

**INTERNATIONAL LAW ENFORCEMENT ACADEMY  
GABORONE**

**INSTRUCTOR HAND BOOK**



**INTERNATIONAL LAW ENFORCEMENT ACADEMY  
(ILEA GABORONE)**

P.O. Box 90 Gaborone, Botswana  
Tel: (+267) 5337-666 Fax: (+267) 5337 668 / 679

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**Note:** Please notify the Training Coordinator if any of these documents are not included in this handbook.



**International Law Enforcement Academy**

Welcome to ILEA Gaborone! We look forward to our collaboration in making this program a success. As such, your cooperation and attention to detail is appreciated. ILEA Gaborone is unique in that we provide quality Law Enforcement and Leadership training to 34 participating countries throughout sub-Saharan Africa. Your professional instruction is a central piece in combating transnational crime in this region and beyond.

ILEA Gaborone has gone through great efforts to ensure that you are housed in accommodations that are safe, comfortable and within the stated rate that is mandated by Federal travel regulations. This hotel was also selected due to its location being convenient for our drivers to transport instructors to and from the ILEA. Additionally, restaurants and a nearby shopping mall are within a short taxi ride. Although the room

reservation has been made under your name utilizing ILEA's account, please note that you are responsible for all charges and final payment. Your daily hotel rate also includes breakfast.

Mr. Morris Mogotsi and Ms. Glory Teko are assigned to transport all instructors to the ILEA before classes begin and return them to the hotel after classes end. They also have collateral duties during class hours. Any special requests for transportation during class hours will be accommodated when they meet curriculum goals/objectives or foster cooperative efforts between agencies and the participants.

Please take the time to review the remaining information contained in this packet. The ILEA staff will do their best to ensure your instructional needs are met. We are confident that this will be a rewarding experience for you and our participants. As mentioned in the beginning, remember that your professionalism and quality instruction are essential in combating transnational crime, so we thank you for your support. We wish you a very pleasant, safe and enjoyable stay.

**Mr. Joseph Augeri**  
Program Director  
ILEA Gaborone

**Mr. Maseng Mathiba**  
Managing Director  
ILEA Gaborone.

## **QUICK REFERENCE GUIDE FOR TDY INSTRUCTORS/VISITORS**

1. Upon arrival, you MUST call and notify the applicable class coordinator of your arrival at the hotel.
2. All instructors for specialized courses are expected to be at the opening ceremony the day their course opens, even if you are not teaching that day.
3. Business attire is **required** for both the opening and closing of a specialized course.
4. The ILEA driver(s) will be out in front of the hotel to transport all instructors to and from the academy on a daily basis. The van will arrive at the hotel at 7:00 A.M. Departure from the hotel takes place at 7:10AM. So please be in the van before that time.
5. You are expected to come out to the ILEA to review the materials your agency shipped to this facility. Please go through the shipment and prepare them for the class. You will also need to get acclimated to the equipment used in the classroom prior to your first day of instruction. If you are to prepare for class on a Sunday, the Class Coordinator will arrange for your pickup from the hotel.
6. Please complete your instructor biography, emergency data sheet and TDY security briefing certification prior to coming out to the ILEA to prepare for your course presentation. Give them to your Class Coordinator at the earliest opportunity.
7. Class hours are from 8:00AM to 4:30PM with a 1 hour lunch break and one 15 minute tea break.
8. Set a professional example in the classroom. Speak slowly, even in classes where participants are expected to speak English. No profanity or agency

- criticizing is allowed. Avoid acronyms unless you take time to explain them. Use metric measurements instead of non-metric measurements, when appropriate.
9. If your course is being interpreted into a foreign language, please note that all of your materials must be translated and printed prior to your arrival in Gaborone.
  10. International telephone calls should be directly billed against your travel vouchers from your hotel. The academy is not funded to cover these costs.
  11. ILEA requests that you not bring friends, relatives, spouses or significant others to ILEA facilities without prior authorization from the Director. The ILEA has extremely limited classroom seating and limited instructor support offices, thus we ask that you not bring them to ILEA or ask ILEA drivers to transport them anywhere in Gaborone - via official ILEA vehicles.

**Please see the attached handbook for more details about the above listed items.**

*Enjoy your stay and your assignment in Gaborone. Thank you for taking on this assignment or making the time to visit our facility.*

### **VISITING INSTRUCTOR INFORMATION**

#### **Class Coordinator**

The Class Coordinator is the instructor's primary point of contact. For Specialized Courses, ILEA's Training coordinator is Mr. Baoki Ditau. His cell phone number is 74764865. For the LELD program we have a resident Class Coordinator sponsored by a participating agency.

#### **Law Enforcement Leadership Development (LELD) instructors:**

The **LELD** Class Coordinator can be reached at cell phone number 71386996. Upon arrival, you **MUST** call and notify him of your arrival in Gaborone. Please review and/or complete the following attached documents before meeting with him.

- 1) Visiting Instructor Information
- 2) Instructor & Staff Emergency Data Sheet
- 3) Instructor Biography
- 4) Guidelines for speakers at ILEA
- 5) TDY Security Briefing Acknowledgement

#### **Specialized Course Instructors:**

Upon arrival please contact Mr. Ditau. In addition, please review and complete the applicable documents in your welcome folder:

- 1) Visiting Instructor Information
- 2) Instructor & Staff Emergency Data Sheet
- 3) Instructor Biography
- 4) Guidelines for speakers at ILEA

## 5) TDY Security Briefing Acknowledgement

If already in country, all course instructors (including those not instructing that day) are expected to be present at the course opening ceremony. All instructors are expected to be present at the course closing ceremony.

### **Hotel Room Number and Arrival & Departure Dates**

Please advise ILEA staff and/or the Class Coordinator of your hotel room number and confirm your arrival and departure with them. Should you decide to travel outside of Gaborone during your time off in Botswana, please advise ILEA staff and/or the Class Coordinator so that you can be reached in the event of an emergency.

### **Reconciliation of Hotel charges**

Although your room reservation has been made under your name using ILEA's account, you are responsible for all charges incurred while staying at the hotel. Your nightly rate is at or about the current per-diem rate including VAT. Upon checkout, please verify your credit card information and the charged room rate. All hotel charges paid for with a US Credit Card will show final payment in Botswana Pula.

### **Transportation to ILEA**

The shuttle van will depart your hotel at 7:00 a.m. Driving time to the academy varies depending on road traffic, but normally takes approximately 45 minutes. ILEA does not provide shuttle services to the academy on Saturdays. Instructors wishing to visit the Academy on Sunday in order to retrieve course material, confirm multi-media needs and familiarize themselves with the academy may do so by calling Mr. Morris Mogotsi at 71576929 or Glory Teko at 71681878.

Please note that ILEA has only two drivers. Their primary responsibility is to transport instructors to ILEA before classes begin and return them to the hotel after classes end. They are also responsible for transporting ILEA staff to and from ILEA from Gaborone. Additionally, they have collateral duties during class hours. Special requests for transportation may be accommodated on a case by case basis.

### **Instructor and Staff Emergency Data Sheet & Security Briefing Acknowledgement**

Please complete and return the Emergency Data Sheet and Security Briefing Acknowledgement to the appropriate Class Coordinator. This information will be used in case of an emergency and ILEA will maintain this information until after your departure from Botswana.

## **Instructor Biography**

Please complete and return your Instructor Biography to the Class Coordinator. This information will be used to introduce you to the class prior to the first time you get up to instruct. Please give us your career highlights and other pertinent information in conjunction with the course you will teach. Feel free to expand on your background once you take the podium.

## **Lesson Verification**

Please verify those lessons within the subject matter area that you will instruct (lessons you will instruct independently and those you will team teach) with the Class Coordinator so an accurate record of who instructed each subject may be maintained. This will help ILEA to facilitate participants' course and instructor evaluations.

## **Instructional Materials**

Please ensure all instructional materials needed for your presentation are on hand and in order at least one day before you begin instruction at ILEA. If you need assistance with any instructional materials and/or multi-media equipment, please inform the Class Coordinator at the earliest opportunity. ILEA requests agencies take into consideration ILEA's multi-media limitations. ILEA requests instructors make all handout copies before coming to ILEA; this includes any computer base presentations, i.e. Power Points, videos, DVDs, and CDs. ILEA is unable to facilitate copy requests in excess of three pages per hand out per participant. Your consideration and support in this matter is greatly appreciated.

If you require setting up your classroom prior to the Monday morning start time, please arrange transfer with Mr. Baoki Ditau. He will arrange transport to the ILEA facility on the Sunday prior to the class start date on the following Monday. Please note that the ILEA driver will pick you up at your hotel at 1300 on Sunday.

## **Instructional Equipment**

If you require any instructional equipment for your presentation, please inform the appropriate Class Coordinator at least one day prior to your presentation to ensure the equipment you need will be available and working when you require it. Be sure to check it out and familiarize yourself with all aspects of the equipment you'll be using during your presentation before starting to instruct.

## **Instructor Attire**

Business attire is required for the first day of a course. After the first day of a course, unless advised to the contrary, neat casual is appropriate (i.e., nice cotton slacks, polo shirts, ILEA or agency polo shirts, dress shoes --- NO jeans, or sneakers). Jeans and casual clothing are permitted for all outdoor practical exercises.

## **Instructor Polo Shirt**

Each instructor receives one polo shirt with the ILEA Gaborone emblem. After having once received a shirt, an instructor will not receive additional shirts on subsequent returns.

## **Daily Classroom 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 (usually from 12:30 to 1:30 pm – your class coordinator will advise you of the exact times). ILEA shares the dining facility with the Botswana Police College (BPC). Participants are bussed over to the dining hall. Please ensure you break for lunch on schedule so that all personnel have enough time to eat. Classes will run from 8:00 am to 3:30 pm on Wednesdays in order to facilitate the scheduled afternoon trip to Gaborone. Please remain cognizant of the time and keep your class on schedule since any delays will have an impact on other classes, activities, instructors, and ILEA staff.

## **Breaks**

Participants should be given a 10-minute break every hour. Tea breaks are scheduled for 10:15 a.m. OR 10:30 am. in the Common Room Building. Your class coordinator will advise you of which time frame your course will be expected to observe. Instructors and interpreters (if utilized) are welcome to join participants for tea/coffee. (Note: Instructors taking part in the daily tea/coffee are required to pay a nominal daily fee of \$1.00 or P 10 to the ILEA receptionist.) As most students will follow the cue from the instructors, please try to be back in the class room on time.

## **International Telephone Calls**

Instructors are reminded ILEA Gaborone is unable to facilitate/cover the costs of international telephone calls. International telephone calls should be directly billed against your travel vouchers from your hotel. Unfortunately, the academy has not been funded to cover these additional costs.

## **Instructional Considerations**

All instructors should set a professional example for everyone in the class. Profanity, agency criticizing nor inappropriate comments relating to nationality, ethnicity, religion or gender will be tolerated.

Prior to starting your lesson, clearly state the learning objectives and key teaching points so the class will know the lesson's purpose.

Please refer to those you are instructing as “**participants**” not “students.”

**SPEAK SLOWLY** -- Even though the participants may speak English, to most it is a second language. If a simpler word will suffice, please use it.

When a participant asks a question during your presentation, please **repeat** that question before answering so all participants who may not have heard the question will know what it is you are answering.

The participants will **not** be tested on any of the material presented.

When presenting your lesson, please give **current** data, statistics and information (otherwise the material will be viewed and evaluated as being nonessential, outdated and behind the times).

When you are instructing and referring to distances and measurements, try to use **metric** measurements instead of English measurements. For fast automatic conversions you can go to:

<http://www.sciencemadesimple.com/conversions.html>

Avoid acronyms (such as NCIC, NADDIS, TECS, etc.) if possible. If you do use an acronym, make sure you briefly explain what it stands for. Your audience is unfamiliar with many terms, jargon and acronyms Americans and U.S. LEOs frequently use.

If you are in the classroom and not instructing, as a courtesy to the participants as well as the instructor who is instructing, please refrain from having conversations with other instructors and ILEA staff. Please step outside the classroom if you need to converse.

### **Use of Interpretation/Translation Services**

In addition to English, ILEA often presents courses in French and Portuguese. Please be advised that the majority of your presentation materials should be translated into the required language well BEFORE you arrive in Gaborone. Due to complicated contract and billing procedures, interpreters cannot perform any requested language services until ILEA-U.S. management approve it, regardless of size and urgency. Ultimately, your parent organization may be billed for this service and we may require their approval before we proceed with any translation tasking.

### **Bringing Visitors to ILEA**

All U.S. law enforcement instructors who teach at ILEA are permitted to enter Botswana per the authority of the U.S. Embassy Chief of Mission (normally the Ambassador). An electronic country clearance (eCC) request is sent to the Embassy and a reply approving the request is then sent to your parent organization.

ILEA requests you not bring friends, relatives, spouses or significant others to ILEA facilities without prior authorization of the Program Director. ILEA has extremely limited classroom seating and limited instructor support offices. While you are here on specific U.S. Government orders, your traveling companions are not. Thus we ask that you not bring them to ILEA or ask ILEA drivers to convey them anywhere in Gaborone via official ILEA vehicles. Only U.S. Government employees who have received pre-approved country clearance should be present at ILEA. Thank you for understanding our position on this matter.

### **Additional Information**

There is a refrigerator in the instructors' office suite for those instructors who wish to bring their own lunches and refreshments; you are also invited to join ILEA participants for lunch in the Police Campus student dining area for a nominal daily fee of \$ 3.00 or P 30, to be paid to the ILEA receptionist.

For those of you who are interested in a day safari or longer, we recommend that you contact the ILEA staff before you commit to a trip with any local vendor. ILEA has a number of contacts who offer competitive packages for a wildlife experience.

### **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

<b>Gaborone</b>	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

# INSTRUCTOR and STAFF EMERGENCY DATA SHEET

Name: \_\_\_\_\_  
(Last name) (First name) (Middle name)

Agency: \_\_\_\_\_ Arrival date: \_\_\_\_\_ Departure date: \_\_\_\_\_  
(Month/Day/Year) (Month/Day/Year)

## Emergency Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home telephone: \_\_\_\_\_ Work telephone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Work Contact

Supervisor's name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Health Information

Blood type: \_\_\_\_\_ Known allergies: \_\_\_\_\_

\_\_\_\_\_

List any pre-existing medical conditions that a medical practitioner should be advised about before administering any emergency treatment:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## INSTRUCTOR BIOGRAPHY

**Instructor's name:**

**Instructor's title:**

**Number of years in law enforcement:**

**Number of years instructing:**

**Locations where instructed:**

**Education:**

**Brief work history:**

**Current duties:**

**Guidelines for Speakers at ILEA**

When required, ILEA provides professional interpretation to enable participants of different languages and cultures to understand each other. The interpreters are the key ingredient in conveying your message to the participants. You can help them and the class by following these simple guidelines:

- If you have a written text, notes or power point slides for your presentation, whether or not you intend to follow them closely, please pass them to the class coordinator or present them directly to the interpreters. The interpreters do not simply rely on spoken words, they interpret their meaning and they should therefore familiarize themselves with your subject and related terminology. You are free to depart from your text or add to it as you go along. ILEA interpreters are bound by professional standards and the content of your documents will remain confidential at all times and will be returned to you on request.

- If your paper is technical, please give the interpreters any terminology you may have or any associated information on the same subject. You may also ask the class coordinator to organize a quick briefing with the interpreters. Meeting the interpreters can be useful in order to clarify specific points which will help you improve your performance and presentation.
- If you wish to show a video, DVD, power point slides or other media, please try to give the interpreters a copy of the presentation (or perhaps a script when available). The interpretation booths are located in the rear of the classroom, away from the screen and it would be helpful if the interpreters had copies of the projected text in front of them. The interpreters can also pre-view your video and DVDs so they are familiar with the theme of the subject and also any words or terms that may cause possible confusion with the participants.
- When reading from a script or a set presentation most people tend to speed up, which means the interpreters may not be able to maintain the same pace as you. Subsequently, your audience may find it difficult to follow and parts of your message may be lost. If you have not spoken at courses with interpretation before, it may be advisable to practice your delivery beforehand. Ideally, you should allow 3 minutes per page of 40 lines of text.
- Before you speak, please make sure your microphone is switched on. Knocking the microphone or blowing into it as a test will merely be amplified in the interpreters' headphones and cause an unpleasant noise. To test the microphone, just say a few words like "Good morning participants" or "Sound Check, 1-2-3".
- Please do not speak too close to the microphone as this creates distortion and also avoid placing your receiver set too close to the microphone when you speak so as to prevent feedback and associated whistling. The ILEA audio-visual technician or training coordinator will be able to advise you and help prevent this from occurring.
- Please use the lapel microphone if you need to move away from the podium, e.g. to point at a slide or other visual projection. Without a microphone, the interpreters cannot hear you; no matter how loud you speak.
- If you are speaking from the podium and want to reply to questions from the floor, please make sure you have a receiver set with you so you can follow the questions from the participants as they are being interpreted into English. It is advisable to repeat the question that was asked so all fully understand the content of your response. This will also give the interpreters another opportunity to fully understand the question in both languages. This will greatly aid them in interpreting your response to the question.



## **TDY SECURITY BRIEFING**

On behalf of the Regional Security Office, I welcome you to Botswana and wish you a safe and pleasant stay. Please feel free to contact my office if you have any questions. My deputy and I are always available and can be reached directly or through Marine Security Guard (MSG) Post One. Please refer to the Emergency Numbers located on the last page of this briefing or on the Emergency card accompanying your TDY packet for contact details.

### **Crime**

As it is throughout Southern Africa, crime is a serious concern in Gaborone, and throughout Botswana. The U.S. Department of State rates Botswana as high for crime. However, if you use good common street sense, you should have an incident free visit.

The criminal threat in Gaborone is very similar to that of any large urban area in the U.S. Non-confrontational, non-violent crimes such as pick pocketing, petty theft, and smash and grabs from vehicles are not uncommon. Burglaries of unoccupied or vacant residences and home invasions are becoming more and more of a common occurrence. There is also a worrisome increase in vehicle thefts and armed robberies and assaults. The past year has also seen an increase in the number of reported rapes and "passion killings."

Visitors must be alert at all times. To reduce your vulnerability to theft, avoid wearing jewelry or carrying large amounts of cash. Do not show a lot of money when making purchases, and be alert to pickpockets. They often have accomplices who will jostle you or try to divert your attention.

Avoid the "fat wallet" syndrome as it presents a tempting target. If you have to carry it, slim it down and keep it in your front pocket. If you carry a purse, keep a firm grip on it and wear the shoulder strap across your chest. Do not carry a backpack. There are scam artists who prey on unsuspecting individuals. Be alert to overly friendly individuals who approach you, offering bargains or to be your guide.

Visitors are encouraged to walk with someone during the day. Never walk at night, either alone or with someone. Try to seem purposeful when you move about. The official American community is advised to avoid the Gaborone Dam area and Kgale Hill at night and to use caution (i.e. only in large groups) during the day, due to the high number of criminal incidents in those areas.

If you are confronted, do not fight back or pursue a thief. Give up your valuables. They can be replaced, you cannot. Immediately contact MSG Post One.

## **Political Violence**

Botswana has enjoyed political and economic stability since independence from Britain in 1966. The threat of political violence is rated to be low. Civil unrest and disorder is rare. However, should you encounter a large mob or crowd forming, do not attempt to approach it or investigate. Seek an alternate route and inform MSG Post One.

## **Terrorism**

Americans must remain vigilant with regard to their personal security and exercise caution. Terrorists know no boundaries and attacks can occur anywhere and actions may include suicide operations, bombings, or kidnappings. Terrorists do not distinguish between official and civilian targets. Increased security at official U.S. facilities has led terrorists to seek softer targets such as residential areas, clubs, restaurants, American commercial interests, shopping centers, places of worship, hotels, schools, outdoor recreation events, and resorts.

To make yourself a "hard target," always be aware of your surroundings when in public. Vary your routine and if you sense any type of surveillance or encounter a problem, leave the area and contact MSG Post One.

## **Human Intelligence and Technical Threat**

As a USG employee traveling to a foreign country, you should realize that you could be a target of intelligence interest. The extent of that interest may be shaped by the nature of your access to people, places, and information.

A human and technical threat exists in Gaborone. You should take it for granted that you are under surveillance by both technical and physical means. Do not discuss sensitive matters on the telephone, in any office or apartment, or in a car with or without an assigned driver. You can assume that attempts will be made to gain access to any documents that are transported outside the Embassy. Do not leave sensitive, personal, or business papers in your room, in a hotel safe, in a locked suitcase or briefcase, in wastebaskets, or in unattended in cars, planes, or offices. Do not engage in conjecture about the identity of other employees.

## **Relationships with Foreign Nationals**

You must report to the Regional Security Officer the following when:

- Any foreign national requests illegal or unauthorized access to classified or otherwise sensitive information whether within or outside the normal scope of your duties.
- You believe that you are the target of an actual or attempted recruitment or exploitation by a foreign entity.

- The initial contact with a national from a country with a critical counterintelligence threat country when that person attempts to establish recurring contact or seems to be actively seeking a close personal association, beyond professional or personal courtesies.

The report must be submitted as soon as possible, preferably within one business day after contact. This policy applies to all U.S. citizen employees of the USG, civilian or military, including contract employees, whether permanently assigned or TDY, who are under the authority of the Chief of Mission.

### **Hotel Smarts**

Do not discuss your business or travel plans in public areas where they may be overheard. Do not entertain strangers in your room and never leave valuables in your room exposed or unattended, even in a locked suitcase. Place valuables in a hotel safe deposit box, but be advised that no hotel safe is 100% secure. There have been past incidents of valuables being stolen from hotel safes or entire safes being removed. RSO recommends any important documents or valuables to be stored at the Embassy for safe keeping.

Familiarize yourself with escape routes in case of fire or other catastrophe. Use the door chain or bolt while you are in the room. Use the door viewer before opening the door to visitors. Keep your room neat so you will notice disturbed or missing items quickly.

You should keep your room key with you at all times.

### **Driving in Botswana**

Driving in Botswana can be a dangerous experience, and is one of the most serious safety threats to the embassy community. High vehicle speeds on city streets and rural roads, intoxicated drivers (especially on weekends and pay days), animals, pedestrians, poor roads, and criminal activity are some of the reasons why driving here is hazardous.

If you will be driving, keep your doors locked at all times and your windows up. Thieves can and do snatch valuables through open car windows. Do not leave any valuables visible in your car. If you do carry things with you, keep them out of sight locked in the trunk. Be aware of your surroundings when leaving or entering your residence and at traffic lights and stop signs. Leave enough space between your vehicle and the vehicle in front of you to create an escape route, especially at traffic lights and stop signs. Do not get out of your car if there are suspicious looking persons nearby. Drive away. Be suspicious of anyone who hails you or tries to get your attention while you are in or near your car. Do not pickup hitchhikers. Wear seat belts. Carry a cell phone with you and have emergency numbers handy. Always drive defensively.

It is not uncommon for drivers, especially combi drivers, to stop, change lanes, or pull into traffic without looking. Nighttime driving outside of Gaborone is prohibited with the following exceptions – to and from Phakalane, to and from the International Law Enforcement Academy (ILEA), and to and from Mokolodi Game Reserve. Extreme

caution must be taken when driving on the road to and from Mokolodi/ ILEA (A1), especially at night.

Lastly, talking on a cell phone while driving is illegal in Botswana. Do not drink and drive.

### **Traffic Accidents**

If you become involved in an accident while riding in a taxi, or other means of transportation, immediately contact MSG Post One. If driving, do not admit fault. Do not attempt to settle with the other driver or engage in an argument. Call MSG Post One who will dispatch RSO personnel to assist. If you feel threatened, leave the scene immediately for the Chancery.

### **Protection of Classified Information**

Classified material may only be stored, discussed and processed in the Controlled Access Areas of the Chancery building. Classified storage is not authorized anywhere else in the Mission. Employees are not authorized to store classified material in their desks and are also discouraged from keeping valuables in their desks. Do not take classified materials out of the Chancery.

### **Computers**

Department of State policy prohibits the connection of official, portable computers to OpenNet or ClassNet without the explicit approval of the bureau or post Information System Security Officer (ISSO). Personally owned computers or devices may not be connected to OpenNet or ClassNet under any circumstances and may not be used within USG Controlled Access Areas (CAA).

Unclassified government owned portable computers intended for use any place within overseas facilities, and particularly within the CAA, cannot be taken in and out of the CAA, unless specifically authorized by the Regional Security Officer. Classified portable computers must remain within the CAA at all times.

Official travelers on temporary duty, including non-State personnel, must coordinate the transport of official unclassified portable computers that will be used within USG controlled access facilities with the RSO and ISSO. An official traveler can personally transport a USG portable computer to post only under the following conditions:

- The official traveler must have at least a Secret level security clearance.
- The official traveler will be on temporary duty at the Embassy or Consulate for a period not to exceed 30 days.
- The portable computer must have been transported under the continuous personal control of the official traveler
- Under no circumstances may the computer have been left unattended outside of the CAA or in a public area, nor should it be checked in as luggage on public transport.

- All "wireless" and audio features on the portable computer must be disabled or deinstalled, to include infrared ports and sound card, before entering the CAA, regardless of mode of transport.

### **Procedural Security**

Official Mission hours are Monday-Thursday 7:30 a.m. to 6:00 p.m. and Friday 7:30 a.m. to 3:00 p.m. However, business hours usually end at 5:00pm (M-Th) and 1:30pm (F). A valid State Department identification badge or embassy-issued identification badge must be visibly worn at all times on USG compounds and in USG facilities.

You must have approval from the Regional Security Office to bring cameras, recording devices, and electronic equipment onto the embassy compound.

Cell phones and other electronics cannot be brought into CAA spaces. Phone boxes are provided for temporary storage of phones and other electronics.

### **Emergency Procedures**

The Selectone Emergency Alarm System is the primary notification system for emergency situations at the Chancery and Regional Center for and the CDC compound in Gabs West. The system is tested weekly on Tuesdays at 8:00 a.m. The tones are:

Fire (Wailing Siren)

- Evacuate the building in an orderly manner utilizing designated emergency exits. ***Know where the nearest emergency exit is and use it.***
- Proceed with employees to the designated assembly area and await further instructions. Remain in the assembly area.

Bomb (Public Announcement)

- If a search is authorized, an announcement will be made over the public address system. ***Do not immediately leave the building!***
- All mission personnel will conduct a search for suspicious items along with security personnel.
- Stand by for orders to evacuate. If you are ordered to evacuate the building, proceed with employees to the designated assembly area via the main exits of your building, unless otherwise instructed.
- Do not leave the assembly area until the All Clear notice is given.

Duck and Cover (European Hi-Lo Siren)

- Immediately drop to the floor or ground (if outside).
- Cover your head with your arms. Get away from windows and, if possible, move under heavy furniture such as a desk (to protect yourself from falling debris)
- Stay low. If possible, crawl to an interior corridor or office.
- Remain in position and await further instructions.
- In an emergency situation, MSG Post One will also give instructions over the
- Public Address system.

### **Post Firearms Policy**

The Chief of Mission is the ultimate authority in determining who may possess and carry firearms, in accordance with 22 USC 3927. Current Chief of Mission policy prohibits import of personal firearms. If you have questions regarding post's firearms policy, contact the Regional Security Office.

### **Conduct**

As representatives of the U.S. Government (USG), you are expected to maintain good and reasonable standards of conduct in your professional and personal lives. Avoid any situations that could potentially lead to illegal, violent, intoxicating, embarrassing or other behavior that could reflect poorly on your judgment and character.

If during your visit to Gaborone you experience personal problems such as substance abuse, financial problems, depression, personal abuse, or culture shock, immediately contact the Regional Security Office, the senior American officer of your sponsoring office, or the Embassy Medical Unit. Major problems require timely resolution. Post management is committed to helping personnel resolve personal problems before they reach the crisis level. You should be aware that host government intelligence services, as well as resident third country intelligence services, could easily become aware of serious personal problems and attempt to exploit them.

Enjoy your visit! If you have any questions or would like additional information, please contact the RSO Office, extension 2256. Please return the attached TDY Security Briefing acknowledgement form to the RSO Office.

Travis A. Bartlett  
Regional Security Officer  
American Embassy  
Gaborone, Botswana

**ACKNOWLEDGEMENT OF TDY SECURITY BRIEFING  
AMERICAN EMBASSY GABORONE, BOTSWANA**

This is to acknowledge that I received and understand the contents of the TDY Security Briefing which covered the following topics:

- Protection of Classified Material and Conversations
- Computer Security
- Crime Threat
- Political Violence Threat
- Terrorism Threat
- Counterintelligence Threat
- Contact Reporting
- Emergency Procedures
- Post Firearms Policy
- Hotel Smarts
- Driving/Traffic Accidents
- Procedural Security
- Standards of Conduct

Signature: Name

(printed)

Date:

Agency:

Date of Departure:

