

**INTERNATIONAL LAW ENFORCEMENT ACADEMY
GABORONE**

PARTICIPANT HAND BOOK



INTERNATIONAL LAW ENFORCEMENT ACADEMY

(ILEA GABORONE)

P.O. Box 90 Gaborone, Botswana

Tel: (+267) 5337-666 Fax: (+267) 5337 668 / 679

ILEA INSTRUCTOR HANDBOOK CONTENTS

- Director's Welcome
- Brief History of ILEA Gaborone
- Introduction
- Communication Information
- Arrival and Departure Information
- General Information
- Classroom Etiquette and Responsibilities
- Botswana Climate



DIRECTOR'S WELCOME

Congratulations on your selection to participate in the International Law Enforcement Academy (ILEA).

One of the most important objectives of this ILEA program is to provide quality training and institution building assistance to combat transnational crimes. Combating transnational crime is a big challenge for the international law enforcement community. Because you were specially selected along with your fellow participants, I am confident that the challenge will be met and that our objective will be accomplished.

Another important ILEA objective is to strengthen cooperation among the law enforcement communities of Botswana, the United States, other African countries, and elsewhere. During your attendance, I encourage you to interact and develop close working relationships with the instructors and your fellow criminal justice practitioners.

Both our LELD and specialized programs were designed following a rigorous training needs assessment. Law enforcement experts from the region initially participated in identifying topical areas and competency requirements that accurately reflected the needs in the field. Your assessment of the course is most important in keeping the topical areas relevant to your need. I therefore encourage you to examine the program content and notify the ILEA staff of deficiencies. Your feedback is important for ensuring that the final curriculum meets the highest quality of standards.

Finally, this handbook is designed to assist you in preparing for a LELD or specialized program. I urge you to read the material and familiarize yourself with the content. If we have omitted information that would have been beneficial to you, please advise the ILEA staff so that we can incorporate it into a future edition.

Congratulations again. On behalf of the staff, welcome to ILEA. We look forward to seeing you upon arrival.

BRIEF HISTORY OF ILEA GABORONE

In June 2000, the Department of Treasury, Federal Law Enforcement Training Center (FLETC) was selected as the lead agency for the management of ILEA Gaborone.

On 24 July 2000, in view of their long standing and close cooperation in law enforcement and their mutual interest in combating transnational crime, the United States and Botswana governments entered into an agreement for establishing an International Law Enforcement Academy.

Following the signing of the bilateral agreement with Botswana, a strategic plan outlining steps for the implementation of ILEA Gaborone was developed. The FLETC hosted a Curriculum Development Conference in June 2001. We are privileged to be presenting the Law Enforcement Leadership Development (LELD) Program (originally titled the Law Enforcement Executive Development [LEED] course) that was developed based on the identified training needs provided during the Regional Needs Assessment held in Botswana with the assistance of the following federal agencies, academic institutions, and law enforcement consultant organizations:

- Federal Law Enforcement Training Centers
- U.S. Department of State's Bureau of Diplomatic Security
- United States Secret Services
- Internal Revenue Service
- Department of Justice
- United States Customs Service
- Alcohol, Tobacco and Firearms
- Drug Enforcement Administration

- Diplomatic Security Training Center
- Federal Bureau of Investigation
- Immigration and Customs Enforcement
- John Jay College of Criminal Justice
- The Police Executive Research Forum
- Botswana National Police Service

INTRODUCTION

The following information may prove useful in assisting you during your participation in the LELD and other ILEA courses. This handbook, which is meant to serve as a reference, is divided into four major categories: Communication Information; Arrival and Departure Information; General Information; and Classroom Etiquette and Responsibilities. Please read and become familiar with this information.

COMMUNICATION INFORMATION

All participants will be lodged at the ILEA. Contact information for ILEA:

Mailing address: ILEA, Botswana Police College, Box 25001, Otse - Botswana
Telephone: (+267) 533-7666
Fax: (+267) 533 -7668
ILEA email address: DitauB@state.gov

All messages received by ILEA for course participants (whether phone calls, fax or e-mail messages) will be delivered via the class coordinator.

Telephone Calling Cards: You may purchase telephone scratch cards in town during scheduled visits on Wednesday afternoons and Saturdays.

ARRIVAL AND DEPARTURE INFORMATION

Airport transportation: The ILEA is collocated with the Botswana Police College, 45km south of Gaborone. The ILEA will provide courtesy transportation between the airport and ILEA. ILEA will also provide courtesy transportation for special functions and Wednesday and Saturday visits to Gaborone.

Lodging check-in: All participants will be pre-registered. Upon arrival at ILEA, present photo identification and official credentials when checking-in at the registration desk.

Registration: Participants will be issued an ILEA identification card. The card must be worn all times while on campus and is required for entry into all ILEA and Botswana Police buildings. Participants are reminded to carry their identity cards with them when traveling off site. Identity cards are to be used as a means of identification and are necessary for re-entry to the Botswana Police College.

Weapons: The importation of firearms/weapons is prohibited by the Government of Botswana.

Lodging Checkout: Participants are responsible for all issued items during their stay at ILEA. Rooms must remain neat and orderly at all times. Participants are responsible for securing their assigned hostel rooms and personal property. The ILEA is not responsible for personal property that is lost or stolen.

INCIDENTAL TRAVEL STIPENDS, MEALS AND LODGING

ILEA Gaborone provides lodging, all meals, and Gaborone airport transfers while assigned to the Academy.

Each ILEA course participant traveling a distance greater than 80 kilometers (50 miles) will receive an incidental travel stipend from the U.S. Embassy in their home country prior to their departure for ILEA Gaborone. The incidental travel stipend is to cover incidental expenses incurred during a participant's travel to AND from the ILEA. This stipend is based on the meal and incidental expense (M&IE) rate set by the U.S. Government for the city of Gaborone (this rate is subject to change with the cost of living and inflation). The incidental travel stipend is $\frac{3}{4}$ of the Gaborone M&IE daily rate for the travel day to Gaborone and $\frac{3}{4}$ of the Gaborone M&IE daily rate for the return travel day back to your home country. Current M&IE rates can be found at http://aoprals.state.gov/web920/per_diem.asp. Course participants should have their own funds for any souvenirs and personal items that they may wish to purchase during class trips to Gaborone on Wednesdays and Saturdays.

Additionally, M&IE will be granted at full country rate if participants have to stay overnight in transit to and from the ILEA. Hotel accommodations should be prearranged (and prepaid if possible) by the U.S. Embassy in your home country prior to participant departure. If accommodations cannot be prepaid, the participant will be issued lodging allowances for the prearranged rate. It is the participants' responsibility to save this money for the intended use of lodging and meals while in travel status (Note: accommodation rates should not exceed the maximum per diem hotel rate). If the participant spends this money for anything other than the intended use, no additional money will be issued. The participant is required to submit hotel receipts to Post upon return to their countries. The US Government does not provide participants a salary or money for shopping while in attendance at the ILEA. The amounts are strictly for travel and travel expenses. It is highly recommended that participants bring additional funds for personal expenses.

Since the amount of cash provided by the US Embassy covers the travel day to the ILEA and the travel back to your respective countries, it is your responsibility to ensure that the incident travel stipend issued prior to your departure lasts through the duration of the program and travel back home. NO ADDITIONAL FUNDS WILL BE ISSUED.

GENERAL INFORMATION

The ILEA is located on the grounds of the Botswana Police College. The ILEA shares the following facilities with the Police College: gymnasium and other sports facilities; cafeteria and library. The campus is located in the Bamalete Tribal territory (one of the tribes of Botswana). The village of Otse is 7km south of ILEA and Mogobane is 4km west of ILEA. The magnificent hill behind the College is called the Hill of Lovers.

Sports and Recreation: The Botswana Police College has a gymnasium within 10 minutes walking distance from the ILEA facility. Participants can participate in football, volleyball, basketball, netball, softball, swimming, tennis, karate, sauna, badminton, squash, and weight training.

There also are plenty of indoor activities such as snooker, table tennis and various board games. The gymnasium hours are Monday through Sunday 5:30 am to 9:00 pm. Proper gym attire, training shoes and towel are required at all times. Proper swimming attire is required whenever using the swimming pool.

Laundry Service: Each hostel is equipped with washing machines and dryers for participants use during the course. Students may purchase laundry powder at the Police College Canteen or in town during the Wednesday or Saturday trip to Gaborone.

Meals: Participants are provided three meals a day for the duration of the course. Breakfast, lunch, and dinner will be served at the Botswana Police College Cafeteria and participants will be transported by bus to the cafeteria. Those who prefer to walk may do so. Morning tea will be served in the ILEA Common Room.

Meal Times:

Breakfast 07:00AM - 08:00AM

Morning Tea 10:30AM - 10:45AM

Lunch 12:30PM - 13:30PM

Dinner 18:00PM - 19:00PM

Local transportation: Public transportation is available to travel to Gaborone and Lobatse. Bus stops are located 10 - 15 minutes walking distance from the front gate of the Police College. Bus fares are P10.00 to Gaborone and P7.00 to Lobatse.

Taxis are available for local transportation. While taxis may have meters, all fares should be negotiated and agreed upon in advance.

Leaving the training site: Please provide the class coordinator your itinerary and contact telephone number if you leave the ILEA during your free time.

Clothing to bring: In addition to the ILEA polo shirt and a hat that will be provided to you to wear during training, you will need to bring a dress shirt, suit coat and tie or your official uniform for orientation, the class photo and the graduation ceremony. You should also bring long sleeved shirts and long pants to wear whenever outside to help prevent insect bites. Neither raingear nor footwear is provided.

Health Concerns: Participants having pre-existing medical conditions that require special attention (i.e. diabetes, hearing and visual impairment, or any other condition that could impact participation in training) should advise the class coordinator upon arrival and be noted on participant the Background Information Sheet.

Participants should take appropriate precautions when outdoors to avoid mosquitoes, fleas, ticks and other disease-carrying insects.

Medical Emergencies: Participants who become ill, have an accident or are injured, should immediately notify the class coordinator or any ILEA staff member as soon as possible.

The Police College has its own medical center staffed with qualified nurses and an experienced resident doctor. The medical center is open daily from 7:30 am to 4:30 pm. Clinic staff are available for afterhours emergencies.

Family Emergencies: Participants experiencing a family emergency while at ILEA should notify the class coordinator as soon as possible. With proper notification and approval, ILEA Gaborone will authorize family emergency travel at the participant's own agency's expense. ILEA Gaborone, however, will only provide participants with one round trip ticket per course.

Crime: Participants who become victims of crime are requested to immediately notify the class coordinator. Participants should also notify the class coordinator of any situation or incident that requires official contact with, or intervention by, the police.

Course absenteeism: There is no unexcused absenteeism from any portion of this course. The Class Coordinator must be notified in writing of plans to miss any section of this training program. The maximum amount of time a participant may be absent from a core course is three full days. Any participant absent more than three (3) full days will be excused from further participation in that course.

Visitors: Participants are welcome to receive visitors during non-course hours. ILEA management requests all visitors sign in with the receptionist in the ILEA Administration building. For after hours and weekend visits, participants are required to notify their country delegation leaders of the visit prior to the arrival of their guest(s). If the country team leader is unavailable, participants should provide the requested information to the class coordinator. Participants are required to escort their visitors at all times while on the Botswana Police College and International Law Enforcement Academy campuses.

In accordance with ILEA and Botswana Police Service Guidelines, participants are asked to use both discretion and sound professional judgment in determining appropriate behavior and comportment during the visit. Participants are reminded that guests are not allowed to spend the night in any dorm room or building on the academy. Visitors are asked not to stay past midnight on any given day.

Sexual Harassment: ILEA Gaborone is committed to providing an environment that is free from sexual harassment. Sexual harassment is against the law and will not be tolerated. When ILEA determines that an allegation of sexual harassment is credible, it will take prompt and appropriate corrective action.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. Unwelcome actions such as the following are inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment:

- Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail;
- Verbal abuse of a sexual nature;
- Touching or grabbing of a sexual nature;
- Repeatedly standing too close to or brushing up against a person;

- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors in particular should be careful not to pressure their employees to socialize);
- Giving gifts or leaving objects that are sexually suggestive;
- Repeatedly making sexually suggestive gestures;
- Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;
- Off-duty, unwelcome conduct of a sexual nature that affects the work environment.

A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser. The harasser can be a participant, instructor, other ILEA employee, or a non-employee who has a business relationship with ILEA.

If ILEA receives an allegation of sexual harassment, or has reason to believe sexual harassment is occurring, it will take the necessary steps to ensure that the matter is promptly investigated and addressed. If the allegation is determined to be credible, ILEA will take immediate and effective measures to end the unwelcome behavior. ILEA is committed to take action if it learns of possible sexual harassment, even if the individual does not wish to file a formal complaint.

CLASS ROOM ETIQUETTE AND RESPONSIBILITIES

Schedule: Unless otherwise advised, classes will run from 8:00 am to 4:30 pm. Monday, Tuesday, Thursday and Friday, with a one-hour lunch break from 12:30 to 1:30 pm. Classes will run from 8:00 am to 3:30 pm on Wednesdays in order to facilitate the scheduled afternoon trip to Gaborone.

Class attendance: Participants are expected to attend all scheduled classes. The class coordinator should be advised of any scheduling conflict in a timely manner.

Classroom courtesies: Smoking, chewing tobacco and consumption of alcohol are not allowed in the classroom. To minimize classroom distractions, participants are requested to refrain from talking to fellow participants while a speaker is providing instruction to the class. In addition, participants are asked to turn off all cell phones while in the classroom. All cell phone conversations should take place outside of the classroom.

As a courtesy to the instructors, participants are requested to refrain from reading newspapers, magazines, books or other material not provided by an instructor while a speaker is addressing the class.

To get the maxim benefit from training, participants are expected to be in the classroom on time at the start of each day and to return promptly following breaks.

Please keep questions focused on the specific course of instruction that is being presented. Please do not ask questions to the instructor on unrelated topics or subjects. Please avoid making general statements unless it pertains to both the course at hand and benefits other participants. Instructors must present large amounts of information in a limited amount of time. Please help them teach the class within the allotted time frame.

Delegation Leader: Participants from each country will designate a delegation leader who will function as the initial point of contact for that delegation as well as the liaison between individual participants and the class coordinator.

Training Materials: Participants are requested to remove their training material and all personal items from the classroom at the conclusion of each day.

Classroom Attire: The ILEA will provide LELD participants with four ILEA polo shirts, one ILEA t-shirt and one ILEA cap. The ILEA will provide specialized course participants with one ILEA polo shirt, one ILEA t-shirt and one ILEA cap. Participants must wear proper business attire (suit, coat and tie, etc.) or official uniform on the first day of class and on graduation day. Classroom attire on all other training days is neat casual with the ILEA polo shirt and closed – toe shoes. The ILEA t-shirt is for recreational and/or outdoor activity. As a courtesy to fellow classmates and instructors, participants are asked to please maintain professional grooming and hygiene standards during their stay at ILEA.

Evaluation: Following each block of instruction, participants will be asked to complete an evaluation. Participants are asked to be candid when completing their evaluations of that subject and the instructors who taught it. These are used to improve future courses and to better meet our participants' training needs.

Botswana Climate

Most of Botswana has a dry, subtropical climate, with cooler temperatures prevailing in the higher altitudes. Temperatures during our summer (October to February) range from average maximums of 26.6°C to 32°C (80°F to 90°F). Summer days consist of brilliant sunshine with temperatures at times reaching up to 37 °C (100°F) or higher.

Winter days (June to August) are warm and comfortable and nights are very cool with heavy frost in the in the desert. Evening temperatures range from 0.5° to 12°C (33° F to 55°F).

August begins the seasonal winds that blow from the west and carry desert sand and dust across the country. The summer rainy seasons runs from November to March and rain is rare between the months of May to August. Rainfall averages 18 inches but ranges from 27 inches in the north to less than 9 inches in the Kalahari.

The sun is VERY strong in Botswana - even during the winter months. The elevation of Gaborone (approximately 3300 feet/1005 meters) and its location in the southern hemisphere will cause those with fair complexions to be susceptible to sunburn. Please consider wearing sunscreen and a hat while outside in Botswana. Gaborone is situated in a desert environment (The Kalahari Desert is to the north), and the climate is very dry with almost no humidity. Please bring appropriate clothing for each season.

Average Hi and low Temperatures in Gaborone in Fahrenheit & Celsius

Gaborone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Rainfall (mm)	96	83	71	40	12	5	2	5	15	43	66	88
Rainfall (inches)	3.7	3.2	2.7	1.5	0.4	0.1	0.1	0.1	0.5	1.6	2.5	3.4
Min Temp (°C)	20	19	17	13	9	4	5	8	13	17	18	18
Max Temp (°C)	32	32	30	28	24	23	23	26	31	33	33	32
Min Temp (°F)	68	67	63	56	49	40	41	47	56	64	65	65
Max Temp (°F)	90	90	86	83	75	73	73	80	88	92	91	91