

Contents

Director's Welcome-----	3
History of ILEA Latin America-----	4
Introduction-----	5
Communication Information-----	6
Arrival and Departure Information-----	6
Arrival and Departure Information-----	7
General Information-----	8
General Information (continued)-----	9
General Information (continued)-----	10
Classroom Etiquette and Responsibilities -----	11

DIRECTOR'S WELCOME

Congratulations on your selection to participate in the International Law Enforcement Academy (ILEA), Law Enforcement Management Development Program (LEMDP).

One of the most important objectives of the LEMDP program is to provide quality training and institution building assistance to combat transnational crimes including terrorism, narcotics trafficking, financial crimes, cyber-crime, illegal firearms trafficking, and migrant smuggling. Combating transnational crime is a big challenge for the international law enforcement community. Because you were specially selected along with your fellow participants, I am confident that the challenge will be met and that our objective will be accomplished.

Another important ILEA objective is to strengthen cooperation among the law enforcement communities in Central America, South America, the Caribbean and the United States. During your attendance, I encourage you to interact and develop close working relationships with the instructors and your fellow criminal justice practitioners.

The LEMDP program design was based on the results of a rigorous training needs assessment. Law enforcement experts from the region participated in identifying topical areas and competency requirements that accurately reflect the needs in the field. Your assessment of the course is most important. I encourage you to examine the program content and notify the ILEA staff of deficiencies. Your feedback is important for ensuring that the final curriculum meets the highest quality of standards.

Finally, the handbook accompanying this letter is designed to assist you in preparing for the program. I urge you to read the material and familiarize yourself with the content. If we have omitted information that would have been beneficial to you, please advise the ILEA staff so that we can incorporate it into a future edition.

Congratulations again. On behalf of the staff, welcome to ILEA. We look forward to seeing you upon arrival.

Hobart M. Henson
Director
International Law Enforcement Academy,
Latin America

Brief History of ILEA Latin America

The International Law Enforcement Academy (ILEA) concept was initially announced during an assembly of the United Nations by President Clinton in 1995 and later during a meeting of the Organization of American States (OAS) in San Jose, Costa Rica where he stated that ILEA would be established in Central America.

Subsequent to the successful implementation of the ILEA in Budapest, Hungary by the U.S. Federal Bureau of Investigations (FBI), the decision was made by the Department of State in 1996 to establish an ILEA to be located in Latin America.

To date the ILEA Latin America has graduated one hundred and seventy two students. The ILEA Director position is held by a senior FLETC manager and the Deputy Director position is held by a senior Drug Enforcement Agency (DEA) manager.

In March, 2002 the Department of State resumed activities to establish an ILEA in Latin America. In March 2003 with the creation of the Department of Homeland Security (DHS) and the transfer of FLETC to the Department, DHS assumed the management responsibility for ILEA Gaborone, Botswana, established in 2000 and the ILEA to be established in Latin America.

In March 2002 a delegation, that included representatives of the FLETC and other U.S. Federal law enforcement agencies led by Department of State representatives began looking for a site facility for ILEA Latin America.

As part of the academic process and development for establishing an International Law Enforcement Academy in Latin America FLETC held a Regional Training Need Assessment Conference November 3 -7, 2003 in which 18 countries from Central and Southern America and the Caribbean were represented along with 22 law enforcement organizations from the United States. The purpose of the event, conducted in Quito, Ecuador, was to elicit input from the conference attendees in order to identify regional training topics for the ILEA Latin America Core Program, determine the training needs for the Latin American sub-regions and for each individual country. The second step in the academic process was to modify and validate the information previously gathered at the training needs assessment. This was accomplished during the Key Leaders Conference conducted in Panama City, Panama, December 14-16, 2004.

As a final step in the academic process to develop the ILEA Latin America curriculum, a conference was conducted at FLETC, March 15-17, 2005 in which representatives from thirteen law enforcement organizations participated. The ILEA Latin America Curriculum Development Conference was successful in creating a six -week training schedule for ILEA Latin America, identifying the agencies responsible for teaching each block of instruction and determining a name for the core program. The first Law Enforcement Management Development Program (LEMDP) 001 will be delivered in El Salvador, July 25- September 2, 2005.

Currently, in view of their long standing and close cooperation in law enforcement and their mutual interest in combating transnational crime, the United States and El Salvador governments are discussing the establishing an International Law Enforcement Academy.

We are privileged to be presenting the Law Enforcement Executive Development (LEMDP) Program that was developed based on the identified training needs provided during the Regional Needs Assessment held with the assistance of Latin America and the following federal agencies, academic institutions, and law enforcement consultant organizations:

- Federal Law Enforcement Training Center (FLETC)
- Bureau of Diplomatic Security (DSS)
- United States Secret Services (USSS)
- Internal Revenue Service (IRS)
- Department of Justice – Tax Division
- Immigration and Customs Enforcement (ICE)
- Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Drug Enforcement Administration (DEA)
- Federal Bureau of Investigation (FBI)
- Customs and Border Protection (CBP)
- El Salvador Catholic University
- Financial Crimes Enforcement Network (FINCEN)
- El Salvador National Police Service

INTRODUCTION

The following information may prove useful in assisting you during your participation in the Law Enforcement Management Development Program. This handbook, which is meant to serve as a reference, is divided into four major categories: Communication Information; Arrival and Departure Information; General Information; and Classroom Etiquette and Responsibilities. Please read and become familiar with this information.

COMMUNICATION INFORMATION

All participants will be lodged at the ILEA. Anyone whom you feel may have a need to reach you during the course should be advised how you can be contacted.

Mailing address:

ILEA
Federal Law Enforcement Training Center
1131 Chapel Crossing Road
Glynco, GA 31524

Point of Contact

Gary Loberg
Program Specialist
Gary.loberg@dhs.gov
(912) 261-3669

Kelly Burnett
Policy Project Analyst
Kelly.Burnett@dhs.gov

Fax:

(912) 267-2189

ILEA email address:

FLETC-Intlrqst@dhs.gov

Class Coordinator:

Messages to participants:

Faxed and e-mail messages will be available to participants from the class coordinator. Any messages of business or emergency nature will be delivered upon receipt.

Telephone Scratch Cards:

ARRIVAL and DEPARTURE INFORMATION

Airport transportation:

The ILEA is located adjacent to the El Salvador Police Training Academy. ILEA will provide transportation between the airport and ILEA. ILEA will also provide courtesy transportation for special functions and weekend visits.

Lodging check-in:

All participants will be pre-registered. Upon arrival at ILEA, you **MUST** present photo identification and official credentials when checking-in at the registration desk.

Registration: Participants will be issued an ILEA identification card be required to carry said card upon their person at all times. The card must be worn all times while on campus and is required for entry into all ILEA and Police Buildings. Participants are reminded to carry their identity cards with them when traveling off site. Identity cards are to be used as a means of identification and are necessary for re-entry to the Police Academy.

Weapons: Participants are reminded that the Government of El Salvador maintains strict firearms/weapons laws and the importation of firearms/weapons is prohibited.

Lodging Checkout: Participants are responsible for all items issued to them during their stay at ILEA. Rooms must remain neat and in order at all times. Participants are responsible for securing their assigned dormitory rooms, and personal property. ILEA is not responsible for participants personal property that is lost or stolen.

Excess Baggage: The following is an overview of ILEA Latin American excess baggage policy: All participants coming to and departing from ILEA Latin America are allowed 20kg for their personal luggage. This allowance is covered in the overall cost of the round trip ticket purchased for the participant's trip to El Salvador. Upon completion of the course, participants are required to cover, from their own funds, any excess baggage charges they may incur from personal purchases such as electronic equipment, car parts, additional clothing, sporting equipment, etc.

GENERAL INFORMATION

The ILEA is located within the El Salvador Police property. ILEA shares the following facilities with the Police Academy; gymnasium and other sports facilities, medical facilities, cafeteria and religious services.

Sports and Recreation:

The El Salvador Police Academy has a large leisure complex and gymnasium devoted to helping participants enjoy their stay while at ILEA. Those who prefer outdoor sports may participate in football. In the gymnasium one can stay fit by participating in weight training.

There will also be various physical and social activities scheduled during the course of the LEMDP. Proper gym attire is required at all times, and includes the use of a towel and training shoes. Proper swimming attire is required whenever using the swimming pool.

Laundry Service: Participants will be provided with Laundry Service at the hotel for the official ILEA Uniform

Identification Cards: Participants are required to have their ILEA ID card on their possession at all times while they are on the El Salvador Police Academy complex.

Meals: Participants will be provided three meals a day for the duration of the course.

MEALS TIME

To be Determined

Lunch, and dinner will be served at the El Salvador Police Academy Monday through Friday. Breakfast will be served at the hotel. On weekends all three meals will be served at the hotel. Morning and afternoon breaks will be served at the Academy.

Local Transportation: Hotel transportation is available to travel to San Salvador.

Taxis are available for local transportation. Even though taxis may have meters, all taxi fares should be negotiated and agreed upon in advance.

Leaving the Training

Site:

If you plan on leaving to El Salvador during your free time, please provide the class coordinator with a completed travel notification that's includes your itinerary and a telephone number where you can be reached in case an emergency arises.

Clothing to bring:

Although ILEA polo shirts, pants and a hat will be provided for each participant to wear during training, you will need to bring a dress shirt, suit coat and tie or your official uniform for orientation, the class photo and the graduation ceremony.

You should also bring swim trunks, gym shorts and shirts and gym shoes if you wish to utilize the Academy pool or gymnasium. You should also bring black shoes or boots to wear with your official ILEA uniform. Neither raingear nor footwear is provided.

ILEA Property Issuance:

Items you receive from the ILEA staff upon arrival (i.e. property belong to ILEA) should be cared for and returned prior to your departure. There will be a cost to the participant for items lost or damaged.

Health Concerns:

While attending ILEA courses, the participants' health is a primary concern. Any participant having a pre-existing medical condition that requires special attention (i.e. diabetes requiring injections, hearing impairment, visual impairment, or any other condition that could impact training schedules) should advise the class coordinator upon arrival and be noted on participant Background Information Sheet.

You should take appropriate precautions when outdoors to avoid mosquitoes, flies, fleas and ticks, as those insects transmit many diseases.

Medical Emergencies:

If you become ill, have an accident, or are injured in any way, you should immediately notify the class coordinator, your country delegation leaders or any ILEA staff member as soon as possible.

The Police Academy has its own medical center staffed with qualified nurses and an experienced resident doctor. Clinic staff is available for after hour's emergencies.

Family Emergencies:

If you experience a family emergency while you are training, please notify the class coordinator and your country delegation leaders as soon as possible. Upon prior notification and prior approval, ILEA Latin America will authorize family emergency travel at the participant's own agency's expense. ILEA Latin America will only provide participants with one round trip ticket per course.

Crime:

It is your responsibility to notify the class coordinator and their country delegation leaders immediately of any situation or incident that required official contact with, or intervention by, the police.

If you become a victim of a crime, you are requested to notify the class coordinator immediately.

Course absenteeism:

Participants are reminded there is no unexplained (sufficient cause) absenteeism from any portion of this course. The Class Coordinator must be notified in writing of plans to miss any section of this training program. Participants are reminded that 24 hours or three full days of instruction is the maximum amount of time a person may be absent from the course participation. Any participation whose absenteeism exceeds 24 hours or three (3) full days of course instruction will be excused from further participation in that course.

Visitors:

Participants are welcome to receive visitors during non-course hours. ILEA management requests that they be notified of all visitors through the Class Coordinator. For after hours and weekend visits participants are required to notify their country delegation leaders of the visit prior to the arrival of their guest(s). If the country team leader is unavailable then participants may contact the class coordinator with the same information. Participants are required to escort their visitors at all times while on the International Law Enforcement Academy.

In accordance with ILEA and El Salvador Police Service Guidelines, participants are asked to use both discretion and sound professional judgment in determining appropriate behavior and comportment during the visit. Participants are reminded that guests are not allowed to spend the night in any dorm room or building on the academy. Visitors are asked not to stay past midnight on any given day.

CLASS ROOM ETIQUETTE and RESPONSIBILITIES

- Schedule:** Unless you are otherwise advised, classes will run from 8:00 am through 5:30 pm. Monday through Friday, with a one-hour lunch break from 12:00 to 1:30 pm.
- Class attendance:** You are expected to attend **all** scheduled classes. If you are a scheduling conflict you are required to notify the class coordinator in a timely manner.
- Classroom courtesies:** Smoking, chewing tobacco and consumption of alcohol is **not** allowed in the classroom. To minimize classroom distractions, you are requested to refrain from talking to fellow participants while a speaker is providing instruction to the class. In addition, you are asked to turn off all pagers and mobile telephones while in the classroom. All mobile telephone conversations should take place **outside** of the classroom.
- As a courtesy to the instructors, you are requested to refrain from reading newspapers, magazines, books or other material not provided by an instructor while a speaker is presenting information.
- To get the maximum benefit from your training, you are expected to be in the classroom **on time** at the start of each day and to return promptly following breaks.
- Please keep your questions focused on the specific course of instruction that is being presented. Please do not ask questions to the instructor on topics/subjects other than the current class. Please avoid making general statements unless it pertains to both the course at hand and benefits other participants as well. Your instructors must present large amounts of information in a limited amount of time. Please help them teach the class within the allotted time frame.
- Delegation Leader:** Participants from each country will have one delegation leader who will function as the initial point of contact for all participants in that delegation as well as the liaison between individual participants and the class coordinator.
- Training Materials:** You are requested to remove your training material and all personal items from the training room each day.

Classroom Attire:

ILEA will provide participants with a number of ILEA polo shirts, pants, and cap to be worn during the course. A suit coat and tie or your official uniform should be worn on the first day you report to class, on the day your class photo is taken, and on graduation day. Classroom attire on all other training days is neat casual with the ILEA polo shirt, pants, cap and black shoes and closed – toe shoes being required. As a courtesy to your classmates and instructors, please maintain professional grooming and hygiene standards during your stay at ILEA.

Evaluation:

Following the different blocks of instruction, you will be asked to complete an evaluation. Please be very candid when completing these evaluations of that subject and the instructors who taught it. These are used to improve future courses and to better meet our participant's training needs.