

CHAPTER 12
FEDERAL BUREAU OF INVESTIGATION
SPECIALIZED TRAINING OPPORTUNITIES

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CHAPTER 12

FEDERAL BUREAU OF INVESTIGATION SPECIALIZED TRAINING OPPORTUNITIES

1. GENERAL. The Federal Bureau of Investigation (FBI) offers many different training opportunities to law enforcement agencies around the country. This chapter outlines four such opportunities:

a. National Executive Institute. The National Executive Institute (NEI) is designed for the Chief executive officers of the nation's largest municipal, county, and state law enforcement organizations. The course duration is three, one week sessions offered over several months. Course topics include national and international political, economic, and social trends affecting law enforcement, ethics and integrity, the effects of affirmative action on hiring and promotional policies, media relations, labor relations, the future structure of police organizations, financing of police operations, training and legal issues, and the impact of criminal activity on policing. Continuous learning is facilitated through membership and participation in the NEI Associates, which is comprised of NEI program graduates.

b. Police Executive Fellowship Program. The Police Executive Fellowship Program (PEFP) is a 6-month program which offers an opportunity for state, municipal, and tribal law enforcement executives to provide their expertise in areas which will improve information and intelligence sharing within the law enforcement community. This program involves the selection of management-level law enforcement officials to work at FBI Headquarters in Washington, D.C., to contribute their expertise and provide a local perspective to national and international law enforcement issues. Program personnel are selected to work in an area that will benefit the Department, such as: the Criminal Investigative Division, the La Cosa Nostra/Outlaw Motorcycle Gang/Major Theft Operations Unit, the Safe Streets and Gang Unit, the National Gang Intelligence Center, the National Cyber Investigative Joint Task Force, the National Joint Terrorism Task Force, the Violent Criminal Apprehension Program, the Terrorist Screening Center, the Active Shooter Initiative, or the Joint Counterterrorism Assessment Team. Personnel are sworn into the FBI and retain clearance for the time they serve the Department, as well as Top Secret security clearance, and United States Marshals Service Special Deputation. The employee may be called upon by the FBI to be briefed on sensitive information.

c. California Law Enforcement Executive Development Seminar. The California Law Enforcement Executive Development Seminar (CA LEEDS) is a four day seminar offering California law enforcement executives an opportunity to examine issues of importance and share experiences and problems associated with being a

law enforcement executive. Executives are provided instruction and facilitation in the areas of leadership, strategic planning, legal issues, labor relations, media relations, social issues, and police programs. Participants have the opportunity to exchange plans, problems, and solutions with their peers, develop new thoughts and ideas, and share successes.

d. National Academy. The National Academy (NA) is a ten week training opportunity in Quantico, Virginia. The overall course objectives are to enhance the leadership and command abilities of law enforcement personnel through a multitude of course topics. These topics include behavioral science, forensic science, terrorism, leadership development, communications, and health and fitness. Additionally, this course offers the opportunity to develop contacts with national and international law enforcement and governmental agencies.

2. ELIGIBILITY.

a. National Executive Institute. This training opportunity is limited to members of the CHP's Executive Management which includes the following positions: Commissioner; Deputy Commissioner; Assistant Commissioner, Field; and Assistant Commissioner, Staff.

b. Police Executive Fellowship Program. This training opportunity is limited to sworn personnel at the rank of sergeant and above.

c. California Law Enforcement Executive Development Seminar. This training opportunity is available to sworn personnel at the rank of commander and above.

d. National Academy. This training opportunity is available to sworn personnel at the ranks of lieutenant through Assistant Chief.

3. CANDIDATE QUALIFICATIONS. Each candidate shall:

a. Be in excellent physical condition (for NA only).

b. Possess outstanding character and demonstrate unimpeachable moral conduct and integrity.

c. Have a serious commitment to law enforcement as a public servant, possess leadership qualities, and have the confidence and respect of fellow officers.

d. Upon completion of the PEFP, LEEDS, and NEI training, the student is expected to remain a member of the Department for a minimum of three years.

Upon completion of the NA training, the student is expected to remain a member of the Department for a minimum of five years.

4. INTERNAL APPLICATION PROCESS.

a. National Executive Institute. The selection process shall be the responsibility of the Commissioner due to the position level of the candidates.

b. Police Executive Fellowship Program, California Law Enforcement Executive Development Seminar, and National Academy. Applications will be solicited annually via Communications Network (Comm-Net) message. Application templates can be found on the CHP Intranet site ➤ Training ➤ Specialized Training ➤ Organizational Development Section (ODS) page.

(1) Each candidate will complete the application template and submit it directly to the Specialized Training Program (STP) Coordinator with a memorandum of support from their command. The STP Coordinator shall contact the candidate's Division Administrative Assistant to confirm the Division commander's support of the candidate's application.

(2) The ODS shall compile all application packages for review and submit them to the appropriate subcommittee. The subcommittees, comprised of prior attendees from each STP, shall review the submitted application packages and make recommendations to Executive Management. Using a matrix, each candidate will be scored in the following categories:

(a) Purpose Statement/Essay Evaluation: Candidate discusses the reason for attendance, personal and career expectations of the program, and expected contributions to the Department.

(b) Job Performance: Candidate demonstrates successful job performance based upon the memorandum of support from the applicant's command and a minimum of one year of proficient or excellent performance evaluations.

(c) Commitment to the CHP Mission: Candidate demonstrates support of the mission by assisting in program development, program audits, community events, and task forces.

(d) Self-Development: Candidate has attended training, higher education, and/or executive level training courses to further develop their skill sets.

(e) Teaching/Facilitating for the Department: Candidate provides knowledge and skills to departmental employees through instruction and facilitation.

(3) Executive Management will review the subcommittee's recommendations and select candidates based upon the needs of the Department.

(4) The ODS will publish a Comm-Net message announcing the selected candidate(s).

5. SELECTION AND CONTACT.

a. National Executive Institute. Candidates selected to attend will be contacted directly by the FBI.

b. Police Executive Fellowship Program. Candidates selected to attend will be contacted directly by the FBI. This opportunity requires a very lengthy background investigation. Once contact is made by the FBI, the candidate(s) shall inform ODS of the status of their background process. The ODS will contact the local FBI field office to assist with expediting the background process. Candidates must be aware the FBI application process can take up to three years, at which time they will be placed on an assignment.

c. California Law Enforcement Executive Development Seminar. Candidates selected to attend will be contacted directly by the FBI. Once contact is made by the FBI, the candidate(s) shall inform ODS of the anticipated course start date.

d. National Academy. Candidates selected to attend will be contacted directly by the FBI. Access to the FBI's Virtual Academy will be granted by the FBI and approved through ODS. The candidate(s) will complete an application online through the FBI's Virtual Academy website and shall forward the completed application with a photograph to the ODS for submission. Additional requirements will be explained to the candidate(s) by the ODS once selected.

e. In the event a candidate is removed from the program after selection, notification will be made by the Division to the ODS STP coordinator, who will in turn notify the FBI Sacramento Field Office. An alternate candidate will fill the vacancy if the change occurs at least five months prior to the assigned course start date.

6. RESIDENCY, EXPENSES, AND REIMBURSEMENT.

a. All costs associated with these training opportunities will be shared by the Federal Government and the Department.

b. All participants will be required to reside at the host hotel designated by the FBI during each session.

c. National Academy. The cost of the medical examination required by the FBI will be paid for by the Department. The examining physician should submit the bill directly to the Fiscal Management Section.

(1) The following initial expenses are required of NA candidates:

(a) The cost of required FBI-approved range attire will be paid up front by NA candidates. The cost will be reimbursed by the Department. This range attire is available for purchase at the FBI Post Exchange.

(b) The cost of a required student assessment fee covering various expenses while at the NA, will be paid up front by NA candidates. The cost will be reimbursed by the Department.

(c) The cost of a required FBI NA Association Membership will be paid up front by NA candidates. The cost will be reimbursed by the Department.

d. For attendance at the NEI, PEFP, and NA (e.g., room, board, tuition, travel expenses, and all other costs associated with course enrollment or course materials) will be paid for by the Federal Government.

e. Incidental expenses incurred for attendance at these courses will be reimbursed by the Department, consistent with the current state rates outlined in Highway Patrol Manual (HPM) 11.1, Administrative Procedures Manual, Chapter 2, Travel Advances and Expense Claims.

f. One round-trip flight will be authorized for students attending the NA at the expense of the Federal Government. No additional return flights will be paid for by the Department and will be at the expense of the attendee.

g. All travel costs associated with attendance at the CA LEEDS will be reimbursed by the Department, consistent with the current state rates outlined in HPM 11.1, Chapter 2.

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