



FBI NATIONAL ACADEMY, SOUTHERN POLICE INSTITUTE & SIMILAR INSTITUTIONS

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I. PURPOSE

This directive establishes a selection process for attendance at the FBI National Academy, the Southern Police Institute, and similar institutions of higher learning.

II. POLICY

The policy of this department is to select the most qualified individuals to attend institutions of professional police education. Officers selected for such training will be entitled to full pay and benefits while attending the training and traveling to and from it. No mandatory training requirements are satisfied by such training. Assignment of personnel upon completion of advanced training is the Chief's prerogative, based on his or her analysis of the employee's capabilities and the department's needs. This policy is part of the department's Career Development Program.

III. DEPARTMENT NOTIFICATION AND EMPLOYEE RESPONSE

The Chief of Police may notify, via department wide correspondence, employees of the department of non-departmental training opportunities. Those employees interested will submit a memorandum to the Chief of Police, via the chain of command, requesting consideration for selection.

IV. SELECTION & NOTIFICATION

All requests will be reviewed by the Chief of Police. Each applicant will be apprised of the Chief's decision.

V. SELECTION PROTOCOL FOR THE FBI NATIONAL ACADEMY

A. *In January of each calendar year, a notice will be distributed indicating the department's intent to create a new eligibility list.*

B. *Interested candidates (rank of lieutenant or above) should submit an inter-office memorandum to the Chief of Police indicating their interest for consideration along with a one-page explanation of how this training would benefit them as an individual and how it would benefit the department.*

C. *All candidates must have successfully completed the department's physical agility test to be considered.*

D. *A diversified panel consisting of command staff members and/or National Academy graduates will interview the candidates to determine who should continue in the selection process.*

E. Once the interview panel determines the list of eligible candidates, the Chief of Police will review the list to determine which candidates should remain eligible. The Chief of Police may confer with the executive staff at this stage of the process.

F. The candidates that remain on the eligibility list after the Chief of Police's review will then be directed to apply for the National Academy through the virtual application process. There are no limits to the number of candidates who can apply through the on-line process.

G. When the department has been notified of an opening for a class, a final candidate will be chosen through a random drawing. This will ensure fairness and equality in the selection process. Only candidates who have successfully completed the entire screening process will be considered for the random drawing.

VI. RELATED DIRECTIVES

This directive is related to Index Code 813, "Career Development Program."

VII. PROPONENT UNIT: Personnel Section.

VIII. CANCELLATION: This directive cancels Index Code 810 dated 07-01-07.