

## Message from the Directors:

Congratulations for being selected to participate in one of the law enforcement training programs of the International Law Enforcement Academy San Salvador (ILEASS).

One of the most important objectives of ILEA San Salvador is to provide quality training and assistance for the development of officials who work in Governmental Institutions of Latin America and the Caribbean, who focus on combating transnational crimes such as terrorism, narcotics trafficking, financial crimes, cyber-crime, illegal firearms trafficking, and migrant smuggling, among others.

Combating transnational crime is a big challenge for the international community and especially for law enforcement officers. Because you were specially selected along with your fellow participants, we are confident that the challenge will be met and that our objectives will be accomplished.

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

ILEA San Salvador has among its variety of trainings, two kinds of programs: specialized courses and the Law Enforcement Management Development Program, LEMDP. The LEMDP design was based on the results of a rigorous regional 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 therefore most important. We encourage you to examine the program content and notify the ILEA staff about any deficiency. Your feedback is extremely 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. We urge you to read the material, familiarize yourself with the content and express your acceptance by signing the attached Declaration of Responsibility (Schedule D). 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.

Javier Jaquez  
United States of America

Andrés Alexander Ramirez  
El Salvador

International Law Enforcement Academy, ILEA San Salvador.  
El Salvador.

## STUDENT'S MANUAL SPECIALIZED PROGRAMS

### Section I.

#### Mission, goals and objectives of the ILEA.

##### A. Mission:

Buttress democratic governance through the rule of law, increasing social, political and economic stability by combating transnational crime.

##### B. Goals:

(1) Improve the capabilities of law enforcement professionals from the benefited countries, in order to assure compliance of their responsibilities among a democratic society.

(2) Increase the knowledge and experience levels of the students who attend ILEA San Salvador and encourage them to promote a multiplication effect towards their subordinates, of the abilities acquired at the Academy.

##### C. Objectives:

(1) Foster efficient cooperation among the participant countries and the law enforcement institutions.

(2) Create an environment inside the law enforcement institutions that promotes continuous personal and professional development, through the promotion of a positive lifestyle and the creation of informal networks.

(3) Prepare law enforcement professionals to assume higher Leadership responsibilities through training in the scopes of: human resources management, operations direction inside the agencies, and understanding of the importance of relationships with the community as a means of improving services for public order maintenance and law enforcement.

(4) Distribute published material that covers important issues for the maintenance of public order and law enforcement.

### Section II.

#### General information regarding the International Law Enforcement Academy.

##### A. Location of the Academy:

The International Law Enforcement Academy San Salvador (ILEASS) is located in the third floor of the National Public Security Academy building (ANSP), in the outskirts of San Salvador, in the city of Santa Tecla.

The mailing address of the Academy is:

Edificio de la Academia Nacional de Seguridad Pública,  
Tercer nivel, Avenida Melvin Jones, frente parque San Martín  
Santa Tecla, La Libertad  
El Salvador

Contact persons:

Ms. Roxana Paiz, Training Coordinator GOES  
roxana.paiz@ileass.org.sv

Mr. Oscar García, Training Coordinator USGO.  
oscar.garcia@ileass.org.sv

Web page: [www.ileass.org.sv](http://www.ileass.org.sv)

### **Section III. Transportation**

ILEASS is responsible for covering all travel arrangements and the costs of your transportation to the Academy. The trip has to be made through the less expensive method possible; in case of air trips, flights will be made in economical class.

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 training material received during the program, electronic equipment, car parts, additional clothing, sporting equipment, etc.

The Embassy /Consulate of the United States in each country will develop coordination between ILEA and the participant. (Visa, per diem, transportation tickets, etc.).

El Salvador will facilitate obtaining a visa for those citizens of countries that require visa for entering. In case you come from South American countries we recommend you to be vaccinated against yellow fever at least ten days before your travel, since it is a compulsory requirement implemented by the local Ministry of Health.

ILEASS will ask immigration authorities for a simplification of the steps to enter the country; therefore it is very important for ILEA San Salvador to receive in anticipation all the information concerning your arrival date and time, airline and flight number, as well as all information needed.

We urge you to confirm with your contact at the embassy/consulate that your itinerary has been provided to ILEA San Salvador.

At your arrival to ILEA San Salvador, you will undergo an admission process by the Academy staff. You will have to present your identification and the application package and candidateship, dully filled, in original.

### **Section IV. Orientation.**

#### **Reception process.**

The reception process will begin upon your arrival to the hotel. During such process you will be provided with the following information:

- (1) Information concerning the Academy.
- (2) Class schedule.
- (3) Information regarding your stay at the hotel, transportation, miscellaneous information.
- (4) Geographical location of your hotel and the Academy.
- (5) Room assignment.
- (6) Availability of commercial transportation (buses, taxis).

During the reception process at the ILEASS facilities you will receive training material for the course.

Participants from each country will have one delegation leader who will function as the point of contact for all participants in that delegation as well as the liaison between individual participants and the class coordinator.

At the end of the course you will be asked to fill an evaluation regarding the program and the instructors (We ask total sincerity when filling such evaluations about the subject and the instructors who taught it).

These evaluations are used to improve future programs and to better comply with the training needs of the participants.

### **Section V. Attendance requirements.**

You were invited as a participant to ILEASS supposing you will dedicate all your time and energy to the training program. You have the obligation to attend all the classes, trainings, demonstrations and official events of the Academy.

Participants are reminded there is no unexplained (sufficient cause) absenteeism from any portion of the course. The Class Coordinator must be notified in writing of plans to miss any section of this training program. Participants are reminded that 8 hours or one full day of instruction is the maximum amount of time a person may be absent from the course participation in specialized programs.

### **Section VI. Emergency contacts information.**

In case of any emergency during your stay at ILEA San Salvador (for example, illness, accident or death of a close relative), please ask your family to call ILEASS at the following phone number: (International access code for the country) 1-503 2208 8531, 2208 8634, 2208 8642.

In case of emergency, relatives or persons who call must inform the operator of the Academy that "It is an emergency, and identify the person whom they need to speak with".

The Academy will do everything possible to reach you and let you speak to your relatives.

### **Section VII. Accommodations.**

Foreign participants will be accommodated in a local hotel determined by ILEA SS. Rooms at the hotel are allocated in a random manner in double occupancy.

Even though the Hotel will offer periodical cleaning services, you should keep your room in order, clean and presentable at all time.

Participants will be responsible for ensuring entrance to their the Hotel rooms, and for securing their personal property. ILEA will not be responsible for the loss and/or theft of personal property.

During the stay at the Hotel, it is forbidden to let persons enter the rooms; guests or friends should be met at the common areas of the Hotel.

All participants will be responsible for their activities at the Hotel, as well as during their stay at ILEASS.

**Section VIII.  
Mail.**

All mail must be addressed as follows:

(Name)  
(Position)  
(Course name)  
Academia Internacional para el Cumplimiento de la Ley, ILEASS.  
Edificio ANSP, Tercer nivel,  
Avenida Melvin Jones, frente a Parque San Martín  
Santa Tecla, La Libertad. El Salvador.

**Section IX.  
Telephone.**

During the process of admission at each Embassy/ Consulate you will receive an amount of money, with which you may purchase a pre-paid phone card you can use to call home and for every call made from the hotel. There are public phones located in different parts of the Hotel as well as near ILEASS.

Any charge for phone calls in the room account must be paid by the participant.

**Section X.  
Financial issues.**

Expenses covered by the Academy:  
Training materials are provided free by the Academy. ILEA will cover meals, rooms and laundry expenses.

Personal expenses:  
Personal expenses (Entertainment, personal hygiene products, snacks, etc.) are the participant's responsibility.

Currency:  
U.S. dollar is the legal currency in El Salvador; we suggest you try to change your currency before leaving your country. Most International airports have currency exchange services. Currency Exchange offices near the ILEA San Salvador facilities are very few.

**Section XI.  
Clothing and equipment.**

**Clothing:**  
**Daily outfit:**  
Daily outfit for the instruction periods are casual or formal outfit; jeans, t-shirts and sandals are not allowed.

**Academic and social official events:**  
Gentlemen are required to bring a formal suit, and ladies are required to bring a formal dress, which you will use for the formal class photograph, for special activities in the classroom and for the opening and graduation ceremonies.

**Equipment:**  
Fire arms are forbidden at the Academy.

**Computers:**  
ILEA has a wireless Internet system; the hotel has a computer service. Participants have the right to half an hour of free internet access at the Hotel's Business Center. (You will have to check with the hotel for the daily free use times)

**Physical conditions**  
The hotel where you will be accommodated has a gym available for you to keep in shape. In order to use it you must bring adequate sports clothing.

**Section XII.  
Health issues.**

**Medical aspects:**  
Courses require moderate physical effort and training in order to maintain good physical conditions.

ILEASS participants must be in good health and should not suffer from any permanent or temporary restrictive condition, nor mobility difficulties, that could impair them to fully participate in such activities, unless the participant obtains a specific authorization from a qualified physician.

**Insurance coverage:**  
Students are expected to have some kind of permanent commercial medical insurance, traveler's insurance or medical insurance coverage from their Government in order to cover medical and dentistry needs during their stay at the Academy.

**Illness during the stay at the Academy:**  
ILEA has made arrangements for emergency medical services from a physician. If you find yourself sick during your stay at the Academy, and need emergency medical care, please inform it to your team leader during class hours or to the ILEA staff after class hours, dialing the following numbers:  
Juan Carlos Ibbott: (503) 77 29 65 14  
Roxana Paiz: (503) 78 83 75 78  
Oscar García: (503) 78 70 75 20

**Section XIII.  
Ethics Code.**  
ILEA San Salvador has adopted an Ethics Code conceived and designed in order to enhance integrity and increase your motivation to participate in the Academy programs.

You are expected to respect such Code. Violations to the Ethics Code may cause your expulsion from the programs of the International Law Enforcement Academy. The Ethics Code adopted by the Academy is the following:

**Upon my honor, I swear to maintain and respect the ethical philosophy of the International Law Enforcement Academy, and to act with honesty and integrity in my academic efforts."**

**Section XIV.  
Behavior and discipline.**

**Behavior:**

Your behavior during your stay in the Academy and the hotel is a direct reflection of yourself, your agency and your country. Therefore, it is your responsibility to behave in such a manner that will be beneficial for you and for those you represent. The behavior rules of the Academy are the following:

- Smoking and drinking alcoholic beverages in classrooms, as well as in any internal area of the Academy is forbidden.
- In order to reduce classroom distractions, we ask that you refrain from speaking with your classmates during classes.
- Mobile telephones must be turned off or kept in vibration mode; all phone conversations must be held outside classrooms, during free times, except in emergency cases.
- As a courtesy to the instructors, you are requested to refrain from reading newspapers, magazines, books or other material not provided by them while a speaker is presenting information.
- The entrance to hotel rooms of persons not participating in the training is forbidden.
- It is forbidden to take liquor to your room or to restricted areas within the hotel, according to hotel policies.
- All participants are responsible for being on time according to the established schedule.
- All participants are responsible for the mutual respect between classmates, and especially towards roommates.
- All participants are responsible for their personal objects and equipment, such as computers, cameras, calculators, pens, coins, etc. ILEA is not responsible for the loss or total/partial damage of any of those objects.

#### **Discipline:**

Any violation to the behavior rules and/or any behavior considered unacceptable for a law enforcement official may result in the immediate expulsion from the Academy.

Unless otherwise provided, classes will be taught from 8:00 am to 5:00 pm., from Monday through Friday, with one hour for lunch, scheduled from 12:00 to 1:00 pm., and two daily breaks, one during the morning and the other during afternoon.

You are expected to attend all the scheduled classes. In case you may have any schedule conflict, you are requested to report it to the class coordinator in a timely manner.

During the initial orientation for students, you will be informed regarding such provisions and regarding any other warning, or additional requirements related to discipline during the development of the program.

#### **Section XV.**

##### **ILEA San Salvador instructors.**

ILEA San Salvador attempts to reach academic excellence, gathering a group of instructors highly qualified from an academic and practical experience perspective.

In line with this, we wish to show you the list of agencies that jointly with ILEA San Salvador, make possible through their trainers, development of the programs:

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)  
Bureau of International Narcotics and Law Enforcement Affairs (INL)  
Human Rights Institute of the Central American University “José Simeón Cañas” (IDHUCA)  
National Civilian Police (PNC)

#### **Section XVI.**

##### **Check-list.**

The following is a list of the necessary items when coming to ILEA San Salvador.

- a. Valid Passport.
- b. Airfare ticket.
- c. Visa (if you come from a country under such category).
- d. Registration Packaged dully filled and signed.
- e. Medical insurance proof.
- f. Formal suit with tie for gentleman; formal dress for ladies.
- g. Informal clothing, adequate for use out of the class schedule.

#### **Section XVIII.**

##### **Application to the Academy.**

In order to attend the International Law Enforcement Academy, you have to be proposed as a candidate by your agency on behalf of your country.

Forms for the candidateship and admission for specialized programs are hereby attached as well as a Disclaimer Form which you will have to fill when arriving to ILEA.