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program guide



PUBLIC SAFETY TRAINING

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OFFICE OF PUBLIC SAFETY

Department of State
Agency for International Development
Washington, D.C. 20523

PREFACE

"The growing numbers of trained men who are dedicated to the protection of public order, but at the same time understand the necessity of change and the necessity of keeping change within the established order, give us confidence that no matter how difficult or long the road ahead may be, a true freedom, a true independence, a true community of free and independent states living at peace within themselves and with each other, are attainable."

The Honorable U. ALEXIS JOHNSON, then Deputy Under Secretary of State for Political Affairs, at graduation ceremony of the International Police Academy.

Public Safety assistance by the Agency for International Development includes three general elements designed to meet host country requirements: technical assistance, training, and equipment. Of these interrelated elements, training has the most enduring effect.

Public Safety training is predicated on the principle that the security, stability, and progress of any country are contingent upon the laws of the land and the ability of its police agencies to enforce those laws fairly, justly, and in a humane manner.

Training in the United States is offered, primarily, at the International Police Academy, Washington, D.C., a function of the Office of Public Safety (OPS), Agency for International Development, and programs are coordinated through the OPS Training Division.

The International Police Academy is the pivotal institution providing police training for cooperating nations of the free world. It provides a forum for foreign police officers to discuss common problems and to increase their individual and their organizations' professional capabilities.

The principal purposes of Academy training are to impart to police leaders of emerging countries democratic concepts of responsible and humane police administration; provide them with professional knowledge that will assist in strengthening their police forces for the purpose of enforcing the law and maintaining the peace with a minimum use

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of force; prepare them more effectively to counter subversion and insurgency; encourage them to improve the character and image of their forces, thus binding them more closely to the community.

Training at the Academy is supplemented by training overseas and, as required, by additional or alternative United States training. Available training programs and guidelines are detailed in this document.

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I. GENERAL INFORMATION AND GUIDELINES

The purpose of this Program Guide is to state the policies governing participant training offered in the United States by the Office of Public Safety. It provides programing guidance to Public Safety Advisors, Training Officers, and other USAID personnel to achieve maximum effectiveness in training foreign public safety officers to improve host country internal security capabilities.

OPS offers three types of training:

A. Training in a Cooperating Country

Overseas training is provided by A.I.D. Public Safety Advisors who give technical advice, using training aids and equipment demonstrations; serve as guest instructors in the police academies and schools of the host country; and direct training in A.I.D.-sponsored special courses and seminars. Their efforts are supplemented by local police officers, many of whom have been trained in the United States, third countries, or in the cooperating country.

B. United States Training

When training outside the host country is desirable and United States funds are used, it is OPS policy to encourage that such training be in the United States. United States training is provided to further develop the professional abilities of career police and related officials of the host country so that they may contribute to the improvement of their country's law enforcement capabilities, and to the support of U.S.-sponsored Public Safety projects.

Public Safety training in the United States is provided at the International Police Academy; in police executive programs; and in selected technical specialist programs described in detail in Section III. In conjunction with formal training, participants are given the opportunity to observe various aspects of life in the United States, particularly through association with American citizens. These experiences tend to strengthen the bonds of friendship and understanding among the other peoples of the free world and the United States.

Police executive officers, senior and intermediate career officers, instructors, and personnel occupying supervisory technical positions will be scheduled by USAIDs for training in the United States.

It is recognized that USAIDs may occasionally have particular training requirements for Public Safety programs not listed in this Guide.

AID/W will continue to provide such specialized individual or group training programs when possible, and the need and benefit to be derived are justified. Since special programs require extensive planning and preparation, a minimum lead time of four months is required. A request for such participant training must be submitted prior to issuance of the PIO/P, and include full details, background, and justification. AID/W will advise within 30 days of receipt of the request if the training can be provided.

C. Third-Country Training

Third-country training may encourage nations to join the United States in its training effort and foster friendly relationships among the countries of the free world. The Office of Public Safety, AID/W, is responsible for the quality, coordination and control of all public safety training, whether in a third country or in the United States (see Section III, C 1, Manual Order 1544.1).

Third-country training may be scheduled for participants from countries not having adequate technical schools and where necessary training cannot feasibly be provided in the United States. Training in third countries which have developed facilities with A.I.D. assistance should receive preference.

Third-country training of police executives and career officer level participants, either singly or combined with United States training, should be thoroughly reviewed to determine its necessity when United States funds are involved. Such training must be approved in advance by AID/W. Approval will be granted only in instances where Public Safety project objectives are best supported by such training.

USAIDs desiring third-country training in countries where there is no OPS program must obtain AID/W concurrence prior to nominating participants. New third-country training facilities providing additional capabilities for third-country training are to be reported to OPS, AID/W with complete details of training available (fields of training, level, duration, schedule of courses or practical training, content, description of facilities and equipment, training experience of instructors and education).

II. PARTICIPANT ADMINISTRATIVE PROCEDURES AND STANDARDS

A. Participant Selection

The highest standards of selectivity must be maintained among officers chosen to participate in training programs in the United States. Care should be exercised by USAIDs to ensure that officers are selected for those courses appropriate to their rank, assignment and experience. In case of doubt as to the proper course, the matter should be referred to OPS with adequate documentation before issuance of the PIO/P. (Such requests should be submitted at least three months prior to the starting date of the course for which the participant is selected.) The selection of participants for training in Public Safety will adhere to standard A.I.D. training policies published in Manual Order 1382.2 (see also Section II B, Manual Order 1382.1, dated April 28, 1965). USAIDs will adhere also to the following:

1. Established English language requirements for training in the United States must be met, except for group programs conducted in a foreign language, such as the IPA General Courses in Spanish or French, or programs to which interpreters have been assigned in advance. Participants must possess sufficient English comprehension to allow them to participate in discussions, understand lectures, and read with rapidity if their training is to be profitable. (Manual Order 1382.3, February 20, 1967).
2. The training must be an integral part of the host country's overall Public Safety program, and necessary in furthering its objectives. Training should not be requested for a participant whose sole interest is in personal advancement. (Section II E, Manual Order 1382.2.)
3. The participant's capabilities, responsibilities and potential must be such as to enable him to disseminate newly acquired knowledge in the home country.
4. Physical and mental health must be at a high level to assure successful completion of the selected program. (Manual Order 1383.4, April 28, 1965, and particularly Section II D and F.) It should be made clear to the participant that pre-existent medical conditions (non-disease) cannot be corrected on program time, and must be done at his own expense.

B. Document Preparation

In the preparation of the PIO/P, USAIDs should insure that the numerical code for the Field of Activity ("710" for Public Safety) is clearly designated in paragraph 3 (Section I [Blocks 2 and 3], page A-1, Annex A to Manual Order 1383.1, dated April 28, 1965, and Manual Order 1053.4).

Where the program requested is a regularly scheduled course at the International Police Academy, the description of desired training may be limited to the title and date of the course concerned, except for the I.P.A. General Course and Inter-American General Course. As noted in these guidelines, up to four weeks of specialized training in one of several areas is included as part of these Academy programs. The specializations available are announced by circular airgram on both a fiscal year and individual course basis. Designation of the specialization selected, and, if appropriate, an alternate selection for each participant should be included in the PIO/P. For the Spanish and French General Courses, Block 14 must contain the following statement: "Training to be conducted in Spanish (French) at IPA, AID/W; interpreter services required for final four weeks only."

For police executive programs, information concerning special training and visits should be included either in the initial program request message, or a separate, administratively-controlled message. This will enable AID/W to obtain the best possible understanding of and identification with the participant, the country's law enforcement problems, and USAID's thinking concerning objectives to be achieved. *Details* of types of training and special visits desired *should not* be included in paragraph 19 of the PIO/P. By excluding detailed itinerary in the PIO/P, the USAID will avoid assumptions of commitments. However, the PIO/P (in paragraph 19) *should include* the general scope of objectives, responsibilities, pertinent facts about the special police interests and expectations of the participant(s), and a statement of the functions, jurisdiction, responsibilities, etc., of the participant(s) department or organization. This will assist AID/W in developing a program of training. Where interpreter services are required (regardless of how funded), it should be indicated in Block 14.

For technical specialist programs, particular attention must be given to the purpose, and to all pertinent or unique aspects of the training which will provide guidance. Major items of equipment (name, model, and manufacturer) in use or on order, with which the participant will

be concerned, should be included. Specific locations and/or sources of the desired training should *not* be included.

Biographic Data—Experience has proved the necessity of complete and accurate biographic data to ensure effective programming. Biographical data is submitted on Form 1380-2 in accordance with Manual Order 1383.2, dated October 28, 1965. Since the Form provides space for only the current and first preceding job assignments, a supplemental statement should be included for each participant who has had three or more law enforcement or military assignments. The supplemental list should incorporate each preceding assignment (dates, job title, rank, responsibilities) beginning with the first, plus a detailed statement of other experience (i.e., law, engineering, etc.), and any law enforcement training courses attended.

C. Security Clearances

A required security check is made by the United States Visa or Consular official prior to the issuance of a visa. The official has the privilege of requesting an advisory opinion from the Visa Office, State Department, Washington, D.C., when considered necessary. Training in certain Department of Defense and specially designated courses requires a written certification of clearance equivalent to United States CONFIDENTIAL, signed by the Ministry official or Director/Chief of the national organization. The format of such certification will be furnished by AID/W when required.

USAIDs should ensure that:

1. All Public Safety participant passports are valid for not less than six months after the expected termination date of their program unless they are "Official" or "Special" passports issued "For duration of program".
2. Where possible, it is recommended that the visa permit at least two entries.
3. Participants be clearly instructed on the importance of the DSP-66 Form for entry purposes. If this Form is not shown to immigration authorities at the U. S. port-of-entry, the participant will be granted a probationary or limited (3-30 days) entry.
4. The United States Entry Permit must be kept with the passport at all times.
5. The responsibility for the safekeeping of the passport and included documents is with the participant.

D. Nomination of Alternates

In view of the possibility of late cancellations and withdrawals, USAIDs should name and submit biodata on alternates. Alternate names should be included in the PIO/P at a minimal ratio of one for each two participants. The same qualifying data required for principal nominees should be submitted. This will greatly reduce the number of time-consuming and costly PIO/P amendments. Advance nominating messages are not required when the PIO/P and biographic data are submitted to AID/W at least three months in advance of the program starting date.

Other nominating requirements for specific programs will be contained in the course announcements. Particular attention is directed to the requirement to include full justification and waiver request for any participant who does not meet the full qualifications of a given program.

E. Submission of Documentation

The PIO/P, biodata and supporting documents should reach AID/W at least three months prior to the starting date of the training program (Section II C 1, Manual Order 1383.2).

To the greatest extent possible, participant documents should be enclosed with the formal request (PIO/Ps) for training. A minimum of four glossy, passport size photographs of each participant should be submitted with the biographical data. English language scores must be included for participants nominated for courses conducted in English (see Section II, Paragraph G of this Guide). Information on special procedures relating to certain technical specialist or police executive programs will be disseminated by AID/W through separate circular airgrams as appropriate. Exceptions applicable to the major categories of training are outlined below.

1. International Police Academy—Three months in advance. In unusual cases, documentation may be submitted as late as one month prior to course commencement with prior AID/W approval. In all cases documentation should be received by AID/W prior to the participant's arrival, to facilitate payment of the first per diem check.

2. Police Executive Programs—Three months in advance. However, based on circumstances of individual cases, documentation may be submitted with two months lead time provided AID/W has previously received a request for the training. Emergency situations will be accorded priority attention, but the success and effectiveness of these programs diminishes proportionately with the decrease in the lead

time given AID/W. In addition, for short notice priority program requests, it is essential that full details be submitted in the initial message and that follow-up documentation be submitted without delay. In cases where AID/W approves use of Invitational Travel Orders for police dignitaries, full biographic data and a copy of the Travel Orders must be received by AID/W prior to the participant's arrival.

3. Technical Specialist Programs—Unless otherwise indicated in the program descriptions (Section III of this Guide) or in separate AID/W communications, the three-month advance submission requirement will be followed. In cases where specific application forms are required, the USAIDs concerned will be notified by separate or circular announcement of the deadline for submission of the documentation. This is particularly important in the FBI National Academy and Northwestern University Traffic Institute. For many technical programs the training facility must review the documentation in order to determine acceptability of the candidate and duration of training.

F. English Language

For all participants attending courses conducted in English the ALIGU or English test scores, oral and written, must be included with the documentation. When initial test scores do not meet minimum requirements, the final retest scores should be submitted at least six weeks prior to the planned call forward date (Section IM, Block 8, new biodata form, Annex A to Manual Order 1383.2, dated October 28, 1965). Where the nominating USAID has knowledge of special English capabilities of participant(s) this information should be included. Unless overriding circumstances prevail, AID/W will not accept nominees who fail to meet the minimum English levels indicated. Inadequate English competency reduces the benefits received from the course and, in group programs, slows the group's progress.

In some cases the USAID may wish to use also the TOEFL test (Test of English as a Foreign Language) to supplement the regular tests. For procedures governing this test, see Training Notice # 52 of May 12, 1966 (N-1382.2).

G. Training Cost Estimates

The estimated United States training costs are given with each program described. All costs shown remain standard for the programs concerned, and are exclusive of international travel, regardless of how funded. Where standard costs, i.e., IPA General Course @ \$1,800 per participant, are exceeded due to unexpected increases in specialization tuition, etc., the concerned USAIDs will be informed promptly.

AID/W will furnish separate training cost estimates for each Police Executive Program in view of variations in per diem, tuition, interpreter escort and travel requirements.

For programs not included in this Guide, AID/W will include the cost estimate with the approval message, or as soon thereafter as possible.

Where cost review of PIO/Ps indicates more funds have been obligated than required, AID/W will promptly notify the concerned USAIDs of the excess funds available.

AID/W will continually review the standard costs of all programs and advise the USAIDs of any revised estimates, and toward the end of the program will advise concerning the expected amount of unused funds, if any.

H. Maintenance Allowance

Maintenance allowances for all Public Safety participants will be paid as set forth in Manual Order 1385.1, dated November 16, 1966, and as amended by AID/W Training Notices or Training Procedures.

Higher rates may be requested for Police Executive Training programs only in accord with existing regulations. All such exceptional per diem requests must have the concurrence of the Post Coordinating Committee prior to submission to AID/W for approval. NOTE: Even though participants in the IPA Senior Course are frequently of executive level, AID/W will not approve any request for per diem above the established rate of \$20 (category D). The international representation in each class does not permit individual exceptions.

USAIDs should not advise participants of the specific per diem rate for their program. (For instructions see Manual Order 1385.1, revised November 16, 1966.) This will be included in detail in their AID/W orientation. The per diem rate paid during the specialization phase for participants in the IPA General Courses varies according to the location of training.

In cases where USAID is unable to give a participant the full \$240 maintenance advance, AID/W must be notified, in the arrival notice or by separate cable, of the amount of any lesser advance provided. This enables AID/W to arrange for payment of the balance of the advance due, avoiding financial embarrassment to the participant.

Participants should be clearly informed prior to departure for the United States that the per diem is paid in advance on a 30-day basis. They are expected to exercise caution in the handling and safekeeping

of their allowance. If a participant should overspend or lose his allowance prior to the due date of the next check, no supplemental funds can be provided.

I. Clothing and Equipment

General clothing requirements are outlined in Manual Order 1385.4, dated September 9, 1963.

Participants attending the International Police Academy and the FBI National Academy are required to wear civilian clothing while attending classes. They are encouraged to bring one police uniform for formal occasions. They should also provide themselves with additional clothing suitable for use on an outdoor firearms range. Those attending the FBI National Academy will be furnished a list of required items upon arrival. The participant will be reimbursed for purchases totaling up to \$15.

When a training facility or school requires special clothing or equipment as a prerequisite to training, the cost is either included in the tuition or the item may be purchased from PIO/P funds. Participants attending the IPA General and Senior Courses will be issued the athletic clothing required in the program at no cost to them.

For automotive maintenance (mechanic) training, the required work uniform (coveralls) can be purchased at the training facility. The participant will be reimbursed.

Since IPA courses are conducted throughout the entire year, USAIDs should ensure that participants bring suitable seasonal clothing.

J. Independently-Financed Training

Independently-financed foreign nationals of cooperating countries may attend Public Safety courses or programs only when fully documented and processed in accordance with Manual Order 1383.9, dated September 9, 1963.

Requests for independently-financed training should be submitted a minimum of five months in advance of desired starting date and include full biographic data and applicable PIO/P. Procedural information regarding depository and disbursement will be provided Missions on a case-by-case basis at the time training is approved.

K. International Travel

Complete instructions for international travel of participants are in

Manual Order 1384.2, dated May 6, 1965. Particular attention is invited to Sections IV B and VI.

When arranging for the purchase of international travel tickets, USAIDs should take into consideration the approximate date of return travel, since higher air fares are in effect from late May to approximately mid-August. As a result, when many participants are ready to return home, an increase in fare becomes necessary. Where travel costs are paid by the host government, payment of the fare increase becomes a problem, since PIO/P funds cannot be used for this purpose, and the participant usually does not have sufficient personal funds. Therefore, USAIDs should ensure that the return international tickets, or credit advice for the return tickets, is sent to AID/W a minimum of four weeks prior to the program termination. This is normally accomplished by cabled prepaid credit advice through airline channels to the Washington office of the airline involved, in which case that airline should be advised to contact OPS/TD, AID/W, promptly upon receipt of such credit advice.

For IPA, executive and group multi-country specialist programs, participants with less than first-class tickets should be provided 22 pounds of excess baggage for at least the return trip. If the return travel is not funded by A.I.D., USAIDs should make every effort to have the host government or sponsor provide this excess baggage allowance from Washington (not from port-of-departure from the United States). When participants' international travel is funded jointly by A.I.D. and the host government, USAIDs should insure that the A.I.D.-funded portion (normally from U. S. port-of-entry to Washington, D.C. and return) includes the excess baggage allowance for at least the return portion. This is mandatory in all cases where the host government includes a "NTE 22 pounds excess baggage" provision on their portion.

On arrival in Washington, D.C., participants are required to surrender their international tickets to their Program Officer for safe-keeping. This includes excess baggage authorizations, exchange orders, etc. The Program Officer will issue a receipt. At the end of the training program, travel arrangements will be made for the return trip, and the revalidated tickets (with baggage authorizations, etc.) returned to the participant.

In view of space availability during the high-fare season, AID/W starts return travel arrangements six weeks in advance of the scheduled departure. USAIDs must advise AID/W of required changes in

return travel at least four weeks prior to the scheduled termination date so that programs may be revised.

Participants wishing to make stop-overs en route home, at his or his government's expense, are responsible for notifying the USAID of any deviation in return arrival flight or date.

L. Predeparture Briefing

Participants should be fully oriented to discuss their own organizations. In view of the interest of Americans in learning more about participants' home countries, USAIDs should encourage participants to bring maps, pictures, and slides of their country. However, no excess luggage weight allowance can be authorized for this purpose (see AIDTO Circ. A-308, April 9, 1963; AIDTO Circ. A-339, April 23, 1964). Documents, regulations and other written material pertaining to their specific administrative interests should accompany them.

The predeparture briefing should emphasize that the training program as described in this guide may deviate from prescribed schedules. Courses of cooperating training agencies in designated geographical areas should not be indicated when not specifically included in the program furnished by AID/W (Manual Order 1382.4, dated October 21, 1965).

Four points to emphasize:

1. The DSP-66 Form should be kept with the passport and must be presented to the United States Immigration Official at the port-of-entry.
2. Chest X-rays are to be given to the United States Health Officer at the port-of-entry.
3. The U.S. Entry Permit Card received from the U.S. Immigration Officer must be kept in the passport.
4. The Instruction Sheet (Annex B, Manual Order 1382.4) in English and their own language should be fully understood and carried with them.

Participants should be instructed in the proper completion of United States Customs Entry forms (AIDTO Circ. A-174, dated March 23, 1962). If a participant is held in quarantine at the United States port-of-entry, he should request Immigration officials to telephone OPS/TD, AID/W (area code 202, DUDley 3-8313 or DUDley 3-8091) during working

hours, or the Washington International Center Duty Officer (area code 202, DEcatur 2-1034 or DEcatur 2-1025) at night or on weekends.

Participants must understand that the advance per diem is not to be used for living expenses enroute to the country where their training is programed but is for use after arrival at the port-of-entry. The amount will be charged against their maintenance allowance. Participants will be reimbursed for limousine or taxi fares from airport to hotel and return during an authorized rest stop at the port-of-entry (see Training Procedures # 11, dated May 1, 1965, in relation to Manual Order 1385.1). Participants must, however, pay their own hotel and meal expenses during this authorized stop. Since the official training program and their per diem commence with arrival at the port-of-entry, living expenses are not reimbursable.

Participants will be met upon arrival in Washington. If for an unforeseen reason a participant is not met on arrival, he should wait a reasonable time then telephone the Washington International Center Duty Officer (DEcatur 2-1034 or DEcatur 2-1025), and ask for instructions. If there is no answer, he should board an airport bus or limousine to the Pick-Lee Hotel, 15th and L Streets, N.W., identify himself as an A.I.D. participant and register. The Washington International Center and/or the Public Safety Program Officer will contact him there.

Upon arrival in Washington, participants will attend from one to five days of general orientation in American culture and institutions given by the Washington International Center (Manual Order 1383.6, dated February 10, 1967). English language classes are offered by the American Language Institute of Georgetown University. In addition, home and community hospitality is available (Manual Order 1382.7).

M. Arrival Notices

Arrival notices for all Public Safety participants should be sent to AID/W separately, and not be combined with participants in other fields of specialization. Each arrival notice should include the code number of the assigned AID/W Public Safety Program Officer (number at the end of the call forward message, i.e. 71-004), the complete PIO/P number, and, if attending IPA, the appropriate course number and the exact amount of per diem advanced to the participant. IPA participant arrival notices must be received seven working days in advance, or as otherwise designated by AID/W in the call forward message.

Where a participant is authorized personal stop-overs in the United States prior to reporting for his program, full details must be shown

in the arrival notice (address or contact, date and flight number for arrival in Washington). In such cases, maintenance allowances begin with date of commencement of his program in Washington.

In cases of unavoidable delays enroute to the United States (i.e., illness, cancelled flight, lost ticket, etc.), participants should be instructed to notify AID/W immediately by telegram or cable (address: Chief, Training Division, Office of Public Safety, A.I.D., Washington, D.C. 20523) and include participant's full name, PIO/P number, location, reason for delay, and new confirmed airline flight for arrival in the United States and Washington.

N. Housing

Public Safety participants will live on the local economy in Washington and other program locations, unless quarters are furnished. (At the Military/Naval training schools, U.S. Border Patrol Academy, U.S. Coast Guard Academy, rates are very low and less per diem is paid for those periods.)

Transient, moderately-priced hotel accommodations will be arranged in Washington for all arriving participants. These are normally for a two-day period for participants attending the IPA Senior and General Courses. The Washington International Center provides each participant with a list of suitable apartments and boarding houses, and offers guidance in locating housing for the duration of the program in Washington. Participants having other pre-arranged lodging plans should advise the Course Counselor immediately on arrival.

Housing rented by the participants is on the basis of verbal or written contracts. Participants are urged to make certain they understand and comply with the provisions of the rental agreement.

O. Personal Mail

Participants should have mail addressed as follows:

Name and Rank (surname in capital letters)
Code number of Program Officer, e.g., 71-005
Agency for International Development
Washington, D.C. 20523 U.S.A.

Participants attending IPA courses should include International Police Academy and the course number as the second line. The Program Officer's number, e.g., 71-011, becomes the third line.

Participants should be cautioned to advise their correspondents that the complete mailing address be used. Omission of any part, or illegibility, can result in delay or non-delivery. Also, the sender's name and address should be shown on the back or on the front upper left corner of the envelope.

P. Return Shipment of Baggage and Printed Training Materials

Participants must pay the cost of all baggage weight in excess of the authorized weight allowed. Baggage charges must be paid prior to boarding the plane.

Airlines consider baggage as suitcases, not crates or large boxes in which a suitcase may be part of the contents.

A.I.D. provides for the surface shipment of a maximum of 200 pounds of printed technical materials from the United States to the participant's home country at A.I.D. expense (i.e., professional books, course handouts, class notes). A.I.D. does not pay the cost of shipping personal effects, training supplies or equipment even though program-related. Such items should not be included with shipments of printed technical materials, but must be shipped separately by the participant at his own expense.

A copy of the Bill of Lading Transmittal Letter is sent to the Mission by the shipping contractor. Shipments are sometimes delayed due to unavailability of vessels, dock strikes, improper packaging by participants, and trans-shipment difficulties in the country to which consigned. USAIDs should defer requests for tracing individual shipments until one month after the expected arrival date.

Q. Professional Society Memberships

Public Safety participants attending Technical Specialist, Police Executive and IPA Senior Courses may join one professional society at program expense. All participants in active law enforcement work will receive the "International Police Academy Review".

III. TYPES OF PARTICIPANT TRAINING PROGRAMS AVAILABLE

The programs described in this Guide are a result of careful analysis of past and future requirements. Programs requested exclusively by one or two USAIDs are not included. These may be arranged on a limited case-by-case basis, provided adequate justification exists and with advance AID/W approval.

The indicated program costs cover the total United States training exclusive of international travel. Escort or interpreter charges must be added when chargeable to the PIO/P.

Training programs described are:

INTERNATIONAL POLICE ACADEMY

FEDERAL BUREAU OF INVESTIGATION NATIONAL ACADEMY

POLICE EXECUTIVE TRAINING

TECHNICAL SPECIALIST TRAINING

INTERNATIONAL POLICE ACADEMY

The International Police Academy is located at 3520 Prospect Street, N.W., Washington, D.C. 20523. The Academy offers two principal courses, a Senior Course and a General Course, in which a diversified program of police administration and operations is presented.

USAIDs are encouraged to use the Academy to the fullest extent to meet their requirements for career officers. The Academy is capable of providing quality training with maximum impact at moderate cost. Representatives from as many countries as possible are desired in each course for a reciprocal exchange of police information, concepts, and techniques.

Seminar and workshop instruction is used. There is also inter-agency participation in program presentations. Authoritative persons from all areas of the law enforcement profession, and experts in related fields supplement the Academy faculty.

Specialized training (maximum: four weeks) is offered in several subjects after completion of the General Course.

The Academy also provides orientation for participants scheduled for the Police Executive and Technical Specialist programs, and for United States Public Safety Advisors.

In view of the varying levels of talent, experience, education and language competency among the participants, individual grades and class standings are not established by the International Police Academy. The awarding of a diploma is indicative of satisfactory completion of a course.

The Academy closely supervises the performance, conduct and attendance of the students to ensure maximum benefit and contribution to the courses. Class attendance is mandatory. In cases of serious dereliction of duty or misconduct, either in or outside the Academy, AID/W will inform the Mission concerned. Continued inadequate performance or misconduct will result in termination of the student's program.

Nomination of qualified participants for these courses should emphasize:

- a. High qualities of maturity and leadership and outstanding career potential.
- b. Adequate experience in the field of law enforcement to enable the participant to benefit from the Academy program.
- c. A comprehensive understanding of public safety problems in his country related to the proposed training.
- d. A commitment to continue in public safety assignments after completion of the training.

TITLE: INTERNATIONAL POLICE ACADEMY—*Senior Course* (Offered in the English language only).

CONTENT: Comparative police administration; police organization, management, operation, planning and research; public relations; communications; instructor training; crime prevention; investigation, firearms; counterinsurgency and counter subversion. A ten-day study tour of federal, state, and municipal law enforcement agencies and other U.S. institutions included. Students are required to prepare a thesis.

DURATION: Fourteen weeks; enrollment limited to 40 officers.

AVAILABILITY: Conducted once annually. Exact dates are announced by circular airgram.

PROGRAM COST: \$2,400 including maintenance advance, per diem, book allowance, United States travel, and incidental expenses, but excluding international travel. A Category D exceptional per diem rate of \$20 has been approved for Senior Officers Course participants. Care should be exercised to assure that all nominees meet criteria set forth below and in AIDTO Circular A-126, December 17, 1966. Requests for per diem in excess of this rate will not be approved.

PREREQUISITES: Police executives of highest ranks with Lieutenant Colonel minimum or with equivalent civilian ranks. These officers should command a national police force or major operational element at national, provincial, or municipal levels, or hold executive positions with responsibility for the establishment of policy or staff planning. Also eligible are chiefs of divisions and their deputies, and those in charge of major administrative functions. Due to the variation in rank and assignment procedures in police departments throughout the world, USAIDs may request some deviation from these prerequisites. Such requests must be justified and have AID/W approval before students will be accepted. A minimum English language proficiency of 75-75 is required. Candidates should be at least 25 and not more than 50 years of age, have at least a high school diploma or its equivalent, and five years of experience in law enforcement. Other A.I.D. participant criteria apply. Any exception to the above must be approved in advance by AID/W prior to formal nomination to the course.

TITLE: INTERNATIONAL POLICE ACADEMY—*International and Inter-American General Courses* (International General Course offered in the English and French languages; Inter-American General Course in the Spanish language.)

CONTENT: Police administration, organization and operations; investigations; scientific and technical aids; border and customs control; crime prevention; public relations; internal security; counter-insurgency and counter-subversion; defense tactics; firearms; riot control; instructor training. An eight-day study tour of federal, state and municipal law enforcement agencies and other U.S. institutions is included. A thesis is required. Specialization training is offered in one of the following subjects after completion of this course:

Police Patrol Operations	Records Management
Riot Control ¹	Narcotics Law Enforcement ²
Criminal and Security Investigation	Border Patrol and Customs (3 weeks)
Instructor Training	Firearms Training ³
	Traffic ³

The period of specialization training is two to four weeks. Only one such course is authorized each participant. This training must be requested at the same time nominations are submitted for the general course. Where overriding country needs dictate other requirements, requests with justification must be submitted to AID/W in advance of formal nominations for determination of availability and approval. Certificates are awarded for satisfactory completion of a specialization.

DURATION: Thirteen weeks instruction at the Academy, which may be followed by up to four additional weeks of specialized training.

AVAILABILITY: Detailed announcements are distributed three months in advance of each course.

PROGRAM COSTS: All costs, exclusive of international travel.⁴

PREREQUISITES: Participants must be officers of commissioned status with rank up to and including that of a major, or of equivalent civilian rank. They must occupy supervisory positions in the operational or administrative-support elements of a law enforcement organization, or they must have instructional responsibilities which will enable them to disseminate the knowledge acquired through United States training. Any deviation from these prerequisites must have AID/W approval. Candidates should be at least 21 and not more than 45 years of age, have at least a high school diploma or its equivalent, and three years of experience in law enforcement. Other A.I.D. participant criteria apply.

¹ Conducted as required for English, Spanish and French courses, normally once annually.

² Conducted once annually in Spanish (limited to two weeks); conducted in English on an 'as needed' basis.

³ Conducted once annually for both Spanish and English courses.

⁴ Costs are \$1,800 per participant except for those participants attending the following specializations, for which the costs per participant are shown after each specialization title: Instructor Training (English), \$1,720; Narcotics or Customs Enforcement (English), \$2,000; Narcotics Law Enforcement (Spanish), \$1,750; Border/Customs Control (Spanish), \$2,100; Riot Control (English, French and Spanish), \$1,860.

A minimum language proficiency of 75-75 is required for the English course. For those attending courses conducted in the Spanish and French languages, elementary English instruction is provided through extra-curricular language classes at Georgetown University. These are arranged through IPA at no cost to the participant.

NATIONAL ACADEMY OF THE FEDERAL BUREAU OF INVESTIGATION

The Federal Bureau of Investigation conducts training for police officers at the FBI Headquarters in Washington, D.C., and at its Academy at nearby Quantico, Virginia. Two 12-week training sessions are held every year. The spring session begins in mid-March and the fall session in late August. The curriculum of the Academy is designed to train law enforcement officers to be instructors in investigative subjects and to further their capabilities as administrators and executives. In addition to lectures and seminars, the training includes active participation in class projects and practical problems.

This training is offered command-level law enforcement officers of foreign countries to fulfill a need for exchanging information concerning law enforcement problems with American officials. Each course enrollment is limited to a total of 20 foreign students with not more than two from any one country in a single session. Information regarding starting dates, itineraries and the submission of documentation for nominees is distributed prior to each session.

Further information concerning this course is available in a pamphlet entitled 'The Story of the FBI National Academy', which has been distributed previously to the USAIDs. Additional copies will be forwarded upon request.

TITLE: *FBI National Academy Course of Instruction.*

CONTENT: Scientific and technical topics involving police records; firearms and ballistics; investigative procedures; practical teaching; police tactics; physical training and defense techniques; organizing and operating police schools and training methods; physics and

chemistry as aids to police; photography; preservation of evidence. Instruction is also provided in related subjects such as criminal law; criminal identification; personnel procedures; visual education; applied psychology; sociology; government.

DURATION: Sixteen weeks. The Academy course is 12 weeks. Remaining time is devoted to one week of orientation in United States police systems with the International Police Services School, Washington, D.C., one week at the Washington International Center, one week of firearms training by the FBI at Quantico, Virginia, and one week for arrival and departure processing.

PROGRAM COST: \$2,600, exclusive of international travel.

PREREQUISITES: Candidate must be at least 25 and not more than 50 years of age; height and weight must be proportionate and must be within limits established on the application form; capable of performing vigorous physical activity; high school diploma or its equivalent; five years of continuous experience in law enforcement. These requirements are not waived by the FBI except in unusual circumstances. Minimum language score of 80-80 is necessary because participants are required to maintain typewritten notebooks in the English language. The regional FBI Legal Attache will visit the USAID to personally interview each nominee. The FBI reserves the right to approve each participant to be trained at the National Academy. The call forward will not be issued until AID/W receives FBI/W approval. After selections have been announced by the FBI, substitutions cannot be made without obtaining AID/W and FBI/W approval.

POLICE EXECUTIVE TRAINING

TITLE: *Police Executive Training.*

CONTENT: This program is designed for police executives who, due to lack of time only, are unable to attend the Senior Officers Course at the International Police Academy. The program acquaints these executives with police systems and practices in the United States. It provides an opportunity to observe police operations, participate in conferences and seminars, and make comparative studies of the organization, administration and operations of selected federal, state, county and municipal law enforcement organizations. The type and number of organizations visited vary with the specific needs of each program. Partici-

pants will receive a brief orientation at the International Police Academy. Interpreters may be used if necessary. If a Mission believes it is essential for an OPS field advisor to escort the official or group, recommendation may be submitted for AID/W approval.

DURATION: Duration of the program is two to four weeks.

PROGRAM COST: Four weeks: \$1,300. This figure is based on regular per diem rates, exclusive of international travel and interpreter costs when chargeable to the PIO/Ps. When exceptional per diem rates are determined necessary, advance approval by the Post Coordinating Committee must be included in the initiating program request. In all cases involving interpreter costs or exceptional per diem, AID/W will advise of additional funds required. Escort costs cannot be charged against participants' PIO/Ps.

AVAILABILITY: By arrangement. In view of the special arrangements required in these programs, USAIDs should include several alternative starting dates. USAIDs may wish to schedule selected senior police executives for a program to include attendance at the Annual Conference of the International Association of Chiefs of Police, usually held in October.

See Appendix for advance information to be provided AID/W concerning proposed candidates.

TECHNICAL SPECIALIST TRAINING

These programs are designed for officers in positions requiring special technical knowledge. They vary in length. Participants are briefed at the International Police Academy before starting their program. The programs consist of training in applicable technical specialties and will be presented by selected government and private organizations. Courses are conducted in the English language unless otherwise indicated. Due to the technical content, requests for non-English-qualified participants to attend English courses will not be approved.

The following pages contain a description of the technical specialist courses available, with content, duration, cost, prerequisites, and other special requirements.

OPS/W continually revises these programs to ensure quality instruction and their content is based on the maintenance of high professional

standards. Any deviation from the listed programs must be justified and approved by AID/W in advance.

TITLE: *Questioned Document Examination* (United States Post Office Department Scientific Identification Laboratory)

CONTENT: Handwriting and handprinting; typewriting identification; forgeries; anonymous letters; extortion; frauds; counterfeiting documents; micro-chemical analysis of inks and paper; techniques in examining alterations, eradications, obliterations, charred documents, uninked writing impressions and security features related to official mail; forensic photography applicable to questioned documents; techniques of preparing and presenting expert testimony before the courts; techniques of writing technical reports; handling, care and preservation of documents; use of stereoscopic microscopes, measuring protractors and calipers, infrared viewing unit, ultra violet radiation, spectrographic equipment, spectrophotometric equipment, cameras used in document photography, infrared and ultra violet photography; chemical treatment of documents for developing latent fingerprints.

DURATION: Six months in-service training designed for participants with extensive experience. Twelve months training for participant with little or no previous experience in this field.

PROGRAM COST: \$3,250 for a six-month program; \$5,600 for the one-year program for English-speaking participants, exclusive of international travel.

AVAILABILITY: By special arrangement, subject to space availability. Post Office Department facilities limit training to four participants at one time. Nominations should be submitted well in advance.

PREREQUISITES: Participants must attain a minimum English language score of 80-80, and have the necessary academic and experience background, including a knowledge of photography, to assure successful completion of this training. It is preferable that participants be at least 24 and not more than 45 years of age, unless they have

demonstrated ability and have had one or more years of actual experience in the field of Questioned Document examination.

All participants are required to have studied "Suspect Documents", by Dr. Wilson R. Harrison, published by Sweet and Maxwell, Ltd., London. "Questioned Document Problems", by Albert Osborn, published (1944) by Boyd Printing Company, Albany, New York, may be substituted.

TITLE: *Police Records Management* (International Police Services School, Washington, D.C.).

CONTENT: Analysis of the major functions in police records management and their association with administrative processes within an organization; law enforcement records and the arrangement and organization of a records department; conduct of a records survey and the documentation of findings; examination of the records cycle which involves preparation, indexing, filing methods, classifying, controlling, and records disposal; study of the special types of police records including personnel, traffic, criminal, identification, property, investigation and internal security; uniform crime reports, internal management and orientation. In-service training in special types of police records will be emphasized to accommodate the needs of the participant.

DURATION: Two months—six weeks of academic training followed by two weeks of in-service training.

PROGRAM COST: \$1,050, excluding international travel.

AVAILABILITY: Once annually on a world-wide basis, starting in March. Requires a minimum of ten participants. Additional details are sent in advance of each course.

PREREQUISITES: Minimum language proficiency of 75-75. Must be supervisory personnel in charge of records filing departments or those being considered for such assignments, and possess some knowledge of management principles and procedures.

TITLE: *Traffic Police Administration* (Northwestern University Traffic Institute, Evanston, Illinois)

CONTENT: Fundamentals of traffic programs; government and law; traffic law enforcement; general semantics; survey methods; techniques of training and traffic programs; principles of police management; sociology for police; statistics for police; laws of arrest; rules of evidence; effective speech; report and letter writing.

DURATION: Nine months.

PROGRAM COST: \$5,100, exclusive of international travel.

AVAILABILITY: Offered once annually starting in September. Participation by A.I.D. is limited to four per course selected on a worldwide basis.

PREREQUISITES: Minimum language requirement of 75-75. Nominees must be under 45 years of age and have at least three years experience as a police officer. Since AID/W is limited to four spaces each year, careful review of the qualifications of nominees will be made.

Nominations should be submitted prior to May, and completed application forms received in AID/W not later than June 1 of the year training is requested.

The course will be announced in February, with specific details. Application forms will be airmailed to nominating missions.

TITLE: *Special Actions—Riot Control* (French language only).

CONTENT: Introduction to United States police systems; emergency plans and equipment; civil disturbances and control of peaceful assemblages; police operations; civil disturbances; methods of instruction; weapons and equipment; unarmed defense; field study trips.

DURATION: Nine weeks.

PROGRAM COST: \$1,090, exclusive of international travel.

AVAILABILITY: Once annually on a world-wide basis, starting in July. Requires a minimum of ten participants, with a ceiling of 40.

PREREQUISITES: Participants should be experienced officers who occupy command or supervisory positions.

In addition, Riot Control is offered as a four-week specialization in the French language following an International General Course. Riot Control in the English and Spanish languages is also conducted as specialized training for a period of four weeks following the International General and Inter-American General Courses.

TITLE: *Police Telecommunications Management.*

CONTENT: This course is divided into several phases beginning with an integrated approach to cover the fundamentals of electricity and electronics; radio and telephone fundamentals; radio communication theory and equipment; telecommunications systems and equipment, including wire, radio, power sources, engineering; installation and maintenance; inspections. Other phases include organizational principles (including line of command authority, grouping of functions, delegation of responsibility, span of control); office management; personnel administration (involving recruitment, screening, employment, probational period, salary, evaluation assignment and reassignment, and retirement); budget and fiscal (including planning for facilities, services and staff); communications center operations; organization, administration and operation of a training center; principles of instruction and training of instructors; use of visual aids; methods of evaluation; types of examination and use of evaluation results; police administration and functions; use of communications in municipal, county, state and federal law enforcement operations; police communications center operations; message processing; records, reports, message forms and content used in telephone radio communications systems; equipment maintenance and repair services; systems controls.

DURATION: Ten months.

PROGRAM COST: Maximum \$6,200, excluding international travel; costs vary with location of training facility.

AVAILABILITY: Conducted once annually starting in February. Requires a minimum of ten participants.

PREREQUISITES: Minimum language requirement of 80-80 because of the technical nature of the training.

TITLE: *Police Radio Communications.*

CONTENT: This program is designed to qualify officers and technicians in the field of F-M Communications so they can properly install, maintain and operate mobile radio and fixed station side-band systems. The training can be offered in the English, Spanish, or French languages. Instruction will consist of lectures, laboratory work and visits to existing radio systems. Subjects covered involve basic electricity; mathematics; fundamentals of tubes and transistors; development, growth and future of F-M mobile communications; laboratory and classroom work in applied tube and transistor circuits; study of the components and circuits of the F-M mobile transmitter/receiver unit; base station equipment and its associated control circuitry; transfer and propagation of R-F signals; antennae; test equipment for mobile servicing; methods of uncovering failures and of making repairs to communications equipment; single side-band equipment; international rules and regulations; installation of mobile and base station equipment; methods in the maintenance of communications systems; planning for the selection and installation of a complete radio network.

PROGRAM COST: Maximum \$4,200 in English, and maximum \$4,500 in French and Spanish; costs vary with location of training facility and exclude international travel.

DURATION: Six months.

AVAILABILITY: Conducted in English twice annually, starting in April and October; Spanish once annually starting in February, French once annually starting in October. All courses require a minimum of ten participants on a world-wide basis. Specific details will be circularized in advance.

PREREQUISITES: Participants should have a firm background in general electronics although knowledge of communications systems is not required. They should be currently responsible for the installa-

tion and maintenance of mobile F-M communications systems or assigned to systems on order. They should have the equivalent of at least two years in high school. For English courses, a minimum language capability of 75-75 is required.

A program in repair and maintenance of telecommunications equipment can be furnished to suitable participants depending upon the needs of the host government and type of electronic equipment in service. This program should be requested six months in advance of desired starting date. Program costs vary with the program content and will be determined separately by AID/W for each case.

TITLE: *Maritime Law Enforcement* (United States Coast Guard Training Center, Yorktown, Virginia; United States Coast Guard Academy, New London, Connecticut).

CONTENT: Seamanship, communications, navigation, coast guard operations, damage control, ordnance, physical education, and leadership.

DURATION: Four months plus a maximum of one month of observation of United States Coast Guard operations, maintenance, and training facilities.

PROGRAM COST: \$1,900, excluding international travel.

AVAILABILITY: Twice annually in February and September. A firm space request must be received by AID/W not later than June for the February course and January for the September course.

PREREQUISITES: Commissioned officer with minimum language requirement of 75-75, and host country security clearance equivalent to U.S. "Confidential." Full details of training, education (including subjects studied in college-level training), and experience (particularly maritime) must be submitted. Determination of location of training will be made upon review of data submitted.

TITLE: *Firearms Identification* (Normally conducted as in-service training with the Criminal Investigation Laboratory, Fort Gordon, Georgia).

CONTENT: History of firearms and their development; types and manufacturers of firearms; principles of firearms identification; general and specific characteristics of pistols and revolvers, rifling characteristics; comparison of extractor and ejector marks; safety inspection; camera techniques; ballistics; ammunition components; powder and shot patterns; comparison of tool marks; restoration of identifying data; molding and casting; preparation of case reports and report writing.

PROGRAM COST: \$4,400, excluding international travel.

DURATION: Twelve and one-half months.

AVAILABILITY: As required by special arrangement. Laboratory facilities permit only three participants in training at one time.

PREREQUISITES: Minimum language requirement of 75-75 and academic and experience background to assure successful completion of this training. (Full background information—education, training, experience with specific types of laboratory equipment—must be submitted for each nominee.)

TITLE: *Penology and Corrections.*

CONTENT: Four different areas of specialized study are offered under an agreement with Southern Illinois University for groups of from five to 20 persons. They are:

1. *Management of Correctional Institutions*—Crime and its treatment in the United States; disposition of convicted offenders and juveniles; philosophy and practice of correctional institutional management; methods of correctional staff training and development; probation and parole systems; new directions in criminal law administration and corrections; field visits; observation and participation in correctional institutions.

2. *Correctional Institutional Design and Construction*—Same as 1, except a phase of instruction in new institution sites and architectural design and construction is included.

3. *Correctional Relationships with Juvenile and Criminal Courts*—Same as 1, except observation and participation in juvenile and criminal courts is offered in lieu of observation and participation in correctional institutions.

4. *Probation and Parole Systems*—Same as 1, except observation and participation in probation and parole systems is offered in lieu of observation and participation in correctional institutions.

DURATION: Twelve to twenty-four weeks. Shorter periods of participation can be arranged for senior and key personnel.

PROGRAM COST: Twelve weeks—\$2,500; 18 weeks—\$3,800; 24 weeks—\$4,600. Individual costs are computed on a basis of five or more participants at regular per diem, without escort, and exclusive of international travel.

AVAILABILITY: This course is conducted twice annually starting in March and September, for a minimum of five participants. Firm nominations must be received by AID/W not later than three months prior to starting date.

PREREQUISITES: Minimum language requirement of 75-75. Participants should be selected from candidates who can be expected to fill positions involving planning, development, and/or management of correctional institutions. Full background data, including education and experience in sociology, must be furnished.

TITLE: *Equipment Maintenance* (Supervisory Level)

CONTENT: Fundamentals of shop supervision and management. Administration; maintenance procedures; organization and operation of direct and general support maintenance shops; repair parts supply procedures; vehicles; construction equipment; power generators; refrigeration; materials handling equipment; delousing, bath, bakery and laundry equipment; use of lathe, shaper, milling machine, welding equipment, metal body tools, and recovery equipment.

DURATION: Ten weeks plus two weeks of observer training to provide experience in major transport operations.

PROGRAM COST: \$2,050, exclusive of international travel.

AVAILABILITY: Offered several times annually. Space requests must be submitted at least six months prior to desired starting date of program.

PREREQUISITES: Minimum language requirement of 75-75. Participant should have good leadership qualities and a firm background in the field of mechanics, and be responsible for maintenance and shop supervision of police equipment.

TITLE: *Automotive Repair* (Mechanic Level).

CONTENT: Fundamental principles of automotive equipment and the use of hand-tools; familiarization with the construction, operation, maintenance, and repair of mechanical, fuel, and electrical systems of wheel and track vehicle engines; familiarization with the operation, disassembly, inspection, reassembly, and adjustment of power train components of wheel and track vehicles.

DURATION: Sixteen weeks.

PROGRAM COST: \$1,950, excluding international travel.

AVAILABILITY: Offered several times annually. Space requests must be submitted at least six months prior to desired starting date of program.

PREREQUISITES: Police personnel with minimum language requirement of 75-75.

Training in more specific subjects than described above, such as vehicle maintenance, engine rebuilding (both gasoline and diesel), is available on a special request basis. Duration: three to twelve months. Such requests should be submitted at least six months prior to desired starting date of program.

TITLE: *Audio-Visual Communications.*

CONTENT: Training in planning, selecting, using and evaluating audio-visual aids and training methods; techniques of photography and operation of a photographic laboratory to include processing black-and-white and color films; copying, enlarging, reducing and finishing photographic prints; training in production of slide series, film strips and material for training purposes; operation and maintenance of audio-visual equipment; familiarization with graphics, illustrations, publications, posters, design and printing; selection and utilization of motion pictures, radio and television in training programs. Visits to audio-visual production firms. Training is conducted on-the-job in the Communications Media Section of the International Police Academy.

DURATION: Four months.

PROGRAM COST: \$2,000, exclusive of international travel.

AVAILABILITY: As required by special arrangement. Only two students can be accommodated at one time. Courses are held three times annually.

PREREQUISITES: Participants should be police officers of commissioned or noncommissioned rank. They should have general knowledge of audio-visual communications and preferably have instructional responsibilities. Participants may be either English or Spanish speaking.

Appendix

ADVANCE BACKGROUND INFORMATION SUMMARY ON CANDIDATES FOR POLICE EXECUTIVE TRAINING

Full name	Interesting examples of nominee's experiences for publicity purposes in the U.S.
Academic training	Religion
Important positions held in the past	Immediate family
Membership in professional organizations	Family background: if pertinent
Publications	Physical characteristics and personality traits
Travel abroad	Intelligence and particular talents
Knowledge of English	Social customs
Special areas of interest in the U.S.	Dietary habits
Proposed activities in the U.S.	Class of accommodation desired
Preferred dates of travel to the U.S.	Exact information on name and title with which nominee expects to be addressed in conversations

