy undergo a 40 hour/10-week program, wherein meetings are held once a week during which attendees experience a unique opportunity to learn about the agency in a classroom environment; in addition, to field training

exercises.

The curriculum provides for hands-on and interactive activities to keep participants engaged leading to a memorable experience. It includes the HSI San Juan's communications center, airport operations, illicit trade, human smuggling and trafficking, gangs, Coast Guard interdiction, transportation of evidence, child exploitation, surveillance, seaport operations, controlled deliveries, financial investigations, pre-trial and judicial proceedings, clearing a room, special response team operations, firearms training and team building.

# **HSI San Juan Citizens Academy 2014 Cohort**

The first group to graduate from HSI San Juan's Citizens Academy,

http://www.ice.gov/news/releases/puerto-ricocommunity-leaders-graduate-first-nationwide-hsisponsored-citizens-academy was composed of 10 citizens representing the banking and security industries, as well as the academia and the media. Since their graduation, these citizens have become spokespersons for HSI San Juan by actively engaging in every community-related event HSI San Juan holds as part of its community relations program. From Cornerstone briefings to iGuardian presentations and summits to human trafficking awareness, the HSI San Juan Citizens Academy graduates play a very significant role in assisting special agents and support personnel alike with the planning, coordination and execution of the event. The citizens bring a myriad of ideas to the table that their diverse background allows them to share. Perhaps the best example of this is the creation of a televised special report on child exploitation, and internet safety,



First Cohort HIS San Juan Citizens Academy

http://www.wapa.tv/noticias/especiales/informe-especial--victimas-del-culto-al-

sexo 20131122238855.html, that ran for four days locally and nationally through the station's affiliates. The idea came from a reporter and an HSI San Juan Citizens Academy graduate. The branding of the agency in the special report was such and the messaging so accurate that the production seemed be taken out from the public affairs site of the Department. And like this, the instances where the engagement of HSI San Juan Citizens Academy graduates has made the difference are countless. In 2015, for instance, HSI San Juan held, in the municipality of Toa Baja, the largest iGuardian outreach in the nation. More than 8,000 students from the public and private schools in Puerto Rico received tips on how to avoid falling victim to online sexual predators at the Antorio R. Barcelo Coliseum in Toa Baja. The presentation was part HSI San Juan's Project iGuardian but expertly executed with the assistance of the Academy graduates who embraced the event as their own.

http://www.primerahora.com/noticias/policia-tribunales/nota/federalesorientanaestudiantessobreexplotacionsexualypornografia-1001188/

# **HSI San Juan Citizens Academy 2015 Cohort**

The second cohort of HSI San Juan's Citizens Academy formed in January 2015, <a href="http://www.ice.gov/news/releases/puerto-rico-community-leaders-form-second-nationwide-ice-sponsored-citizens-academy">http://www.ice.gov/news/releases/puerto-rico-community-leaders-form-second-nationwide-ice-sponsored-citizens-academy</a>, and its graduation its graduation took place on March 21, 2015. As with the first cohort, the 12 participants enjoyed the curriculum and are proud to be part of the legacy of the premier law enforcement agency in Puerto Rico, U.S. Immigration and Customs Enforcement's (ICE) Homeland Security Investigations (HSI) San Juan.

# **Third Cohort - Class**

Because of the great success of the HSI San Juan Citizens Academy, its third cohort formed on Jan. 21, 2016 with 15 participants. The group will graduate in March 2016.



"It is indeed a pleasure to know how 10 community leaders with great responsibilities accepted the challenge and our invitation to participate in this first nationwide citizens academy," said SAC

"This is a historic event as today you become part of our legacy. You become our best emissaries of our agency's values of honor, service and integrity."







"HSI San Juan is extremely proud to have among it ranks 12 additional citizens. It is indeed a pleasure to know how 12 community leaders with great responsibilities accepted the challenge and our invitation to participate in this second group of a nationwide citizens academy. This is a historic event. You just became part of our legacy. You just became our best emissaries of our agency's values of honor, service and integrity."

SAC (b)(6); (b)(7)(C)

A group of 12 community leaders graduated March 21 in San Juan from the second U.S Immigration and Customs Enforcement's (ICE)
Homeland Security Investigations (HSI)-sponsored citizens academy.
The graduation took place at the AAA Shooting Club in Toa Baja where HSI San Juan's special agent in charge presented a certificate of completion to the 13 graduates in a special ceremony.

The HSI San Juan Citizens Academy is the only HSI-sponsored citizens academy in the nation. Last year, 10 citizens graduated from the program becoming the first citizens to ever graduate from an HSI citizens academy. On Saturday, the 2015 class, composed of 13 men and women from the public and private sectors, received their certificates of completion from very proud Special Agent in Charge (b)(6), (b)(7)(C)

The HSI San Juan Citizens Academy was developed by the 2013 HSI San Juan Aspiring Leaders Mentorship Agreement (ALMA) cohort as their graduation project. The goal of the academy is to provide selected

community leaders with a unique opportunity to receive an inside look at HSI's organizational and operational structure while bolstering a relationship that will enhance agency and community relations.

The 13 community leaders selected to attend the second cohort underwent a 10-week program, meeting once a week for at least two hours, which provided them with a unique opportunity to experience and learn about the agency through a classroom environment and field training exercises. The curriculum provided for hands-on and interactive activities to keep participant engaged and make the experience memorable. It included the HSI San Juan communications center, airport operations, illicit trade, human smuggling and trafficking, gangs, Coast Guard interdiction, transportation of evidence, child exploitation, surveillance, seaport operations, controlled deliveries, financial investigations, pre-trial and judicial proceedings, clearing a room, special response team operations, firearms training and team building.



# HSI San Juan Citizens Academy

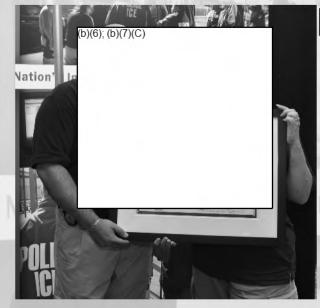
Third Cohort Jan. 22, 2015



# What do they have to say?



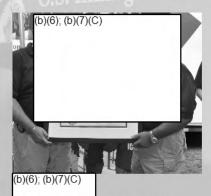
"Honored to be part of the first nationwide ICE-HSI citizens academy. There's nothing better than to live the extraordinary and unforgettable ICE-HSI experience."



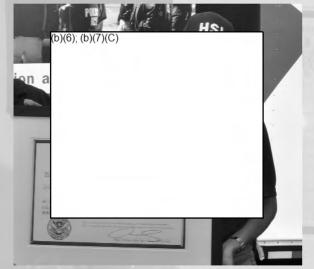
(b)(6); (b)(7)(C)

"The Academy was: Hands on, Stimulating, Inspirational, Invigorating, Challenging, Educational. The Academy was a truly inspiring hands on learning opportunity. The commitment and professionalism of the agents is truly admirable."





"These past 10 weeks of instructional and hands-on activities have truly been an unforgettable experience and an adventure that I will carry with me throughout my life."



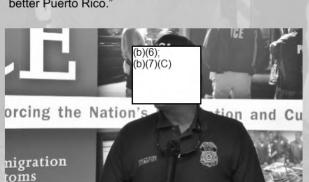
(b)(6); (b)(7)(C)

"Tam truly honored to represent an agency of service and integrity—HSI. The academy made me live an insuperable experience and taught me that we all can be a part of a better Puerto Rico."



\*One of the most gratifying experiences in my professional career.

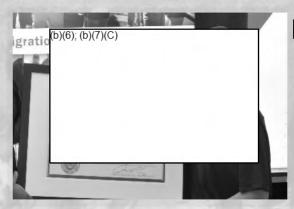
Proud to be part of this magnificent organization."



# GRADUATES T

(b)(6); (b)(7)(C)

Truly amazing. Thank you HSI for letting me be part of this outstanding program."

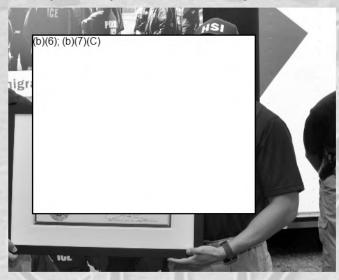


(b)(6); (b)(7)(C)

"Like many people who do not have daily contact with law enforcement, I did not have a deep understanding of how law enforcement officers operate. I am grateful for the opportunity to have participated in the HSI Citizens Academy because it has given me a new appreciation of the risks that HSI special agents face on daily basis to protect us. Furthermore, the training has taught me the procedures that HSI utilizes for investigating human trafficking cases, which will assist me with my work as an advocate for victims of human trafficking. The lessons learned and the memory of this course will stay with me always.

(b)(6); (b)(7)(C)

"After 10 weeks of intense and exciting workshops and pleasant experiences, I definitely have to say that I have a whole new perspective of what is Homeland Security. I really feel blessed and grateful to be part of this first National HSI Citizens Academy and the treatment received from my new family of HSI and the Academy Staff."







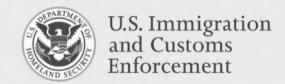
(b)(6); (b)(7)(C)

"This has been an outstanding opportunity to appreciate the commitment to national safety of this agency. As a College professor in the field of Criminal Justice, I have a special interest in campus security and the safety of my students. The academy has provided me firsthand knowledge of the concerted effort this agency does to secure all citizens of the Nation including my beloved students. To the SAC, Special Agents and support personnel, please receive my heartfelt appreciation. May God bless you all and keep you safe."

AUSA

(b)(6); (b)(7)(C)

"Your agents demonstrated real creativity, which as we know is one of the hallmarks of an outstanding special agent. In the end, it is clear that your agents love their jobs, love their agency and truly believe in its mission. Your agents have set the bar high with this first class. I am truly honored to have been invited to participate."



# MESSAGE SENT ON BEHALF OF ASAC XXXXXXXXX

### HSI Citizen's Academy XXXXX Cohort

The 2013 HSI San Juan ALMA cohort has established the first nationwide HSI Citizen's Academy. This academy provides selected participants with a unique opportunity to receive an inside look into the premier federal law enforcement agency while bolstering a relationship that will enhance agency and community relations. Through this academy, HSI will identify itself with the community it serves and protects while allowing the community to interact and learn from actual special agents. This effort will brand the agency with the community while serving as a force multiplier by creating awareness of our mission and developing an information network.

The XX selected participants will undergo a ten week academy, meeting once a week between the hours from 6:30pm-10:00pm. The selectees will be given a unique opportunity to experience and learn about the agency through classroom and field training exercises. The proposed curriculum provides for hands-on and interactive activities to keep participants engaged, making the experience memorable. The selectees will be nominated by HSI San Juan employees and the final selection will be made by the SAC or his designee.

The 2013 HSI San Juan ALMA cohort is currently reaching out to all our HSI San Juan family to submit the names of any candidate you believe would benefit from this academy as well as be beneficial to our agency's mission. The applications must be submitted via email to: xxxxxxxxxxx@ice.dhs.gov by COB October XX, 201X.







# HSI Citizen's Academy xxxxxx Cohort 201X

The 2013 HSI San Juan ALMA cohort has established the first nationwide Homeland Security Investigations Citizen's Academy. This academy will provide selected participants with a unique opportunity to receive an inside look into Puerto Rico's premier federal law enforcement agency while bolstering a relationship that will enhance agency and community relations. Through this academy we will identify HSI with the community it serves and protects while allowing the community to interact and learn from actual special agents. This will brand the agency with the community while serving as a force multiplier by creating awareness of our mission and developing an information network.

The xxxxxxx participants will undergo a ten week academy, meeting once a week on Thursdays nights from 6:30pm-10:00pm starting on January 22 – March 19, 2015. The selectees will be given a unique opportunity to experience and learn about the agency through classroom and field training exercises. The proposed curriculum provides for hands-on and interactive activities to keep participants engaged and make the experience memorable. The selectees will be nominated by HSI San Juan employees and the final selection will be made by the SAC and his committee.

# Congratulations! You have been nominated as a potential participant.

Please fill out the attached application form and return to me before 5 p.m. on xxxx, xxxx. Please note that we have more nominations than spaces in the class so the final determination will be made by the committee and you will be informed in the coming weeks about the final decisions. Thank you for your interest! And if you should have any questions or concerns, please feel free to call or email.

