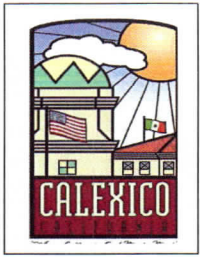


AGENDA  
ITEM

**18**



# CITY COUNCIL AGENDA STAFF REPORT

**DATE:** November 2, 2022

**TO:** Mayor and City Council

**APPROVED BY:** Esperanza Colio, City Manager *Esperanza Colio*

**PREPARED BY:** Jesus J. Serrano, Interim Police Chief *JJS*

**SUBJECT:** Approve Out of State Travel for Training – FBI National Academy Leadership Training for Administrative Staff and Sergeants

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**Recommendation:**

It is recommended that the City Council of the City of Calexico approve the following:

To authorize the out-of-state travel for training for the Supervisor and Command Staff of the Police Department to attend the Federal Bureau of Investigation National Academy in Quantico, Virginia. Starting on January 2023 until all supervisors and command staff attend the training.

**Background:**

The FBI National Academy is a professional course of study for the U.S. and international law enforcement managers nominated by their agency heads because of demonstrated leadership qualities.

The 10-week program—which provides coursework in intelligence theory, terrorism and terrorist mindsets, management science, law, behavioral science, law enforcement communication, and forensic science—serves to improve the administration of justice in police departments and agencies at home and abroad and to raise law enforcement standards, knowledge, and cooperation worldwide.

**National Academy Candidates**

Leaders and managers of state, local, county, tribal, military, federal, and international law enforcement agencies attend the FBI National Academy. Participation is by invitation only through a nomination process.

**Course of Study**

Sessions include approximately 265 officers (including up to 35 international students) taking

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undergraduate and/or graduate courses at the FBI Academy campus. Classes are offered in diverse areas, and officers participate in a wide range of leadership and specialized training. Officers share ideas, techniques, and experiences and create lifelong partnerships that transcend state and national borders.

## **The Yellow Brick Road**

The final test of the fitness challenge, the Yellow Brick Road, is a grueling 6.1-mile run through a hilly, wooded trail built by the U.S. Marines. Along the way, the participants must climb over walls, run through creeks, jump through simulated windows, scale rock faces with ropes, crawl under barbed wire in muddy water, maneuver across a cargo net, and more. When (and if) the students complete this difficult test, they receive an actual yellow brick to memorialize their achievement.

## **National Academy Nomination Process**

### **Submitting a nomination:**

- Nominations must be submitted by a commissioner, superintendent, police chief; sheriff or head of county policy agency; or the chief, superintendent, or executive officer of state police or highway patrol organization.
- Contact your local FBI office training coordinator or the nearest legal attaché office if you are interested in submitting a nomination or learning more about the process.

### **Nominee qualifications:**

- Be a regular, full-time officer of a duly constituted law enforcement agency of a municipality, county, or state
- Have at least five years of substantial and continuous experience
- Be at least 25 years old
- Be in excellent physical condition, capable of strenuous exertion and regular participation in the use of firearms, physical training, and defensive tactics, which will be confirmed by a thorough physical examination (submitted when requested by the FBI) by a medical doctor of the nominee's choosing and at the nominee's expense
- Possess an excellent character and enjoy a reputation for professional integrity
- Exhibit an interest in law enforcement as a public service, a seriousness of purpose, and qualities of leadership
- Enjoy the confidence and respect of fellow officers
- Have 60 college credit hours or equivalent education experience
- Agree to remain in law enforcement for a minimum of three years after graduating from the FBI National Academy

### **Discussion and Analysis:**

The Calexico Police Department is responsible for developing current and future leaders. The Calexico has employed professional supervisors, command staff, and public safety officials. The FBI National Academy uses experience-based learning techniques to enhance the leadership abilities of first-line supervisors and Command Staff in national law enforcement organizations. This intensive program assists supervisors in analyzing their strengths and weaknesses and develops the type of interpersonal skills and strong ethics needed by leaders in law enforcement today. The FBI National Academy is designed to provide the foundation for understanding leadership in today's complex law enforcement environment. The course exposes students to concepts related to current leadership models, understanding of self and others, leadership within a law enforcement organization, and building key relationships within a community.

The Federal Bureau of Investigations (FBI) hosts the FBI Academy session approximately every 10 weeks throughout the year. The Calexico Police Department has been able to reserve a single seat for each session of the FBI National Academy starting on January 2023 and for the subsequent eight sessions. Therefore, having the entire command staff and the sworn supervisory personnel trained.

**Fiscal Impact:**

The travel expenses, Tuition, lodging, and meals are all covered by the FBI National Academy. Because it's an academy, additional costs would be incurred by the student attending the course. The following are the expenses:

**Required NA uniform:**

- green polo shirt, 2-3 recommended, \$30 each \$90.00
- khaki tactical pants, 2-3 recommended, \$45 each \$135.00
- black/brown shoes, \$110 - \$115 \$115.00
- uniform belt, \$15 - \$37 \$37.00
- NA gym shirts, 2-3 recommended, \$22 each \$66.00
- NA gym shorts, 2-3 recommended, \$20 each \$60.00
- spandex shorts, \$17 \$17.00
- NA jacket (optional), \$55 \$55.00
- Total (Approximately) \$575.00 per person

Total Cost of Travel is	\$ 0.00
Officer Uniform per officer (\$575.00)	<u>\$ 575.00</u>
Total	\$ 575.00

**Coordinated With:**

City Manager's Office.  
Finance Department.

**Attachment(s):**

None

## Jesus Serrano

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**From:** Amy D'Asaro <acdasaro@fbi.gov>  
**Sent:** Thursday, March 17, 2022 12:10 PM  
**To:** Jesus Serrano  
**Subject:** Re: National Academy Openings and Updates

Good morning Jesus,

That's great news!

Any of your candidates can go ahead and get started on the National Academy application. I've copied the instructions below for setting up their profile on our Virtual Academy and sending me the first group of forms.

I'm happy to answer any questions you have about eligibility and requirements to attend.

The timed run is for one mile. Other requirements include 60 units of college credit, verification/completion of all vaccinations (Polio, Meningitis, Hepatitis A, Td/Tdap, Varicella, MMR, Hepatitis b, Influenza, COVID), fingerprint cards, and a brief interview.

Students stay at the Academy, so the lodging is free, and they have access to meals at the Academy throughout their Session. Their flight is also covered, but any personal trips they decide to take are out of their own pocket.

Some of the expenses NA students can expect are as follows:

**Assessment fee:** \$315 (*Voluntary fee paid to the NAA that covers personal publicity and group photographs, session yearbook, challenge shirt, session patch, session lapel pin, session coin, and NAA membership*)

### **Required NA uniform:**

- green polo shirt, 2-3 recommended, \$30 each
- khaki tactical pants, 2-3 recommended, \$45 each
- black/brown shoes, \$110 - \$115
- uniform belt, \$15 - \$37
- NA gym shirts, 2-3 recommended, \$22 each
- NA gym shorts, 2-3 recommended, \$20 each
- spandex shorts, \$17
- NA jacket (optional), \$55

### **Optional weekend trips:**

- Philadelphia, \$300 estimated cost
- New York, \$600 estimated cost

**Other expenses:** May include business cards, patches, pins, souvenirs, field trips, class gift, office supplies, items for room.

I hope this is helpful. Please advise if I can be of further assistance.

Thank you,  
Amy

*Amy D'Asaro*

FBI - San Diego Field Office

Desk: (858) 320-8533 | Cell: (858) 437-4531

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Thank you for your interest in attending the FBI National Academy.

The first step in the process will be to submit your application online. You can begin setting up your profile by clicking on the **New User? Sign Up** link below the **Login button** or by clicking on the **User Registration** link in the top right corner of the screen. The website address is <https://fbiva.fbiacademy.edu>.

Once your profile is set up and you gain access to Virtual Academy, you can begin working on your online application by following the menu path **National Academy > National Academy Application**.

After submitting your online application, we will also need signed copies of the following forms sent to our office to begin processing you for the Academy. The forms can all be found in Virtual Academy, on the same menu you used to submit your online application.

- **Signed and dated Application form, with color photo attached**
- **Signed and dated Nomination form**
- **Signed and dated Consent to Release Information form, with witness signature and date**
- **Signed and dated Release form**

Once completed, please scan and email the forms to me, or send them to the following address:

**FBI**

**Attention: Training**

**10385 Vista Sorrento Parkway**

**San Diego, CA 92121**

Please feel free to reach out to me with any questions during the application process.

*Thank you,*

*Amy D'Asaro*

FBI - San Diego Field Office

Desk: (858) 320-8533 | Cell: (858) 437-4531

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**From:** Jesus Serrano <serranoj@calexico.ca.gov>

**Sent:** Thursday, March 17, 2022 9:20 AM

**To:** D'Asaro, Amy C. (SD) (FBI) <acdasaro@fbi.gov>  
**Subject:** [EXTERNAL EMAIL] - Re: National Academy Openings and Updates

Good morning Amy,

Yes, we do have at least 5 candidates that the department wants to send to the National Academy. I do have a candidate that can attend the 284th session in September.

However, I have a lot of questions regarding the requirements. For example, the length of the timed run. Is the run length a mile or a mile and a half? Additionally, what other requirements are needed for the candidate to attend. For example lodging, per diem travel and any expenses.

Jesus J. Serrano.

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

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**From:** Amy D'Asaro <acdasaro@fbi.gov>  
**Sent:** Wednesday, March 16, 2022 10:06:52 AM  
**To:** Jesus Serrano <serranoj@calexico.ca.gov>  
**Subject:** Re: National Academy Openings and Updates

Good Morning Jesus,

I hope your week is going well so far.

Just following up on your inquiry about the National Academy. Were you still interested in sending someone to the 284<sup>th</sup> Session (9/26/22 - 12/8/22)? If so, please let me know as soon as possible. We have other departments expressing interest in this slot.

Thank you!  
Amy

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**From:** D'Asaro, Amy C. (SD) (FBI) <acdasaro@fbi.gov>  
**Sent:** Thursday, March 10, 2022 5:32 PM  
**To:** Jesus Serrano <serranoj@calexico.ca.gov>  
**Subject:** Re: National Academy Openings and Updates

Hello Jesus,

We still have a slot available in the 284th session. Do you have a candidate who is good to go? We'd have to get the paperwork completed soon, to include all vaccination records. To answer your question, the time is for one mile.

Thanks!  
Amy

*Amy D'Asaro*  
FBI - San Diego Field Office  
Desk: [\(858\) 320-8533](tel:8583208533) | Cell: [\(858\) 437-4531](tel:8584374531)

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**From:** Jesus Serrano <serranoj@calexico.ca.gov>  
**Sent:** Thursday, March 10, 2022 3:17:14 PM  
**To:** D'Asaro, Amy C. (SD) (FBI) <acdasaro@fbi.gov>  
**Subject:** [EXTERNAL EMAIL] - RE: National Academy Openings and Updates

Good Afternoon Amy,

Can we hold one or two slots for the 284<sup>th</sup> and 286<sup>th</sup> sessions of the FBI National Academy.

The time run of 10:00 minutes for males and 11:30 minutes for females. How long is the distance?

Jesus J. Serrano  
Lieutenant  
Calexico Police Department  
420 E. Fifth Street  
Calexico, CA 92231  
(760) 768-2140  
[serranoj@calexico.ca.gov](mailto:serranoj@calexico.ca.gov)

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**From:** Amy D'Asaro <acdasaro@fbi.gov>  
**Sent:** Friday, March 4, 2022 8:28 AM  
**To:** Amy D'Asaro <acdasaro@fbi.gov>  
**Subject:** National Academy Openings and Updates

Good Morning,

We currently have one available slot in two upcoming National Academy sessions.

After the 286<sup>th</sup> Session, all slots are full until 2024. If you have a candidate ready to go soon, please let me know as soon as possible to ensure we can meet all of the deadlines.

**284<sup>th</sup> Session** 9/26/22 - 12/8/22  
**286<sup>th</sup> Session** 4/3/23 - 6/8/23

### NA Candidacy Updates

Some of you are already aware of the recent updates to NA candidacy, but in case you are not, please be aware all NA candidates must submit a passing timed run to be eligible to attend (10:00 minutes for males and 11:30 minutes for females). They will no longer be allowed to improve their time while at the Academy. All candidates must also have 60 college units completed prior to attending the NA. Finally, the Academy is now requiring all vaccinations to be completed prior to attendance, even those taken in a series (MMR, Hep A and

B). They will accept a titer blood test in lieu of updated shots. Proof of COVID vaccination is also required at this time.

Please feel free to reach out with any questions.

Thank you very much,

*Amy D'Asaro*

FBI - San Diego Field Office

Desk: (858) 320-8533 | Cell: (858) 437-4531