

**FBI CITIZENS ACADEMY**

**GUIDELINES FOR NOMINATIONS**

The next FBI Citizens Academy Baton Rouge class will be held September 13, 2017 – October 21, 2017.

Nominations for the Baton Rouge 2017 class may be submitted by past and/or present FBI employees, Citizens Academy graduates, or any individual wishing to self-nominate themselves. Individuals nominated must be in good standing in the community.

**Candidates must meet the following criteria:**

* A recognized business, religious, or community leader
* Live and/or work within the Division's jurisdiction
* Minimum age 18 years
* No prior felony or serious misdemeanor convictions
* No misdemeanor or felony arrests within one year of application
* Must consent to a limited background check
* Agree to attend all sessions with no more than two (2) excused absences

To nominate a candidate, please complete the attached **Nomination Form** and provide a **narrative** stating the reasons for nominating the candidate. If you plan to nominate more than one candidate, please make copies of these forms.

Selections of the final candidates for the Baton Rouge 2017 class are to be determined by the field office.

At the conclusion of the program, graduates are encouraged to join their local FBI Citizens Academy Alumni Chapter for the purpose of strengthening relationships and improving understanding between the FBI and the community. Graduates, while not official spokesperson for the FBI, may be called upon to share their understanding of the role of federal law enforcement, specifically the FBI.

**FBI CITIZENS ACADEMY NOMINATION FORM 2017**

I am nominating the following individual as a potential candidate for participation in the

FBI Citizens Academy program.

**Nominee Information (**Candidate**)**

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| Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Middle Last  Mailing Address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Street City State ZIP Code  Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Nominator Information** (You)

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| Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Middle Last  Mailing Address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Street City State ZIP Code  Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

I am a (n)

FBI Employee \_\_\_\_\_\_\_\_\_\_ Citizens Academy Alumni\_\_\_\_\_\_\_\_\_\_

Describe the nature (professional/personal) and duration of your relationship with the nominee:

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**NARRATIVE (Mandatory)**

Please provide a statement, not to exceed two paragraphs, describing the reasons you believe the nominated individual is a good candidate for the FBI Citizens Academy program**.** Include involvements and/or memberships in any civic, religious, business, and/or community organizations highlighting the individual’s contributions to the community.

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Candidates submissions will be reviewed and selected by identified field office personnel.

**DEADLINE FOR COMPLETED FORMS:**

**Completed application packet must be returned to the New Orleans Division, Attn:**

**COS Lori Chauvin by COB, Friday, August 18, 2017. Forms may be mailed to**

**2901 Leon C. Simon Boulevard, New Orleans, LA 70126; scanned and emailed to** [**lachauvin@fbi.gov**](mailto:lachauvin@fbi.gov)**; or faxed to 504/816-3351, Attn: COS Lori Chauvin.**