

International Law Enforcement Academy  
Roswell, New Mexico  
United States of America

# Delegate Orientation Handbook



United States Department of State

Bureau of International Narcotics  
and Law Enforcement Affairs

# INTERNATIONAL LAW ENFORCEMENT ACADEMY

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ROSWELL

## **Delegate Orientation Welcome**

*Welcome to ILEA Roswell. It is our pleasure and honor that you have accepted an invitation by the U. S. Department of State, Bureau of International Narcotics and Law Enforcement to attend the training program at ILEA Roswell.*

*It is our goal to ensure that your experience at the ILEA Roswell Facility is enjoyable, productive and meaningful. During your stay at ILEA Roswell, your primary point of contact will be your course's coordinator. If you or any member of your delegation requires any assistance with any issue during your stay, please do not hesitate to speak to the course coordinator.*

Purpose: This booklet provides you with general information on the International Law Enforcement Academy at Roswell, New Mexico, United States of America, and information that will be helpful to you during your attendance at the Academy.

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## **Section I. Mission, Goals and Objectives of the ILEA Roswell**

- A. Mission: The mission of the International Law Enforcement Academy (ILEA) Roswell is to provide an advanced level of instruction in criminal justice to foreign law enforcement officials and to expose these individuals to the American society and its institutions.
- B. Goals: The goals for the ILEA Roswell are:
  - (1) To enhance the ability of experienced criminal justice officials to discharge their respective responsibilities in a democratic society.
  - (2) To raise the level of expertise of the delegates attending the ILEA and to encourage them to pass to their subordinates and peers the skills acquired at ILEA.
- C. Objectives: Objectives for the International Law Enforcement Academy are:
  - (1) To promote effective cooperation among participating countries and U.S. law enforcement agencies.
  - (2) To provide an environment, within the criminal justice profession, that encourages continual personal and professional development by providing:
    - a) Positive lifestyle environment
    - b) Informal networking
    - c) Exposure to outstanding resources, both in people and places
  - (3) To distribute published materials that address important criminal justice issues.

## **Section II. Data Regarding the International Law Enforcement Academy**

- A. Location of the academy: ILEA Roswell is located on the Industrial Air Center area, in south Roswell.
- B. Mailing address for the academy is:
  - ILEA Roswell
  - P.O. Box 6176
  - Roswell, NM 88202-6176
  - USA
- C. Weather: Roswell is located approximately 1128 meters (3,700 feet) above sea level on a flat, high desert plain. The weather is hot and dry in the summer and cool and dry in the winter. The website <http://www.wunderground.com> can be consulted for current and historical weather conditions in Roswell. This information may be useful in selecting your clothing for the trip. At the website, type "Roswell, New Mexico" in the location block at the top of the page.

## **Section III. Transportation**

- A. The U.S. Embassy will make travel arrangements for you and will provide transportation costs for your trip to the Academy.

- B. The U.S. Embassy/Consulate in your country will coordinate your visa application to the U.S. Without a U.S. visa, you will not be allowed entry into the country.
- C. ILEA Roswell will make arrangements to have the Course Coordinator meet you at the airport in New Mexico (either Roswell or Albuquerque). Therefore, it is of the utmost importance that you follow the itinerary for the correct arrival date, air carrier and flight number, arrival time and have other pertinent travel information. Please confirm with your Embassy/Consulate contact that your itinerary has not changed.
  - 1. If during your travel to the ILEA Roswell facility, if you encounter any difficulties in your travel, please call the ILEA Academy phone number for assistance: +1 575 347 9580
- D. Upon arrival at ILEA Roswell, you will be in-processed by the ILEA staff. Be prepared to present your passport, travel tickets, receipts for expenses, and the completed original Application and Nomination package, along with medical records. A copy of the Application, Nomination, Medical, and Emergency Information forms should have been emailed to ILEA-Roswell prior to your arrival. See Section XVIII for more information regarding these forms.

#### **Section IV. Country Presentations and In-course or Advanced Research**

- A. ILEA symposia are designed both to provide you, the participant, with information, and to facilitate information exchange with your fellow participants. To best understand the environment for international cooperation between your country and neighboring countries, please be prepared to discuss the following:
  - i. How a person becomes a criminal justice professional and is trained in your country.
  - ii. Whether your country has an asset forfeiture law and a RICO (Racketeer Influenced and Corrupt Organizations) type law, i.e., a law allowing for the *leaders* of a syndicate to be tried for the crimes which they ordered others to do without themselves committing the crime. Please also be prepared to discuss whether your country allows appeals to criminal convictions, gives rewards for information leading to the arrest and conviction of a Transnational Organized Crime (TOC) or terrorist criminal.
  - iii. Your experience with extradition processes.
  - iv. The United Nations Transnational Organized Crime and Anti Corruption Conventions.
  - v. Your country's criminal laws on money laundering, human trafficking, modern day slavery, prostitution, illegal narcotics trafficking, arms trafficking, black marketing, counterfeiting, smuggling, identity and credit card theft and piracy or theft of intellectual property.
  - vi. Laws that give rights to criminal defendants, and protection for witnesses and victims of crimes.
- B. Please bring an organizational chart from your agency.
- C. Please make sure that at least one delegate from your country is prepared to present a comprehensive, but brief, summary of how your criminal justice system works. Please be prepared to describe the criminal investigation, arrest, trial and sentencing processes.
- D. *Please be prepared to discuss criminal activity and trends as they relate to your country, to include statistics, strategies of enforcement, etc. that you believe to be of value to the Session as a whole.*

## **Section V. Orientation**

- A. In-processing: Your in-processing will begin upon your arrival at the Academy. At the in-processing, you will be provided with the following information:
  - (1) Information on the Academy
  - (2) Class Schedule
  - (3) Dining information
  - (4) Location of your Hotel/Motel
  - (5) Room assignments
  - (6) Availability of commercial transportation (buses/taxi)
- B. During the in-processing you will be issued the following:
  - (1) Identification Card with emergency information
  - (2) Instructional Material
  - (3) Telephone Card (Cards will be used for all telephone calls you make to your home or from the hotel/motel)
  - (4) Cell Phone
- C. During the in-processing you will be asked to provide the following information:
  - (1) Medical restrictions – high blood pressure, diabetes, etc.
  - (2) Dietary restrictions – food, allergies, low sodium, gluten free, etc.
  - (3) Cultural and Religious dietary restriction – for example, no meat, no pork, etc.
- D. During your in-processing, you will be given an overview of the following protocols:
  - (1) ILEA Chain of Command
  - (2) Emergency Procedures to include Shelter in place lock down protocols; fire exits, etc.

## **Section VI. Attendance and Participation in Learning Assessments**

Your invitation to attend this Academy was extended to you with the understanding that you will devote full time and energy to this program. You are required to attend all periods of instruction, demonstrations, and official functions of the Academy. In order to ensure that Academy programs are as effective as possible, you will be asked to participate in several evaluation exercises during, and after the program. These are: 1) a pre-training survey, designed to collect information about your experience and skills in the symposium subject matter, to be directly administered during the course; 2) a final evaluation, to be directly administered before you depart Roswell; and 3) a follow-up survey, designed to collect information about how you apply learning after returning to your home country, to be made available through the ILEA web portal three months after the program completes (or possibly to be emailed to you). Each tool will take between 10-20 minutes to complete. Only the post-training survey will require time outside your visit to Roswell. Your participation in these exercises will help the symposium designers improve content, participant materials, access to resources, the pace of instruction and discussions, and any issues with facilities over time, and are very much appreciated.

## **Section VII. Emergency Information**

In the event of an emergency such as illness, accident, or death in your immediate family, during your stay in ILEA Roswell, your family can contact a representative from the Academy at:

(international access code) +1 575 347 9580. Please advise your family that in case of an emergency they should inform the Academy Operator that "This is an Emergency and I need to speak with the ILEA Director, John D. Chavers as soon as possible." The Academy will do everything possible to get in touch with you so you can contact your family.

## **Section VIII. Accommodations**

- A. All attendees at the Academy are required to live in the accommodations provided by the Academy. Room assignments at the hotel/motel are made on a random basis.
- B. Although the hotel/motel will provide periodic cleaning services, you are required to maintain your room in a neat, clean and presentable manner at all times.
- C. Single rooms for delegates will be determined on a case- by- case basis when requested by the delegate(s) related to and will be based only for documented medical needs or other special circumstances.

## **Section IX. Mail**

Your mail should be addressed exactly as follows:

(Name) (Class number)  
ILEA Roswell  
P.O. Box 6176  
Roswell, NM 88202-6176  
USA

## **Section X. Telephone**

At your in-processing, you will be provided with a pre-paid phone card for your own personal use to make telephone calls to your home and from your hotel/motel. There are telephones located throughout the hotel/motel. Your room telephone can also be used to make calls with this phone card. Do not charge calls to your room. Instead, charge your long-distance calls to your phone card

Delegate Leaders will be issued basic prepaid cell phones for local calls only. The cell phones as issued will be unable to transmit or receive international phone calls and are intended for emergency use only while attending the ILEA Roswell Law Enforcement Academy. Important ILEA contact information will be provided to include the Course Coordinator's phone number.

## **Section XI. Financial**

- A. Academy Furnished: Materials such as books and equipment are provided, free of cost to you, by the Academy. Additionally, your meals and your hotel room are provided complimentary to you by the United States Department of State.

- B. Personal: Personal expenses such as entertainment, toilet articles, snacks, etc. are each respective delegate's responsibility.
- C. Social Programs: The Academy offers a variety of extracurricular activities that are essential parts of our program to enrich your experience in the United States.
- D. Currency: You should make every effort to exchange your currency into United States currency prior to your departure from your country. Currency exchange is available at most international airports. Currency exchange facilities in the Roswell area are very limited.

## **Section XII. Clothing and Equipment**

- A. Clothing
  - (1) Daily Attire: The daily attire for all instructional periods will be business casual.
  - (2) Official Social and Academy Functions: During each Session there are several occasions where our delegates are required to wear coat & tie, dress uniforms, and/or semi-formal dress for women as applies to each individual delegate. These events include but may not be limited to:  
Three formal functions that the delegates attend; the Community Reception, offsite visit to the Federal District Court, Executive Law Enforcement Panels, Delegation photo sessions, and the Official Session Graduation.  
Class Photograph: Delegates will be asked to wear matching attire for the class photograph. Historically, delegates have been asked to wear matching khaki, or black slacks and pants and the ILEA Polo shirt, provided by the ILEA.
  - (3) Dress Standards: Dress standards are relaxed on weekends, which allow you to dress in an appropriate casual manner.
- B. Equipment
  - (1) Firearms are prohibited at the Academy.
  - (2) Physical Fitness: It is recommended that you bring with you appropriate athletic attire, including running or athletic shoes with athletic socks if you wish to participate in any physical fitness activities.
  - (3) Computers: The Academy has computers you may use to stay in touch with family and colleagues back home.

## **Section XIII. Health Issues**

- A. Medical: Participants at the Academy should be in good health, and not have any temporary or permanent medical condition or impaired mobility rendering them unable to participate fully in activities, unless the participant can obtain specific clearance (in writing) from a qualified physician. Please see Annex C which provides details related to medical requirements. A copy of this medical clearance should be forwarded with the Application (Section XVIII).
- B. Emergency Medical Care: The Academy has arranged for emergency medical and dental care to be provided by an approved physician/dentist. If you become sick while attending the Academy and require emergency medical attention, notify your Course Coordinator or the appropriate designated Academy staff member(s) during non-business hours. The U. S.

State Department through their implementer NVTI Federal will provide insurance coverage for the delegates for catastrophic care only. Normally, catastrophic care includes ambulatory patient services, emergency services, hospitalization, and laboratory testing and medical prescriptions.

- C. Sickness while at the Academy: For routine, non-emergency medical care such as eye exams, routine dentistry, and routine medical issues (i.e. routine health exams, inoculations, coughs, colds, allergies, etc.), delegates should be prepared to pay for all health care costs when seeing a doctor or requiring medication from a local pharmacy.
- D. The delegate still has the option to carry their own Traveler's insurance if they so desire. Most travelers' insurance companies DO NOT cover routine health exams, Delegates are encouraged to check with their insurance carrier for any restriction or exclusions for health care coverage while in the United States.
- E. Medication: Delegates that require medication should bring sufficient supplies to last for the entire training session. Delegates that require the use of lancets and syringes to manage their diabetes are advised to ensure that the course coordinator is notified upon their arrival and a sharps container will be provided for your use at the hotel during your stay. A sharps container is also available within the ILEA facility for proper disposal of lancets and syringes. If a container is not available, delegates are also advised to ensure that they recap the needle and dispose of the used syringes in an appropriate disposal container at the next available opportunity.

## **Section XIV. Honor Code**

The ILEA Roswell has adopted an Honor Code designed to enhance integrity and increase your motivation to participate in the ILEA Program. You are expected to abide by this code. Violations of the Honor Code may result in your dismissal from the program and from the International Law Enforcement Academy Roswell. The Honor Code adopted by the International Law Enforcement Academy Roswell is:

*"On my honor I pledge to uphold the ethical philosophy of the International Law Enforcement Academy, Roswell, and to exercise honesty and integrity in my academic endeavors."*

## **Section XV. Conduct and Discipline**

- A. Conduct: Your conduct while attending this Academy is a direct reflection of you, your department and your country. Therefore, it is incumbent upon you to conduct yourself in such a manner as to bring credit to yourself and those you represent. The rules of conduct for the Academy are the following:
  - (1) Alcoholic beverages are not permitted on site or allowed on buses or other government vehicles while in transit.
  - (2) Cigarette smoking is permitted in designated areas only.
  - (3) Smoking (to include electronic cigarettes (vapor) is not allowed on the buses or other government vehicles while in transit.

- (4) Delegates will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence.
- (5) Delegates will demonstrate a personal commitment not to engage in disruptive behavior in the classroom that might interfere with the learning, or work of others.
- (6) Delegates will demonstrate a personal commitment to deal with colleagues in a considerate manner and with a spirit of cooperation, and avoid offensive language, gestures, or remarks while interacting with all persons encountered in a professional capacity regardless of race, color, ethnicity, religion, national origin, age, sex, gender identity, sexual orientation, disability or socioeconomic status.

Discipline: Any violation of the rules of conduct, and/or conduct unbecoming of law enforcement officials may result in your immediate dismissal from the Academy.

## **Section XVI. ILEA Roswell Faculty**

ILEA Roswell strives to achieve academic excellence by assembling a faculty that is highly qualified in both academic credentials and corresponding experience. Included in our faculty are academicians, members of the judiciary, renowned law enforcement officials, and prominent members of our communities.

## **Section XVII. Evening and Weekend Events**

The academic curriculum will be augmented by weekend and evening events. All students are encouraged to participate in these planned events.

## **Section XVIII. Checklist**

Here are items that must be available to attend ILEA-Roswell.

- a) Valid passport
- b) Airline ticket
- c) United States Visa
- d) Completed and signed registration packet
- e) Medical report (Annex C)
- f) Proof of health insurance (Traveler's Insurance, or letter from Host Country)

## **Section XIX. Application for Attendance**

In order to attend the ILEA Roswell you must be nominated by your supervisor on behalf of your country. Nomination and application forms will be provided by the U.S. Embassy. Additionally, you must be certified medically healthy (medical form to be provided by U.S. Embassy).

To expedite your in-processing, as soon as it is completed, please forward a copy of all forms to the U.S. Embassy official coordinating your nomination. Bring the original, completed copies of all forms with you when you report to the Academy.

## **Section XX. Alumni Outreach Program**

ILEA Roswell is in the process of developing and expanding an Alumni Outreach Program. As such, we would like to know if you or any of your colleagues would be interested in participating as a member of the steering committee and /or one of the working sub-committees.

The Alumni Outreach program would be facilitated by use of the ILEA Roswell Web portal and be a vehicle for interest groups to discuss activities.

## **Section XXI. Public Transportation**

ILEA Roswell provides shuttle service to delegates upon their arrival in Roswell New Mexico. Shuttle service is limited to transportation two nights per week and on Sunday; however public transportation is available to delegates in Roswell for non-shuttle nights.

The City of Roswell supports bus and taxi services. Pecos Trails Transit is a public bus available to delegates to use while in Roswell. A handout outlining the schedule, routes and fares will be provided to the delegates upon their arrival in Roswell.

Taxi service is available from three (3) vendors:

Sunshine Cab – phone number 575-910-3400

Airtranz Express Airport Shuttle – phone number 575-200-6000

Galaxy Transportation – phone number 575-637-8550