

# **ADJUNCT INSTRUCTOR ORIENTATION & HANDBOOK**

April 2016



**Inspector General Criminal Investigator Academy  
Glynco, GA**

**INSPECTOR GENERAL CRIMINAL INVESTIGATOR ACADEMY (IGCIA)**  
**Adjunct Instructor Orientation & Handbook**

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## **CIGIE Mission and Organization**

The Council of Inspectors General on Integrity and Efficiency (CIGIE) was statutorily established as an independent entity within the executive branch by the "The Inspector General Reform Act of 2008," P.L. 110-409 to:

- Address integrity, economy, and effectiveness issues that transcend individual Government agencies; and
- Increase the professionalism and effectiveness of personnel by developing policies, standards, and approaches to aid in the establishment of a well-trained and highly skilled workforce in the offices of the Inspectors General.

To accomplish its mission, the CIGIE:

- Continually identify, review, and discuss areas of weakness and vulnerability in Federal programs and operations with respect to fraud, waste, and abuse;
- Develop plans for coordinated, Governmentwide activities that address these problems and promote economy and efficiency in Federal programs and operations, including interagency and inter-entity audit, investigation, inspection, and evaluation programs and projects to deal efficiently and effectively with those problems concerning fraud and waste that exceed the capability or jurisdiction of an individual agency or entity;
- Develop policies that will aid in the maintenance of a corps of well-trained and highly skilled Office of Inspector General personnel;
- Maintain an Internet website and other electronic systems for the benefit of all Inspectors General;
- Maintain 1 or more academies as the Council considers desirable for the professional training of auditors, investigators, inspectors, evaluators, and other personnel of the various offices of Inspector General;
- Submit recommendations of individuals to the appropriate appointing authority for any appointment to an office of Inspector General described under subsection (b)(1)(A) or (B);
- Make such reports to Congress as the Chairperson determines are necessary or appropriate; and
- Perform other duties within the authority and jurisdiction of the Council, as appropriate.

The CIGIE is comprised of all Inspectors General whose offices are established under section 2 or section 8G of the Inspector General Act of 1978 (5 U.S.C. App.), those that are Presidentially-appointed/Senate Confirmed and those that are appointed by agency heads (designated federal entities). The Deputy Director for Management of the Office of Management and Budget is the Executive Chair of the Council. The Chair of the Council is elected by the Council members to serve a 2 year term. The Chair appoints a Vice Chair from other than the category from which the Chair was elected. Other statutory members of the CIGIE include: the Inspectors General of the Office of the Director of National Intelligence and the Central Intelligence Agency, the Controller of the Office of Federal Financial Management, a senior level official of the Federal Bureau of Investigation designated by the Director of the Federal Bureau of Investigation, Director of the Office of Government Ethics, Special Counsel of the Office of Special Counsel, the Deputy Director of the Office of Personnel Management, the Inspectors General of the Library of Congress, Capitol Police, Government Printing Office, Government Accountability Office, and the Architect of the Capitol.

Prior to the establishment of the CIGIE, the Federal Inspectors General operated under the auspices of two councils, The President's Council on Integrity and Efficiency (PCIE) and the Executive Council on Integrity and Efficiency (ECIE) from the time they were established by Executive Order 12805, May 11, 1992 until the signing of P.L. 110-409.

## **IGCIA Vision, Mission, Goals and History**

### Vision

To improve integrity, accountability and excellence in Government.

### Mission

We train those who protect our nation's taxpayers from fraud, waste and abuse.

### Goals

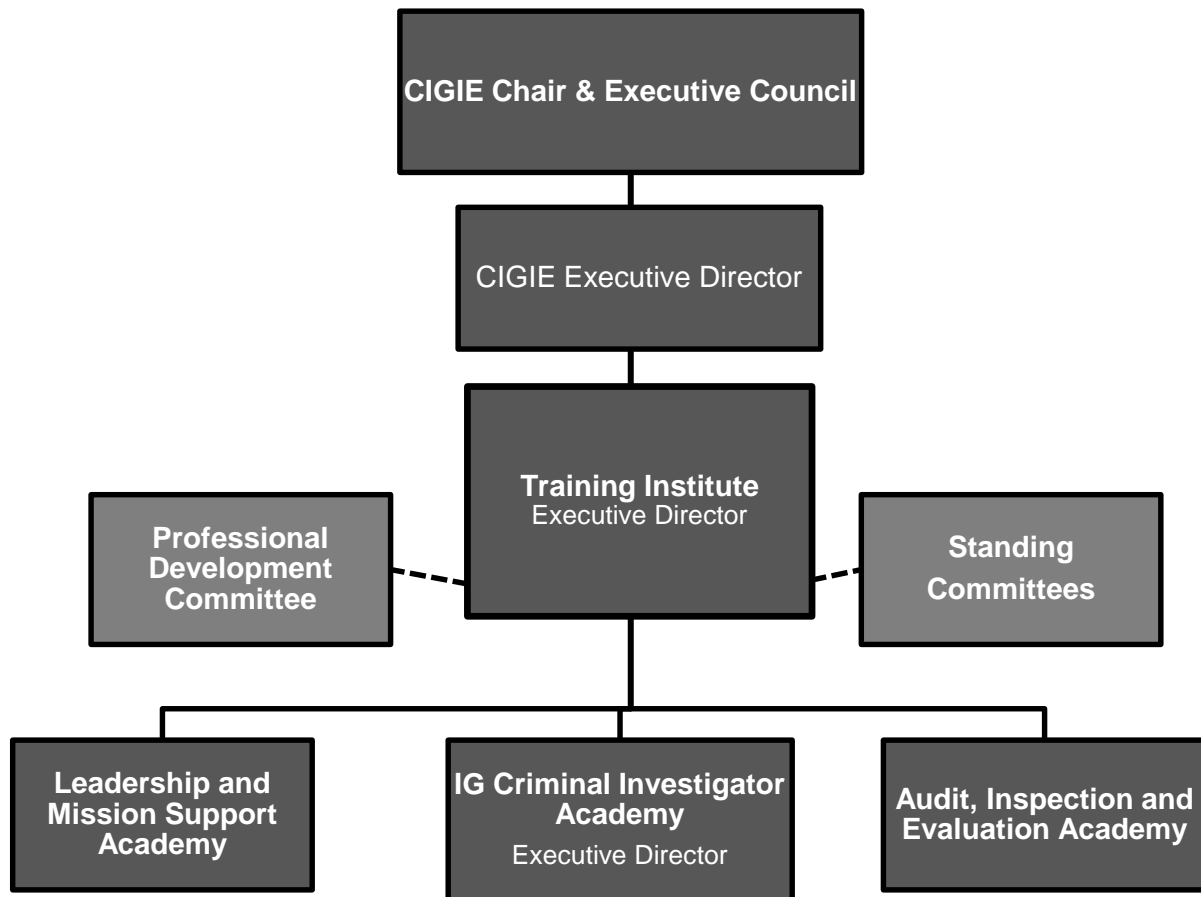
1. Develop and deliver quality, timely and cost-effective training that enables our partners to accomplish their missions.
2. Provide on-site representation and liaison to the Federal Law Enforcement Training Center on behalf of the OIG community.

### History of the IG Academy

The Inspector General Criminal Investigator Academy (IGCIA) was officially established at the Federal Law Enforcement Training Center (FLETC), Glynco, Georgia in February 1994 per a Memorandum of Understanding (MOU) between the FLETC and the President's Council on Integrity and Efficiency (PCIE). The MOU acknowledged "the significant benefits of efficiency and effectiveness which are derived from a consolidated approach to training." In November 2000, The IGCIA was established in Public Law 106-422 "for the purpose of performing investigator training services for offices of inspectors general created under the Inspector General Act of 1978."

The Inspector General Reform Act of 2008 combined the two existing IG councils, the PCIE and the Executive Council on Integrity and Efficiency, into one statutory Council of IGs on Integrity and Efficiency (CIGIE) to be chaired by an IG. The mission of the CIGIE is to address integrity, economy and effectiveness issues that transcend individual agencies, and to increase the professionalism and effectiveness of IG personnel by maintaining one or more training academies. The CIGIE has established a Training Institute to further the CIGIE mission. The IGCIA is one of three academies within the CIGIE Training Institute.

**CIGIE and IGCIA Organizational Structure**



## **IGCIA Facilitator Program**

### **Overview**

The Inspector General Criminal Investigator Academy (IGCIA) uses experienced Special Agents (GS-1811 criminal investigators) from the federal Inspector General (IG) community to serve as facilitators in IGCIA training programs, specifically the IG Investigator Training Program (IGITP), Basic Non-Criminal Investigator Training Program (BNCITP), Undercover Investigations Training Program (UCITP), and Advanced Interviewing for IG Investigators (AIIIGI). The IGCIA also uses experienced IG professionals from various backgrounds to serve as facilitators in the Hotline Operator Training Program (HOTP).

Because the IG community is a diverse community, the IGCIA seeks a diverse blend of experienced Special Agents to serve as facilitators. Facilitators augment the IGCIA staff by mentoring and coaching students in interactive training exercises. This experience has proven to benefit students, facilitators, IGCIA staff and the training programs. The facilitator program also provides excellent developmental opportunities for Special Agents, particularly those interested in supervisory and management positions. The IGCIA pays all related travel expenses.

### **Eligibility**

Consistent with IGCIA eligibility standards for adjunct instructors, facilitators should have 10 or more years of criminal investigator experience and at least five years in a federal OIG. Graduation from the FLETC Criminal Investigator Training Program (CITP), or an equivalent program, and either the IGITP or the IG Transitional Training Program (TTP) are prerequisites. Exceptions to these requirements will be considered upon request, but can be waived only by IGCIA Executive Director. Eligibility for HOTP facilitators differs from other IGCIA programs. For information about the HOTP, please review the IGCIA website or contact the Program Manager. The IGCIA website (<http://www.ignet.gov/igcia/index.htm>) provides additional program information and staff contact information.

## **IGCIA Adjunct Instructor Program**

### **Overview**

The Inspector General Criminal Investigator Academy (IGCIA) uses experienced professionals throughout federal, state and local government to serve as adjunct instructors in IGCIA training programs. Generally, adjunct instructors are employed as Special Agents (GS-1811 criminal investigators), Assistant United States Attorneys (AUSAs) and Trial Attorneys with the U.S. Department of Justice (DOJ), and Counsels or Assistant Counsels to Inspectors General. However, since each program is unique, adjunct instructors often include professionals from other career fields (e.g., auditing, suspension and debarment, inspection, evaluation, etc.).

Because the IG community is a diverse community, the IGCIA seeks a diverse blend of experienced professionals to serve as adjunct instructors. Adjunct instructors augment the IGCIA staff by teaching and facilitating courses in specialized subjects (e.g., contract fraud, grant fraud, suspension and debarment, administrative hearings, etc.), and they often serve as facilitators. As mentioned in the previous section, facilitators mentor and coach students as they participate in interactive training exercises. The IGCIA pays all related travel expenses for adjunct instructors.

### **Eligibility**

Each training program has specific eligibility requirements for adjunct instructors. However, adjunct instructors should have a minimum of 10 or more years of experience in their career field and preferably five or more years working in or with an OIG. Since AUSAs, Trial Attorneys, and Magistrate Judges handle cases from numerous OIGs, they generally meet these requirements. Special Agents (GS-1811 criminal investigators) teaching in IGCIA training programs must have 10 or more years of experience as a federal criminal investigator and five or more years in a federal OIG. Further, graduation from the FLETC Criminal Investigator Training Program (CITP), or an equivalent program, and either the IGTP or the IG Transitional Training Program (TTP) are prerequisites. Exceptions to these requirements will be considered upon request, but can be waived only by the IGCIA Executive Director.

Before teaching or facilitating in IGCIA programs, prospective adjunct instructors are required to submit a brief biography that shows they are eligible to serve as an adjunct instructor and that they possess subject-matter expertise in one or more core areas. Prospective adjunct instructors should address the following in their biographies: current title/position, years of experience, college degrees and majors, types of cases investigated/prosecuted, and basic, advanced and specialized training. For those interested in teaching specific courses (e.g., Grant Fraud, Surveillance, Suspension and Debarment, etc.), the prospective instructor should provide details that clearly show he/she is qualified to teach the specific course(s). This includes but is not limited to case examples, college education, advanced and/or specialized training, awards, etc.

The IGCIA website (<http://www.ignet.gov/igcia/index.htm>) provides additional program information and IGCIA Program Manager names and contact information. The designated IGCIA Program Manager can provide additional information concerning eligibility to teach in specific programs.

### **Quality Assurance**

To ensure IGCIA adjunct instructors possess the essential knowledge, skills and abilities to facilitate and teach in IGCIA training programs, IGCIA Program Managers regularly monitor and assess adjunct instructors (including facilitators) during lectures and facilitated training exercises. The frequency and extent of assessments depends on the experience level and proficiency of the individual adjunct instructor. The assessments are used internally by IGCIA Program Managers to mentor new adjunct instructors, provide feedback to experienced adjunct instructors, and manage their assigned programs. In addition to general preparation and planning, adjunct instructors are assessed on their teaching,

coaching, and/or mentoring performance and their adherence to IGCI A lesson plans. Particular attention is given to how well and often the instructor uses adult-learning methodologies (e.g., facilitated in-class discussions, case studies, etc.)

Additionally, IGCI A Program Managers are responsible for thoroughly reviewing written student feedback (e.g., Level 1 feedback on program and instructors/courses). This includes student comments about adjunct instructors (including facilitators). Except when the IGCI A Executive Director decides otherwise, the IGCI A Program Manager will share student feedback with adjunct instructors. However, negative comments will be shared only with that particular instructor. The IGCI A Program Manager has the discretion to decide if copies of the written student comments will be provided, or if the comments will be summarized in a separate document.

Finally, through reviews of updated biographies and/or resumes, and informal interviews of adjunct instructors, IGCI A Program Managers are responsible for ensuring that adjunct instructors possess and maintain their subject-matter expertise. This includes a periodic review of the adjunct instructor's current job duties, type and extent of related work activities, and completion of relevant training.

#### Adjunct Instructor Development

The IGCI A strives to provide the highest quality training to the IG community and its partners. Since IGCI A programs are delivered largely by adjunct instructors from various federal, state and local government agencies, the IGCI A makes every effort to provide, and occasionally fund, basic and advanced instructor training. This includes but is not limited to the CIGIE's Adjunct Instructor Training Program (AITP), which is considered a foundational basic instructor training program for IGCI A adjunct instructors. When feasible, the IGCI A also offers or arranges for adjunct instructors to attend advanced and specialized instructor training programs that further the IGCI A's mission and enhance its training programs. Adjunct instructors interested in instructor training and developmental opportunities should contact an IGCI A Program Manager.



## **IGCIA Safety Rules, Regulations and Procedures**

### **General Requirements**

The IGCIA is committed to providing a safe training environment for all students and staff. Accordingly, the IGCIA requires that all students and staff comply with established safety rules, regulations, and procedures. If the program is conducted at a FLETC or other agency training site, students and staff must comply with both IGCIA and agency safety rules and regulations.

In addition to the attached and cited IGCIA Standard Operating Procedures (SOPs), students must comply with safety rules and regulations outlined in the program syllabus, program orientation, student handouts, and instructor briefings, including those for specific courses and training exercises (e.g., Surveillance, Search Warrants, Survival Shooting, Defensive Tactics Refresher, etc.). Further, IGCIA staff and adjunct instructors must comply with the safety rules and regulations outlined in the program syllabus and specific lesson plans. If the adjunct instructor does not have a copy of the pertinent lesson plan or SOP, he/she may obtain a copy from the IGCIA Program Manager.

### **Specific Requirements**

Though additional safety rules and regulations apply to specific IGCIA training programs, IGCIA staff, adjunct instructors, and students must comply with the following general safety rules and regulations in all IGCIA training programs.

1. Except during scheduled FLETC Firearms Division (FAD)-led firearms training, IGCIA staff, adjunct instructors and students may not possess “live” firearms (i.e., functional firearms loaded with ammunition) during training exercises or in FLETC classrooms. This includes training exercises on and off the FLETC campus.
2. IGCIA staff, adjunct instructors, and students must comply with all traffic laws during training activities. This includes but is not limited to the use of government-owned vehicles.
3. When conducting training with non-lethal training weapons and ammunition (e.g., Simunitions), the lead instructor must have completed specific instructor training in the use of such weapons and ammunition. Further, both staff and students must wear the required safety equipment (e.g., eye protection, face shield, head protection, body pads, etc.).
4. Each IGCIA staff member, adjunct instructor, and student has an obligation to ensure a safe training environment. Accordingly, each participating individual is responsible to take whatever action may be necessary to stop training activities when it appears an injury may occur as a result. When warranted, concerned parties should shout “Out of Role” to stop training action and avoid injury. Finally, each individual is responsible for promptly reporting safety issues to the IGCIA Program Manager.

IGCIA staff and adjunct instructors who fail to comply with IGCIA safety rules and regulations may be relieved of their IGCIA training duties and/or referred to their agency management for further action. Students who fail to comply with IGCIA safety rules and regulations may be removed from training, and if warranted, denied admission to all subsequent IGCIA training programs.

## **IGCIA Security Rules, Regulations and Procedures**

### **General Requirements**

The IGCIA is committed to providing a secure training environment for all students and staff. Accordingly, the IGCIA requires that all students and staff comply with established security rules, regulations, and procedures. If the program is conducted at a FLETC or other agency training site, students and staff must comply with both IGCIA and site-specific security rules and regulations.

In addition to the attached and cited IGCIA Standard Operating Procedures (SOPs), students must comply with security rules and regulations outlined in the program syllabus, program orientation, student handouts, and instructor briefings. Further, IGCIA staff and adjunct instructors must comply with the security rules and regulations outlined in the program syllabus and specific lesson plans. If the adjunct instructor does not have a copy of the pertinent lesson plan or SOP, he/she may obtain an electronic copy from the IGCIA Program Manager.

### **Specific Requirements**

Though additional security rules and regulations apply to specific IGCIA training programs, IGCIA staff, adjunct instructors, and students must comply with the following general security rules and regulations in all IGCIA training programs.

1. IGCIA staff and adjunct instructors supporting training programs on a FLETC campus or other agency facility must comply with pertinent facility access and parking rules, regulations and procedures. This includes the requirement to wear issued government-issued identification badges and park in designated parking areas.
2. IGCIA adjunct instructors supporting training programs on a FLETC campus or other agency facility must comply with the site's policies concerning firearms and ammunition. This includes provisions that require personnel to check weapons and ammunition at the FLETC or agency visitor center. The on-site security office or designated personnel will arrange for checked firearms to be delivered to the designated firearms training building for use during training exercises.
3. IGCIA adjunct instructors and students may not release IGCIA training materials to non-law enforcement personnel without prior approval from the IGCIA Executive Director. This includes but is not limited to lesson plans, program syllabi, and instructor presentations. As a general rule, IGCIA Program Managers and adjunct instructors may share training materials with prospective adjunct instructors and OIG managers, especially when a prospective adjunct instructor is reviewing course content to determine if he/she is qualified to teach the subject(s).
4. Each IGCIA staff member, adjunct instructor, and student has an obligation to secure law enforcement sensitive training materials, including printed materials, electronic files, laptop computers, and tablet computers. Accordingly, IGCIA training materials should not be left unguarded in public places (e.g., bars, restaurants, fitness centers, hotels, etc.) or places readily accessible to the general public. Unless otherwise instructed by IGCIA staff, adjunct instructors and students may leave training materials in FLETC classrooms and on-Center dormitories.

IGCIA staff and adjunct instructors who fail to comply with IGCIA security rules and regulations may be relieved of their IGCIA training duties and/or referred to their agency management for further action. Students who fail to comply with IGCIA security rules and regulations may be removed from training, and if warranted, denied admission to all subsequent IGCIA training programs.

## **IGCIA Code of Conduct**

The IGCIA is committed to providing a professional training environment for all students and staff. This includes a steadfast commitment to Equal Employment Opportunity (EEO) principles and a workplace free from discrimination, sexual harassment and hostile work conditions. Accordingly, the IGCIA requires that all students and staff act professionally in IGCIA training programs and comply with the IGCIA's Code of Conduct. Further, all IGCIA staff and adjunct instructors must comply with IGCIA SOPs, specifically including SOPs governing personal conduct in and out of the classroom and the training environment. IGCIA staff and adjunct instructors who fail to comply with these SOPs may be relieved of their training duties and/or referred to their agent management for further action. IGCIA staff and adjunct instructors are expected to periodically review the pertinent IGCIA SOPs, including those attached to this handbook.

### Program Goals and Objectives

The IGCI A adheres to established curriculum development and review processes that ensure each program has clear and measurable goals and objectives. Since the IGCI A administers multiple basic and advanced training programs, IGCI A staff and adjunct instructors are expected to closely review the applicable program syllabus to ensure they understand the program goals and objectives and that they are equipped to assist the IGCI A and its students in achieving those goals and objectives.

For each program, the assigned IGCI A Program Manager will provide to adjunct instructors (including facilitators) a copy of the program syllabus, which includes course hours, training objectives, methods of evaluation, and the program graduation requirements.

## Receipt of IGCIA Adjunct Instructor Handbook

I, \_\_\_\_\_, hereby acknowledge that I have been provided a copy of the IGCIA Adjunct Instructor Handbook and the accompanying program documents, and I agree to comply will all IGCIA policies and procedures.

\_\_\_\_\_  
Adjunct Instructor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Manager Name

\_\_\_\_\_  
Program Manager Signature and Date

NOTE: This signed receipt is required only for IGCIA adjunct instructors who serve as facilitators. For all other adjunct instructors, they may review this handbook on the IGCIA website or obtain an electronic copy from an IGCIA staff member.

Approved By: Robert Ray, Director

Signature: 

Date: 4/04/16

# APPENDIX 1

## Program Syllabus

(Provided BY IGCIA Program Manager On Request)

## APPENDIX 2

IGCIA SOP 09, Program Files and Student Feedback Procedures



# **INSPECTOR GENERAL CRIMINAL INVESTIGATOR ACADEMY**



## **STANDARD OPERATING PROCEDURE**

### **Program Files and Student Feedback Procedures**

**IGCIA-09**

**NOV2014**

## I. PURPOSE:

To establish procedures for program files, class files, After Action Reports (AAR) and the procedures to obtain and collect student feedback for training programs that are the responsibility of the Inspector General Criminal Investigator Academy (IGCIA). Cited documentation is required for historical and accreditation purposes.

## II. REFERENCES

- A. Federal Law Enforcement Training Accreditation Standards Manual
- B. CIGIE-A, Training Institute Training Program Participant Evaluation Form
- C. CIGIE-B, Training Institute Course and Instructor Participant Evaluation Form
- D. IG CIA-17, Instructor Qualifications for IG CIA Training Programs
- E. IG CIA-20, Document Management for Training Programs

## III. RESPONSIBILITIES

A. Director: Ensures program files, class files and AARs are completed by the Program Managers and contain all pertinent training documents listed in this Standard Operating Procedure (SOP). Ensures that Program Managers administer student feedback forms for all IG CIA training programs.

B. Program Managers: Administer student feedback and compile, tabulate and summarize results and written comments in AAR. Review program feedback prior to class graduation to allow ample time for addressing student concerns that require clarification or immediate attention. Forward all student feedback forms to IG CIA Director for review subsequent to graduation. Complete program files, class files and AARs for training programs under their responsibility.

C. Budget Analyst: Calculates class costs for inclusion in AARs.

## IV. CLASS FOLDERS AND AAR PROCEDURES

A. Program Managers will collect all necessary material for class folders, which will be accomplished within 30 days following completion of the class. AARs will be sent electronically to the Director who will review and approve, and will provide a printed and signed original AAR to the assigned Program Manager for retention in the class folder. See IG CIA-20 Attachment for items that will be included in the Final Class Folder for historical and accreditation purposes.

1. **Final Class Schedule** will reflect in each block of the schedule the title of subject matter presented, name of instructor(s) and their specific agency/company, and the number of hours. The schedule will also reflect the program name and class number, the Program Manager or Class Coordinator with contact information, the dates of the training, and the training location. *Program*

*Managers are responsible to ensure any changes/substitutions that occurred during the program (e.g., an instructor cancelled and was replaced, or the training program graduated a day early due to weather or other reasons) are noted on the final schedule.*

**2. After Action Reports and Costs** will include:

a. Number of students and number of Office of Inspector General (OIG) agencies that participated. Indicate how many of the participants were Council of the Inspector General on Integrity and Efficiency (CIGIE) OIGs and non-CIGIE OIGs, and specify (e.g., “Nine CIGIE-member OIGs were represented, in addition to three state/local and military OIGs.”). Report number of students that successfully completed the training program and received a certificate of training, including any pertinent circumstances around any that did not complete the training.

b. Report the number of students in the class from the Washington DC commuting area. If the training was at a regional training venue, report the number or percentage of students in the class from that region (e.g., for a Colorado or California venue, “Twenty-two or 59% of the attendees came from west coast duty stations, and seven or 19% travelled from the Washington, DC commuting area.”).

c. Report the percentage of positive ratings (Outstanding, Excellent or Good) regarding the overall quality of this training program and the overall quality of instruction. Also report the percentage of positive responses as to whether the material learned will improve the graduate’s job performance. In addition, report any other notable feedback, and provide several excerpts of representative written comments. It is recommended that any favorable written comments regarding adjunct instructors also be noted, and saved for inclusion in letters of appreciation to the instructor’s Inspector General (or other appropriate supervisor/agency head).

d. Report lodging and per diem cost and indicate whether or not students reported difficulty in obtaining housing at per diem rates. Indicate whether the IG CIA arranged reserved room blocks and if so, how many utilized the arranged lodging. If housed at Glynco, note any significant issues related to student accommodations.

e. Report the degree of satisfaction with the training venue and service provided. A brief overview of the facility utilized concerning necessary equipment (projector, computer, table space, white boards, etc.), classroom configuration/space, and any additional information the Program Manager believes will benefit future programs delivered at the same venue. A photo or two of the building/classroom is also desirable, if helpful.

f. Summarize those who provided instruction and comment, if appropriate and/or noteworthy.

g. Report any student issues that arose during training, referencing attachments, if necessary.

h. Report course costs to include instructor/facilitator travel, recurring costs, contractor fees/travel, and the total expended to run that specific iteration. Do not include student travel and meals/lodging costs unless those costs were borne by the IGCI A. **Attach total class costs as calculated by IGCI A Budget Analyst.**

**3. Final Roster and Reporting Instructions:** The reporting instructions sent by the Registrar prior to the beginning of class, as well as the Student Roster reflecting all participants that attended the training will be included in this subfolder. Corrected rosters will be posted not later than the Monday following the completion of the program. The Program Manager (or Class Coordinator) in coordination with the Registrar will accomplish the following to ensure accuracy:

a. Ensure the final roster reflects all students who attended.

b. Ensure email addresses/contact numbers are correct, and supervisor contact information is included (for level 3 feedback).

c. Final roster in electronic files matches final roster in class folder and registrar/billing rosters, including any necessary annotations regarding billing (e.g., student failed to attend last two days of program due to family emergency, and will be allowed to attend future class without paying tuition again.)

d. All documentation of any student exceptions or waivers, record of dismissals, disciplinary issues, and any illness/injury or other issue that caused training disruption should be filed within this subfolder.

4. Completed **Student Profiles** for each participant. These forms will be completed prior to class dismissal on the first day of training and must include contact information. When applicable, student profiles should confirm that registered students have met program pre-requisites. Program Managers should coordinate with late student registrants to ensure they have met program pre-requisites. *Waivers of IGCI A prerequisite requirements must be approved by the IGCI A Director in advance of the program, and will be filed with the final roster.*

5. Completed original *CIGIE-A Participant Evaluation Forms* for each graduate, and any *CIGIE-B Course and Instructor Participant Evaluation* forms.

6. **Examinations and/or Practical Evaluations and Awards** (if applicable) to include student scores, award winners and any failures/remediations, as well as Award letters sent to recipient's agency.

7. **Instructors:** Completed Adjunct Instructor Assessments, which are required to be completed at least once per year for each instructor (as per SOP IGCIA-21), should be filed in this subfolder. In addition, any contracted instructor proposals and/or invoices, and facilitator confirmation letters should be filed herein.

8. Copies of all **Appreciation Letters** that were sent to thank Inspectors General and other appropriate agency heads for instructor participation and other training support, such as the hosting venue. Program Managers are responsible for drafting thank you letters to recognize the voluntary support of adjunct faculty and facilitators.

9. Class Folders for the Inspector General Investigator Training Program (IGITP) and the Essentials of IG Investigations (EIGI) will also include a **class photo, signed code of conduct.**

10. If physical activity is included in the curriculum, a health screening process will be established to ensure students are capable and physically safe to participate.

B. Sections for class folders are identified in bold and in the preferred order above. Program Managers will utilize an IGCIA filing system that maintains all class folders of the same program located together and in chronological order. Hard-copies of class folders will be maintained at the IGCIA for a period of five years.

## V. PROGRAM FILES

A. Program Managers will collect in binders (and electronic files as required in reference E) all Curriculum Development Conference (CDC), Curriculum Review Conference (CRC) and other historical documentation that concerns the creation and/or revision of IGCIA training programs.

B. For detailed contents and organizational structure of these files, see SOP IGCIA-20 Attachment.

## VI. STUDENT FEEDBACK PROCEDURES

A. During training program orientations, the Program Managers will explain the opportunities to provide feedback throughout the program and at the conclusion of all instruction. It should be stressed that student feedback information

is used to further develop and revise training programs in an effort to meet specific training needs of the participants.

B. Upon completion of any IG CIA Program, students will be instructed to complete the *CIGIE-A Training Institute Training Program Participant Evaluation Form*. At any time throughout an IG CIA Program, students may complete the *CIGIE-B Training Institute Course and Instructor Participant Evaluation Form* and these forms should be made readily available to the students. CIGIE-B forms should be collected for each block of instruction during pilot programs and/or when a new instructor is utilized.

C. For IG CIA programs conducted at FLETC facilities, FLETC Student Services Feedback form (FTC–OTM 11d) should be disseminated and collected from participants. Inform students that their feedback of FLETC meals/lodging and other FLETC services should be included on this form, rather than CIGIE Training Institute program and course/instructor forms.

D. When possible, Program Managers will briefly review student feedback forms prior to graduation to ensure significant issues so that any necessary clarification of comments can be addressed prior to student departures. If time constraints do not allow this, Program Managers will attempt to clarify via phone when appropriate and possible. All feedback forms will be shared with the IG CIA Director for review, and in the event of any issues of concern, such as instructor or participant misconduct (observed or indicated in written feedback), those comments will be noted for appropriate action.



Angela Hrdlicka  
Executive Director  
Inspector General Criminal Investigator Academy

## APPENDIX 3

### IGCIA SOP 11, Security Measures

# **INSPECTOR GENERAL CRIMINAL INVESTIGATOR ACADEMY**



## **STANDARD OPERATING PROCEDURE**

### **Security Measures**

**IGCIA-11**

**JUN/12**



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## I. PURPOSE

The purpose of this Standard Operating Procedure is to establish security procedures and guidelines for the Inspector General Criminal Investigator Academy (IGCIA) facility, equipment, and vehicles. Stated procedures and guidelines apply to all permanent and detailed staff.

## II. REFERENCE:

FLETC Directive 71-11, Building/Area Security Access

## III. RESPONSIBILITIES:

Executive Director: Will ensure IGCIA personnel are familiar with the requirements and contents of these procedures and guidelines.

IGCIA Staff: Responsible for compliance with these procedures and guidelines. Will report violations and needed revisions/additions to the Executive Director for corrective action.

## IV. PROCEDURES

All IGCIA staff will practice security procedures that enhance the control of property and the safety of personnel. However, some deviations may be necessary due to the number of different facilities utilized by the IGCIA that are not under full control of the IGCIA. Any deviations from IGCIA procedures must have prior approval from the Executive Director. The following procedures and guidelines focus on the security of personnel, facilities, and equipment within the IGCIA:

A. All IGCIA permanent staff will be issued keys to the IGCIA Townhouse and are required to sign an internal tracking form (the Executive Director will determine if detailed staff will be issued keys). All staff must return all issued keys upon reassignment or retirement. All staff will follow facility security practices to include the following:

1) The last staff member to leave the IGCIA facility at the conclusion of the business day will ensure the facility is secure. IGCIA Program Managers are responsible for IGCIA property at all training sites to include classrooms at Federal Law Enforcement Training Center (FLETC) facilities. Program Managers will ensure all IGCIA property is returned to the IGCIA upon conclusion of the training. Any property that cannot be accounted for at the conclusion of an IGCIA training program will be reported to the IGCIA Executive Director.

2) Loss of IGCIA facility keys will be reported to the Executive Director the same day the keys are discovered missing.

3) Keys provided by the IGCIA or the Federal Law Enforcement Training Center (FLETC) Facilities Management Division (FMD) will not be duplicated by IGCIA staff. Additional keys will be provided by FLETC Facilities Management Division.

B. All staff will follow computer security to include the following:

1) Each employee will utilize a unique password to gain access to their assigned computers.

2) Passwords for assigned computers will be periodically changed and will be kept in a secure location. Passwords on computers utilized by former staff members (reassignments, retirements, etc.) will be changed prior to any further utilization of the computers. Generic passwords used by multiple staff members will not be utilized on assigned computers or computers that contain sensitive information.

3) IGCIA computers removed from the academy to support IGCIA training are the responsibility of the program's Program Manager. The pertinent Program Manager will ensure all computers are returned to the IGCIA at the conclusion of the program.

4) Computers used by students outside IGCIA facilities or classrooms must be approved by the Program Manager.

C. Each Program Manager will implement security procedures that are appropriate for their training programs, to include (when applicable) equipment, classroom security, weapons, and hazardous materials. For training conducted by FLETC staff, the FLETC will be responsible for the safety briefing(s) and implementation of security procedures.

D. Sensitive records and information (some law enforcement training material/records, Social Security numbers, etc.) will be secured from unauthorized access. Hard copy and electronic (thumb drives, discs, etc.) material will be stored in limited access areas such as secure (locked) buildings, offices, and/or file cabinets. Encryption will be utilized when sending documents containing Social Security numbers electronically. All electronic records necessary for IGCIA operations will have a "backup" secure electronic storage location to prevent data loss if the primary system is non-functional. Electronic storage of examinations and associated answer keys will be password protected by the pertinent Program Manager.

E. Training records will be retained indefinitely in a secure IGCIA electronic storage system. The destruction or release of training records (excluding photocopies when original data still resides within secure IGCIA electronic storage) must be approved by the Executive Director. Agency requests for release of their students' training records should be directed through the applicable IGCIA Program Manager with release approval from the IGCIA Executive Director. Requests for

student training records from other than the student's employer requires IG CIA Executive Director written approval retained in applicable class files.

F. Keys for IG CIA government vehicles will be kept in a locked container that is accessible to IG CIA staff only. Staff will not leave keys in an unattended vehicle. IG CIA government vehicle use by other than IG CIA staff must be approved by the Executive Director.

F. IG CIA staff will review cited FLETC Directive (71-11, Building/Area Security Access), which may be accessed on the electronic Partner Organization site. IG CIA staff will follow FLETC security guidelines when located on FLETC property.



Angela Hrdlicka  
Executive Director  
Inspector General Criminal Investigator Academy

## APPENDIX 4

IGCIA SOP 14, Training and Safety Procedures

# INSPECTOR GENERAL CRIMINAL INVESTIGATOR ACADEMY



## STANDARD OPERATING PROCEDURE

### Training Safety Procedures

**IGCIA-14**

**APR/12**

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## I. PURPOSE

To establish safety procedures for Inspector General Criminal Investigator Academy (IGCIA) training programs and training facilities to minimize physical injuries, especially during inherently dangerous law enforcement training as determined by the IG CIA.

## II. REFERENCES

- A. 29 CFR Part 1910, Subpart E, Means of Egress
- B. 29 CFR Part 1960, Subpart B, Paragraph 1960.8(a), Agency Responsibilities
- C. FLETC Manual 70-09, Safety Program Management

## III. RESPONSIBILITIES

A. Executive Director: Will ensure periodic review of training programs and facilities by Program Managers to identify and mitigate safety concerns.

B. Program Managers: Will periodically review their training programs for possible safety concerns that could potentially injure personnel involved in training. Will ensure training site facilities do not impose safety risks to all participants.

## IV. PROCEDURES

Program Managers will review all IG CIA training scenarios and identify potentially dangerous training prior to any scenario being conducted. The following will be accomplished by Program Managers concerning IG CIA training blocks in their assigned training programs:

A. Conduct safety reviews of all programs during the first quarter of each Fiscal Year and at the time new or revised training scenarios are included in a program. IG CIA Safety Review Checklists (located on IG CIA electronic files) will be utilized and maintained by Program Managers. Safety reviews are not required for programs without training scenarios or with training scenarios that are not potentially dangerous.

B. Ensure all applicable safety equipment is utilized during potentially dangerous training, such as Use of Force scenarios. Necessary safety equipment (i.e. safety glasses, hearing protection, mat rooms, etc.) for IG CIA scenarios will be identified and updated by Program Managers on the IG CIA Safety Review Checklists. Program Managers will ensure IG CIA equipment is in good working order and is properly maintained according to manufacturer's guidelines. Non-IG CIA equipment will be properly maintained by the organization that owns the equipment (e.g. FLETC).

C. Ensure that role players, facilitators and other applicable training personnel have been briefed on safety issues concerning their specific scenarios. All training personnel and students must be informed that the “out of role” command should be utilized by anyone that observes or experiences an injury during training.

D. Observe or designate training personnel to observe all training scenarios.

E. Suspend use of training scenarios where an injury has occurred until a safety review has been conducted and the results reported to the Executive Director.

F. Report to the Executive Director any accidents and injuries that occur during training.

Training blocks conducted for the IG CIA by FLETA accredited training academies such as the Federal Law Enforcement Training Center (FLETC) will adhere to the safety procedures/requirements of the accredited academy for that specific block of training. All other training blocks within an IG CIA training Program will adhere to the safety procedures of the IG CIA.

IG CIA training programs are conducted at various locations to include FLETC and other Federal facilities; and state or local law enforcement facilities. As stated in reference B (29 CFR Part 1910, Subpart E, Means of Egress), emergency actions plans “should address emergencies that the employer may reasonably expect in the workplace.” The IG CIA Program Manager/Facilitator will ensure the following prior to the start of each program:

A. Classroom exits are clearly marked and are free of obstructions that would delay evacuation. All classrooms must have at least two exits that are at opposite ends or sides of the classroom.

B. Classrooms above the ground floor that are accessed by elevators have accessible stairs to the ground floor.

C. The orientation briefing conducted prior to training includes the location of fire exits and stairs. Students will be instructed where to meet outside of the building following an evacuation.

D. The classroom is free of any issues/items that could reasonably be expected to cause potential injury (electrical cords with exposed wires, locked exits, etc.)

If an export program includes training that contains potentially dangerous training scenarios outside of the classroom, the IG CIA Program Manager (or facilitator) at the export location must be able to alert emergency medical personnel in the event of a medical emergency. Communication equipment (cell phones,

radios, etc.) should be tested in the area of training prior to the training. The Program Manager/Facilitator will also ensure that training locations are reasonably free of safety risks prior to conducting the training. This is especially critical during training scenarios that are conducted during the IG CIA Undercover Investigations Training Program, which may require extensive coordination with Federal, state and/or local law enforcement.

Any training activities that become hazardous due to uncontrollable issues (to include accidents, adverse weather, equipment failure, etc.) will be discontinued immediately. Training will not resume until the problem that caused the training to be stopped has been corrected.

Note: These procedures are guidelines that will generally be followed to promote the safety of all IG CIA personnel to include staff, students, and instructors during general training and potentially dangerous training scenarios. Some scenarios may require additional safety procedures not specifically outlined in this document. Prior to implementation into a training program, Program Managers will assess each training scenario to identify potentially dangerous training and take appropriate actions to mitigate the danger.

Attachments: IG CIA Safety Review Checklist – Use of Force Interviews  
IG CIA Safety Review Checklist – Undercover Scenarios



Angela Hrdlicka  
Executive Director  
Inspector General Criminal Investigator Academy



# IGCIA Safety Review Checklist

## Use of Force Scenarios

Program Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Facilitator: \_\_\_\_\_

Program: \_\_\_\_\_

Course:

Circle Response (All "No" answers must be explained in the comments section)

- Yes / No / NA 1) "Out of Role" command for any injury briefed to all personnel participating in or observing the training, to include role players, Facilitators, Instructors, and students
- Yes / No / NA 2) Role Players, Facilitators, and Instructors have been briefed on safety issues concerning their specific scenarios
- Yes / No / NA 3) Safety review of training program conducted first quarter of current FY and at the time new training scenarios are included
- Yes / No / NA 4) Safety glasses & hearing protection
- Yes / No / NA 5) Other safety equipment (e.g. helmets, "Redman" gear, etc.)
- Yes / No / NA 6) Program Manager, Facilitator, and/or Instructor observed scenario as Safety Officer(s)
- Yes / No / NA 7) All injuries reported to Executive Director

Comments: \_\_\_\_\_

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# IGCIA Safety Review Checklist

## Undercover Scenarios

Program Manager:\_\_\_\_\_

Date:\_\_\_\_\_

Facilitator:\_\_\_\_\_

Program:\_\_\_\_\_

Circle Response (All “No” answers must be explained in the comments section)

- Yes / No / NA 1) “Out of Role” command for any injury briefed to all personnel participating or observing the training, to include law enforcement personnel, role players, facilitators, and students
- Yes / No / NA 2) Role Players, Facilitators, and Instructors have been briefed on safety issues concerning their specific scenarios
- Yes / No / NA 3) Safety review of training program conducted first quarter of current FY and at the time new training scenarios are included
- Yes / No / NA 4) Program Manager, Facilitators, and/or Instructors are able to alert emergency personnel in the event of a medical emergency
- Yes / No / NA 5) Communication equipment (cell phones, radios, etc.) has been tested in the area that training will be conducted
- Yes / No / NA 6) Coordination has been accomplished with all applicable Federal, State, and Local law enforcement authorities prior to conducting training scenarios
- Yes / No / NA 7) All training scenario participants have been briefed on the prohibition against carrying functional firearms, ammunition, or intermediate weapons during training scenarios
- Yes / No / NA 8) Current Drivers License for all drivers
- Yes / No / NA 9) Training props (safe guns, placebo narcotics etc.) accounted for before, during, and after training scenarios
- Yes / No / NA 10) All injuries reported to the Executive Director



## APPENDIX 5

IGCIA SOP 15, Code of Conduct

Inspector General Criminal Investigator Academy

# STUDENT ORIENTATION

## **VISION**

To improve integrity, accountability and excellence in Government.

## **MISSION**

We train those who protect our nation's taxpayers from fraud, waste and abuse.

## **GOALS**

1. Develop and deliver quality, timely and cost-effective training that enables our partners to accomplish their missions.
2. Provide on-site representation and liaison to the Federal Law Enforcement Training Center on behalf of the OIG community.

## **HISTORY OF THE INSPECTOR GENERAL CRIMINAL INVESTIGATOR ACADEMY**

The Inspector General Criminal Investigator Academy (IGCIA) was officially established at the Federal Law Enforcement Training Center (FLETC), Glynco, Georgia, in February 1994 per a Memorandum of Understanding (MOU) between the FLETC and the President's Council on Integrity and Efficiency (PCIE). The MOU acknowledged "the significant benefits of efficiency and effectiveness, which are derived from a consolidated approach to training." In November 2000, the IGCIA was established in Public Law 106-422 "for the purpose of performing investigator training services for offices of inspectors general created under the Inspector General Act of 1978."

The [Inspector General Reform Act of 2008](#) combined the two councils, the PCIE and the Executive Council on Integrity and Efficiency (ECIE), into one statutory council. The [Council of Inspectors General on Integrity and Efficiency](#) (CIGIE), which is chaired by an Inspector General (IG) who is elected by the CIGIE members, replaced the PCIE and ECIE. The Congress gave CIGIE a twofold mission to 1) address integrity, economy and effectiveness issues that transcend individual agencies, and 2) to increase the professionalism and effectiveness of the IG workforce by maintaining one or more training academies. The CIGIE created the [CIGIE Training Institute](#) in response to the second tasking.

The IGCIA is one of three academies within the [CIGIE Training Institute](#). The mission of the CIGIE Training Institute is to advance the IG profession and mission effectiveness of member OIGs with quality, cost-effective, IG-specific training. The IGCIA Director is designated as the agency representative at FLETC for the CIGIE-member OIGs that do not have onsite agency representation.

## **ORIENTATION**

Welcome to the [Inspector General Criminal Investigator Academy](#) (IGCIA). We train those who protect our nation's taxpayers from fraud, waste and abuse. The IGCIA provides basic, specialized and advanced training to more than 70 federal Offices of Inspectors General (OIG), to enable them to better accomplish their missions. The IGCIA, an Academy within the [CIGIE's](#) Training Institute, is located on the [Federal Law Enforcement Training Center](#) campus at Glynco, Georgia. Our staff of senior criminal investigators and administrative personnel detailed from various federal OIGs and the CIGIE are here to meet your training needs and support you during your training.

This document contains important information regarding our requirements and expectations, all of which form a foundation for a positive training environment. The IGCIA is proud to abide by the standards set forth by the [Federal Law Enforcement Training Accreditation Board](#), having achieved accreditation for our flagship program, the [IG Investigator Training Program](#).

If this training course is being held at a FLETC facility, please review the FLETC Student Handbook. It is your responsibility to know IGCIA and FLETC rules and regulations. You will be provided a copy of the FLETC Student Handbook upon registration at the FLETC Visitor Center. Additional information regarding the FLETC can be found at <https://www.fletc.gov/student-information>.

We look forward to meeting your personal training needs, and hope to see you again in future CIGIE training events.



Angela Hrdlicka  
Director/[IGCIA](#)

## I. CODE OF CONDUCT

Because the IG CIA trains those who are assigned an important oversight role in our nation's government, you are held to a high standard of conduct. You are expected to adhere to your agency's code of conduct, as well as the Office of Government Ethics *Standards of Ethical Conduct*. Misconduct, at any time, may be grounds for dismissal from the program. Examples of misconduct that may result in dismissal include but are not limited to:

- Lying or engaging in dishonest or deceptive behavior;
- Stealing or using another's property without permission;
- Engaging in harassing behavior (e.g., sexual, EEO, etc.);
- Dangerous or reckless use of a firearm or other weapon;
- Gratuitous use of profanity or offensive behavior;
- Fraternalization;
- Being intoxicated or otherwise impaired during training;
- Using controlled substances or abusing prescription drugs at any time;
- Inattentiveness or sleeping during training;
- Intentionally or willfully refusing or failing to follow staff instructions;
- Intentionally or willfully refusing or failing to follow safety and security rules or regulations;
- Cheating on a written exam, laboratory exercise, or practical exercise;
- Failing to report knowledge of cheating on a written exam, laboratory exercise, or practical exercise;
- Disrespect, defiance or belligerence directed at an instructor, staff member, role player or another student;
- Intentionally or willfully engaging in unsafe conduct during training;
- Using tobacco products during training;
- Engaging in conduct that is disruptive to the training environment;
- Engaging in conduct that violates Federal, State or local law;
- Being tardy, late or absent from training without permission;
- Exhibiting an uncooperative or indifferent attitude during training;
- Failing to cooperate in an administrative inquiry or criminal investigation;
- Engaging in conduct that is prejudicial to good order and discipline or is of a nature to bring discredit upon the IG CIA, the FLETC, your organization or the federal government;
- Inappropriate or unauthorized use of Government information technology resources, including but not limited to FLETC or IG CIA computers/iPads.

Unless otherwise permitted, the IG CIA requires that you produce and present your individual work (i.e., no "cutting or copying and pasting," no plagiarism, etc.). Violations are grounds for dismissal from training and include but are not limited to:



- Copying another student's work without PM approval (e.g., memoranda of interviews, memoranda of activities, investigative plans, operational plans, investigative reports);
- Duplicating or replicating any part of an exam or practical exercise;
- Exchanging or transmitting exam questions or class materials from one class/student to another (e.g., memoranda of interviews, memoranda of activities, investigative plans, operational plans, investigative reports);
- Using exams, study guides or written reports from one or more previous classes;
- Using or possessing duplicated or replicated exam questions or materials.

## II. HOUSING

If this program is being delivered at the FLETC Artesia, Charleston or Glynco campuses, the FLETC arranges housing for all students enrolled in the IGCIA program. This includes contracted hotels. Due to frequent last-minute housing changes and security concerns, the IGCIA and FLETC will not provide your housing location (i.e., dormitory, hotel) until you register at the FLETC Visitor's Center. Please do not request this information in advance from IGCIA or FLETC staff.

## III. ATTENDANCE

Attendance and active participation is mandatory for all IGCIA courses. Classes usually begin at approximately 8:00 a.m. and end at 5:00 p.m. However, the IGCIA Program Manager (PM) may modify the schedule at his/her discretion. Be sure to review the class schedule upon arrival to confirm starting and ending times.

The PM is your primary point of contact during the class. If the PM is not available, you should contact another IGCIA staff member, facilitator or adjunct instructor. Staff contact information is attached to this document. We encourage you to keep staff contact information with you at all times during the training program.

If travel delays cause or are expected to cause a late arrival, you must promptly contact the PM or an IGCIA staff member. Students receive reporting instructions prior to the class from the IGCIA registrar. The reporting instructions include the PM's name and phone number.

Timeliness is a critical performance element in the field and during training. Tardiness disrupts the training schedule, instructors and other students and is not tolerated. You will be counseled if late for class without a valid excuse (e.g., illness, visit to Health Unit). If this occurs more than twice, your immediate supervisor will be contacted. Chronic tardiness may result in dismissal from the training program.

Annual leave is not generally granted during training. It is your responsibility to notify the PM or the IGCIA Director for approval if you need to leave training for any

reason. If you leave training without advance approval, you will be considered absent without leave. Depending on the amount of time you miss and whether or not your absence is excused, the IG CIA Director will determine if you may return to training and if you will receive a graduation certificate.

If you become ill or injured, and if you believe your illness or injury will adversely affect your ability to train, you must promptly notify the PM or IG CIA staff member. IG CIA students who miss an excessive amount of training (in time or substance) may be dismissed.

#### IV. CLASSROOM CONDUCT

To prevent disruptions in the training schedule and instructor work and travel schedules, you are expected to be in your assigned seat before class begins, preferably five minutes early. Instructors generally provide a 10-minute break after 50 minutes of instruction. You are expected to return promptly from breaks. Chronic tardiness may result in dismissal from the program.

You may bring beverages into the classroom if the container has a securely fastened lid. Food is not permitted in the classroom. Use of tobacco products inside training facilities is strictly prohibited. This includes smokeless tobacco.

All cellular phones (includes Blackberry devices, personal iPads, etc.) must be off or in silent mode while in the classroom. Unless it is an emergency, students should not leave the classroom during training to use their phone (e.g., text messages, voice mail, email, etc.) as this disrupts instructors and students. If you expect an urgent or emergency call during training hours, please provide the PM's phone number, and IG CIA staff will promptly relay the message to you. If the PM determines that you are missing or disrupting training as result of phone calls, text messages, or email messages, the PM may counsel you, contact your supervisor, or recommend dismissal from the training program.

#### V. STUDENT SERVICES

If you have any issues that adversely affect your training, the IG CIA has resources available to assist you. Further, if you have a conflict with another student, staff member or instructor, please notify the PM or IG CIA Director. If you are in training at a FLETC site, FLETC's confidential 24/7 Peer Support hotline, 1-866-733-7002, is available to you.

If you believe you have been sexually harassed or discriminated against, promptly contact the PM or IG CIA Director. The IG CIA strictly enforces a zero-tolerance policy against sexual harassment and discrimination. You may also contact your agency's Equal Employment Opportunity (EEO) office for further guidance.

## VI. DRESS CODE

Business casual attire is appropriate for all training activities, unless a uniform has been prescribed. Jeans, shorts, t-shirts, and flip-flops are not appropriate. If you appear for training in unsuitable attire, the PM or other IGCI staff may direct that you return to class in appropriate attire. You are expected to maintain a neat, professional and orderly appearance during training.

Since the climate varies in each building and in each room, you should bring a light jacket or other outer garment to wear if the temperature drops below a comfortable level.

## VII. WEAPONS

You must adhere to the policies and procedures of the IGCI and the hosting agency that owns or manages the classroom or training facility. This applies to all IGCI students. If you bring a firearm, you must carry and store it in compliance with your agency policy and in compliance with the hosting agency's policy.

If this program is being delivered at a FLETC training facility, you must provide all firearms and ammunition to FLETC security officers upon checking in at the FLETC Visitor Center. This applies to all IGCI students and all IGCI training programs. Possession or storage of any firearm in FLETC dormitories is strictly prohibited. You may not carry a firearm or ammunition on your person or in any vehicle during IGCI or FLETC training exercises. Possession of firearms in non-training venues and unapproved activities will result in dismissal from the training program. The FLETC may expel you from training, which could result in a permanent ban from all FLETC training facilities.

## VIII. ARRIVAL/DEPARTURE

You and your training officer should receive reporting instructions prior to your arrival. Please review the reporting instructions before making plans to depart training, especially for air travel. Unless the PM and your immediate supervisor approve in advance (i.e., before arriving for training), you may not leave until after graduation. Further, if you are scheduled for remedial training or a remedial exam after the scheduled graduation, you must change your plans to accommodate the scheduled training and/or exam. If you depart early without approval, you will not receive a graduation certificate.

## IX. STUDENT EVALUATIONS

IGCI permanent and adjunct staff will evaluate you throughout training. This may include the use of written exams and laboratory or practical exercise evaluation forms. In some IGCI programs, your facilitator will complete a final evaluation

form, which he/she will privately discuss with you shortly before graduation. Because the final evaluation form must be approved by the PM, who will forward the evaluation form to your agency, your facilitator may not provide you an electronic or printed copy during the program. You may request a copy of your final evaluation from your agency or the IGCI A thirty days following graduation.

#### X. PROGRAM AND COURSE FEEDBACK

The IGCI A requests and encourages students to complete a participant evaluation form before graduation. This feedback form gives you an opportunity to rate the program in critical areas and make comments and suggestions on the program schedule, curriculum, training exercises, exams, instructors, and other important elements. Though not generally required (except for students in a pilot program), the IGCI A also provides course/instructor feedback forms for you to make comments and suggestions on specific courses and individual instructors. Both the program and course/instructor feedback forms are thoroughly reviewed by the PM and IGCI A Director to manage the training program and identify strengths and weaknesses in the curriculum and instructional staff.

#### XI. SAFETY RULES AND REGULATIONS

You must comply with all IGCI A and FLETC safety rules and regulations. This includes rules, regulations, instructions, and other directions outlined in this document, FLETC student handbook, instructor briefings, training materials, and the program syllabus. You and your fellow students are responsible for immediately reporting safety violations and concerns to the PM or other appropriate IGCI A or FLETC staff. Failure to comply with safety rules and regulations, or report serious safety violations or concerns, may result in dismissal from the training program.

#### XII. COMMUNICATION

You may provide the PM's contact information to your family members and supervisors, and he/she will relay messages to you if family members or supervisors are unable to reach you during training hours.

IGCI A staff names, phone numbers, and email addresses are attached. Please feel free to contact any staff member with questions concerning the IGCI A or our training programs, or if you need assistance during your training.

## APPENDIX 6

IGCIA SOP 21, Requirements for IGCIA Adjunct Instructors  
Qualifications, Assessments and Preparation

# INSPECTOR GENERAL CRIMINAL INVESTIGATOR ACADEMY



## STANDARD OPERATING PROCEDURE

**Requirements for IG CIA Adjunct Instructor  
Qualifications, Assessments and Preparation**

**IGCIA-21**

**OCT/2015**



*Council of the*  
**INSPECTORS GENERAL**  
*on INTEGRITY and EFFICIENCY*

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## I. PURPOSE:

To establish basic qualifications for adjunct instructors supporting Inspector General Criminal Investigator Academy (IGCIA) training programs. Adjunct instructors, which are non-IGCIA staff, include contracted instructors, guest instructors, and facilitators inside and outside the federal Inspector General community. This does not include Federal Law Enforcement Training Center (FLETC) instructors.

## II. REFERENCES

- A. Federal Law Enforcement Training Accreditation Standards Manual
- B. Federal Law Enforcement Training Center (FLETC) Directive 92-01, Training, Development, and Certification of FLETC Training Staff
- C. Form – IG CIA Assessment of Instructor Effectiveness
- D. Handbook – Adjunct Instructor Orientation & Handbook

## III. RESPONSIBILITIES

A. Director: Recruits and approves adjunct instructors and ensures Program Managers assess adjunct instructors annually.

B. Program Managers: Recruit and review adjunct instructor qualifications before scheduling to teach or facilitate in an IG CIA training program. Obtain approval from the IG CIA Director for adjunct instructors that do not meet the requirements outlined in this Standard Operating Procedure. Conduct adjunct instructor assessments annually.

## IV. INSTRUCTOR QUALIFICATIONS

Program Managers are responsible for ensuring the effectiveness of adjunct instructors and training curricula. The IG CIA relies upon adjunct instructors inside and outside the Inspector General community. This includes federal, state, county, municipal government employees and contractors with diverse backgrounds, expertise, and experience. To determine if an adjunct instructor is qualified to teach or facilitate in an IG CIA training program, Program Managers should:

1. Obtain the prospective instructor's resume or biography that outlines his/her education, training, and experience to ensure the individual possesses the subject-matter expertise required to perform the job (e.g., facilitate or teach GS-1811 criminal investigators). Instructor biographies will be posted on an IG CIA shared drive and will be updated (with instructor input) at least annually. As a general rule, adjunct instructors and facilitators should have at least 5 years of experience and/or an advanced degree that focuses on the specific subject-matter. Specialized experience or expertise may substitute for an advanced degree.

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Additional qualifications may be required for specific training programs (e.g. Undercover Investigations Training Program), and those requirements are outlined in the specific program syllabi and/or other program-specific documents.

2. When practicable, observe the prospective adjunct instructor while teaching or facilitating in a training course or program.

3. Obtain a recommendation from the prospective adjunct instructor's supervisor(s) and/or a trusted IG CIA adjunct instructor. The recommendation should be based on the person's demonstrated ability or potential ability to teach and/or facilitate in training programs for GS-1811 criminal investigators (unless the program audience is different). If in writing, recommendations should be posted on an IG CIA shared drive.

4. Ensure courses and case studies specific to the Inspector General community (e.g., the IG Act of 1978; IG Subpoenas) are taught by adjunct instructors recently or currently employed by a federal OIG. As a general rule, adjunct instructors for IG-specific courses must have been employed by a federal OIG within the last 5 years.

## **V. INSTRUCTOR PREPARATION**

A. Program Managers will provide adjunct instructors the appropriate program syllabus and lesson plan(s) before teaching or facilitating in an IG CIA training program. Program Managers will ensure IG CIA adjunct instructors and facilitators have reviewed the contents of reference D, Adjunct Instructor Orientation & Handbook.

B. Before or when each IG CIA class starts, the designated Program Manager will provide adjunct instructors and facilitators with verbal and written guidance on expectations, job tasks, the IG CIA Code of Conduct, and general information on the student audience. Further, an orientation on the Academy mission and vision, program goals and training objectives, and the organizational structure of the CIGIE Training Institute and the IG CIA will be provided to all adjunct instructors and facilitators before teaching or facilitating in an IG CIA training program. Program Managers can meet these requirements by 1) directing adjunct instructors and facilitators to an online IG CIA site that contains an orientation and the above-referenced guidance; 2) reviewing during an adjunct staff orientation; 3) providing paper copies to the individual adjunct instructor or facilitator and discussing in-person or by phone.

C. The designated Program Manager will prepare a draft class schedule for the IG CIA Director's approval before the class starts. The Program Manager will provide the schedule to all students, adjunct instructors, and facilitators on or before training day 1. The schedule should include the program name, class number, city



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and state, lesson plan numbers, classroom building and room numbers, and names of instructors scheduled for each block. The Program Manager will brief the IGCI A Director on significant changes to the approved schedule, specifically but not limited to replacement instructors. The Program Manager will also promptly notify the IGCI A Program Analyst or Budget Analyst on significant changes that result in new or revised travel authorizations or expenses for training space, equipment or supplies. Such changes must be reflected on the final class schedule, which will be maintained electronically in the class folder.

## **VI. INSTRUCTOR ASSESSMENT PROCEDURES**

A. Program Managers will monitor new adjunct instructors who are teaching or facilitating in an IGCI A program for the first time, complete an Assessment of Instructor Effectiveness (AIE) form, and provide written or verbal feedback before he/she teaches or facilitates in subsequent class.

B. Program Managers will complete an IGCI A AIE form at least once annually for each adjunct instructor (excluding FLETC instructors) teaching or facilitating in IGCI A training programs. Any significant deficiencies that result in a “Needs Improvement” rating will be discussed with the IGCI A Director, and constructive feedback will be provided to the adjunct instructor before he/she teaches or facilitates in a subsequent class. When feedback is shared with the adjunct instructor, it should be noted on the AIE. AIEs must be completed before completing the class After-Action Report (AAR). Completed AIE forms will be filed in the final class folder on an electronic IGCI A shared drive. Paper copies of class folders will contain AIEs completed for that class.

C. Program Managers will share student feedback forms, or a summary of the student feedback from each class, with the adjunct instructors and facilitators who supported the class. The student feedback forms or a summary of the feedback (e.g., AAR) should be provided to adjunct instructors and facilitators within 30 days of the class end date. Negative or derogatory comments about specific instructors should be redacted if sharing the feedback with individuals other than the referenced instructor.

Robert E. Ray  
Director  
Inspector General Criminal Investigator Academy