



FBI DALLAS CITIZENS ACADEMY GUIDELINES FOR NOMINATIONS

The FBI Citizens Academy is a stimulating nine-week program that gives business, religious, civic, and community leaders an inside look at the FBI. During the academy, students gain insight into the structure and operation of FBI field offices and resident agencies and learn the services the FBI provides to local and state law enforcement agencies. It is the goal of the FBI Citizens Academy to foster a greater understanding of the role of federal law enforcement in the community through frank discussion and education.

The next FBI **Dallas** Citizens Academy class is tentatively scheduled to begin August 27, 2024 and end October 22, 2024, every Tuesday evening each week.

Nominations for the 2024 class may be submitted by past and/or present FBI employees, Citizens Academy graduates, or Law Enforcement Partners. Individuals nominated must be in good standing in the community.

Candidates must meet the following criteria:

- Be a recognized business, religious, or community leader
- Live and/or work within the division's jurisdiction
- Be at least 21 years old
- Consent to a limited background investigation, to include fingerprint checks
- Agree to attend all sessions with no more than two excused absences

To nominate a candidate, please complete the attached **nomination form** and provide a **narrative** stating the reasons for nomination. If you plan to nominate more than one candidate, please provide one form per nominee. Please note: The selection process is competitive, and not all nominees will be selected.

Selections of the final candidates for the 2024 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 spokespersons for the FBI, may be called upon to share their understanding of the role of federal law enforcement, specifically the FBI.

The deadline for nomination form submissions is May 1, 2024.

To submit your completed form:

- Scan/email to CommOutreach.Dallas@fbi.gov
- Send hard copy to:

Angela Harris
One Justice Way
Dallas, TX 75220

I am nominating the following individual as a potential candidate for participation in the FBI Citizens Academy program.

Part A: Nominee Information (Candidate)

Enter the information of the individual you are nominating.

Name:

First	Middle	Last
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Mailing Address:

Street	City	State	ZIP
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Home Phone _____ Work Phone _____

Cell Phone _____ Email Address _____

Place of Employment _____

Position Title _____

Community and Professional Affiliations (continue on separate sheet if necessary):

[illegible]

Ethnicity and Race Identification (Optional)

The information collected in this section will be used only to focus outreach efforts to improve the diversity of the Citizens Academy program. Providing this information is voluntary, and failure to do so will have no effect on the determination of whether you meet the criteria for the FBI Citizens Academy program.

Specific Instructions: These questions are designed to identify your ethnicity and race. **Regardless of your answer to question 1, please also answer question 2.**

1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

Yes ☐ No ☐

2. Select the racial category or categories with which you most closely identify. Check all that apply.

☐ American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

☐ Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (e.g., Cambodia, China, India, Japan, Korea, Malaysia, the Philippine Islands, Thailand, and Vietnam).

☐ Black or African-American: A person having origins in any of the black racial groups of Africa.

☐ Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

☐ White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Part B: Nominator Information

Name:

First Middle Last

Mailing Address:

Street City State ZIP

Home Phone Work Phone

Cell Phone Email Address

Nominator Relationship to FBI/Citizens Academy

I am a(n):

FBI employee ☐

Citizens Academy graduate ☐

LE Partner ☐

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

Part C: Narrative (Mandatory)

Please provide a statement, not to exceed two paragraphs, describing the reasons you believe the nominee 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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Candidate submissions will be reviewed and selected by identified FBI field office personnel.