



U.S. Department of Justice

Federal Bureau of Investigation

1300 Summit Street
Kansas City, Missouri 64105

March 25, 2024

Dear Fellow Law Enforcement Executive:

Presently, the Federal Bureau of Investigation (FBI) offers three national level Law Enforcement Executive Development programs: (1) National Executive Institute (NEI), (2) Law Enforcement Executive Development Seminar (LEEDS), and (3) National Command Course (NCC). All programs are conducted at the FBI Academy by the same high-quality instructors who also teach the FBI's National Academy program.

The attendees at these programs are selected, in part, based on the number of sworn personnel in their agency. For example, to attend NEI, the Chief Executive must lead an agency with a minimum of 500 sworn personnel, and to attend LEEDS, the executive must head a department of no less than 50 sworn personnel. Obviously, this leaves a critical gap in training opportunities for managers of departments which comprise the great majority of departments in the United States, i.e., those having an average number of sworn personnel between 10 and 50 law enforcement officers. It is apparent that even though your department may be relatively small, the demands on personnel and logistical resources, as well as management skills are becoming more complex and difficult to meet.

Community expectations are increasing despite consistently diminished budgets. Population demographics over the next several decades will radically alter the way your department measures its needs to meet its responsibilities to the community. These responsibilities, alongside a host of other law enforcement-related issues, need to be confronted if we are to be effective and efficient in the discharge of our responsibilities. In brief, well managed departments, regardless of their size, led by executives who are equipped with the most current information are essential in today's climate.

To address this training need, the FBI will conduct its 33rd Annual Central States Law Enforcement Executive Development Seminar (CSLEEDS) from Sunday, September 22 - Friday, September 27, 2024. This training will be a unique opportunity for chief executives who are selected to attend. The target audience is primarily chiefs and sheriffs of departments with 10 to 50 sworn personnel. However, department size and rank will not be the determining factor.

Prior seminars have been overwhelmingly successful, and all attendees were unanimous in their praise of the quality instruction, facilities, and hospitality extended to them. The Lawrence, Kansas Police Department, The University of Kansas Office of Public Safety, and the Douglas County Sheriff's Office, through the leadership of Chief Rich Lockhart, Chief Nelson Mosley, and Sheriff Jay Armbrister respectively, have again graciously agreed to co-host this executive training opportunity. The FBI is deeply indebted to these three very fine departments for their support in this training endeavor.

An application to attend the 33rd Annual CSLEEDS seminar is enclosed with this letter and will primarily be circulated throughout Kansas and Missouri. Several spaces in this year's class will be allocated to surrounding states to enhance the regional concept of this training. Only 35 law enforcement executives will be invited to attend the 33rd annual CSLEEDS. The class size is limited to this number due to instructional considerations which require close interpersonal dialogue and class involvement between the instructors and attendees.

Subjects under consideration for presentation during CSLEEDS are:

- (1) Cyber Crime
- (2) Building a Positive Work Organization in a Negative Environment
- (3) Leading & Policing in the 21st Century
- (4) Team Building and Interpersonal Excellence
- (5) Crisis Negotiations for Commanders
- (6) Ethics
- (7) Executive Decision Making
- (8) Media Training for Law Enforcement Executives
- (9) Physical & Mental Fitness Training for Law Enforcement Officers
- (10) Utilizing FBI programs (CARD, ERT, CAST, etc.)

The instructor cadre will consist primarily of FBI Academy and FBI Kansas City staff.

The establishment of CSLEEDS within the central region of the United States will fulfill the FBI's goal of broadening the availability of quality executive training to a select target audience not covered by other existing programs. The Kansas City Division strongly solicits your support in this endeavor. It should be noted that graduates of CSLEEDS become members of LEEDA (Law Enforcement Executive Development Association)-a group that meets annually at the FBI Academy, Quantico, Virginia, for additional training. The first year of membership in LEEDA is paid by CSLEEDS upon completion (a \$50 value).

Enclosed is an application and an administrative information sheet. If you have an existing resume you may submit it along with your

application. Please indicate how many times you have applied to CSLEEDS.

To allow for an orderly administrative progression, we are asking that only the application portion of this document be returned no later than **May 3, 2024**. Please submit completed applications via email to FBI_KC_training@fbi.gov.

If, after reading the enclosed material, you have any questions, please contact me, SA Rob Gunderson, at 415-740-4266 or TCLS Brittany Briggs at (816) 589-8962.

I hope to see you in September.

Sincerely,

A handwritten signature in dark ink, appearing to be 'Rob Gunderson', with a long horizontal flourish extending to the right.

Special Agent Robert Gunderson
FBI Training Coordinator

ADDITIONAL NOTES:

IF YOU HAVE PREVIOUSLY APPLIED TO CSLEEDS, YOU MUST RETURN A NEW APPLICATION FOR THIS YEAR'S SESSION. APPLICATIONS ARE NOT KEPT ON FILE FROM YEAR TO YEAR.

CSLEEDS PAST GRADUATES ARE ENCOURAGED TO EMAIL BABRIGGS2@FBI.GOV AND RSGUNDERSON@FBI.GOV TO REGISTER FOR THE SEPTEMBER 22, 2024 SUNDAY NIGHT STEAK FRY. THERE WILL BE A \$30 FEE TO ATTEND THE STEAK FRY.



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1300 Summit Street
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CENTRAL STATES LAW ENFORCEMENT EXECUTIVE DEVELOPMENT SEMINAR

DATES: September 22 - September 27, 2024

LOCATION: TownePlace Suites
Lawrence, Kansas (those selected will be provided
specific directions)

COST: Registration Fee - \$600.00

Registration fee includes a Sunday evening steak fry, Tuesday evening "pizza night", Thursday evening banquet, coffee breaks, nightly hospitality suite, and miscellaneous supplies.

Lodging costs, other meals, and incidentals will be paid by attendee

LODGING: \$107.00 plus tax. Room arrangements are the responsibility of each individual attendee. Room reservations must be made by 11:59 p.m. on August 22, 2024.

DEADLINES: **Applications are to be received no later than May 3, 2024.** For those selected, room reservations are to be made no later than August 22, 2024, directly to the TownePlace Suites, Lawrence, Kansas. Arrival should be scheduled for the afternoon of September 22, 2024 with a departure date of Friday, September 27, 2024.

Notification of selection will be made by the end of May. Upon receipt of notification, those selected must confirm attendance and forward registration fee of \$600 (checks only, no purchase orders) with confirmation.

Any questions should be directed to FBI Training Coordinator, Special Agent Robert Gunderson, at 415-740-4266 or TCLS Brittany Briggs at 816-589-8962.

NAME: _____
(Last) (First) (Middle)

SSN: _____ DATE OF BIRTH: _____ GENDER: __M__F

RANK/POSITION CURRENTLY HELD: _____

AGENCY/DEPARTMENT: _____

MAILING ADDRESS: _____

(City) (State) (Zip Code)

OFFICE TELEPHONE: _____

CELL PHONE NUMBER: _____

WORK E-MAIL ADDRESS: _____

ALTERNATE E-MAIL ADDRESS: _____

HOME ADDRESS: _____

(City) (State) (Zip Code)

HOME TELEPHONE: _____

EMERGENCY CONTACT: _____
(Name) (Telephone number)

NUMBER OF SWORN PERSONNEL IN YOUR DEPARTMENT: _____

POPULATION SERVED: _____ TOTAL YEARS OF SERVICE: _____

YEARS OF SERVICE IN CURRENT POSITION: _____

DO YOU INTEND TO REMAIN IN LAW ENFORCEMENT FOR AT LEAST THREE YEARS?
YES _____ NO _____

LEVEL OF EDUCATION, DEGREES OR NUMBER OF CREDIT HOURS COMPLETED: _____

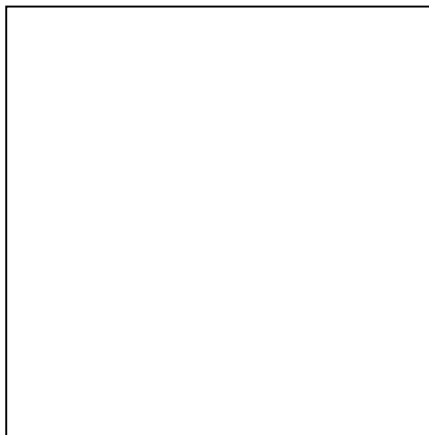
ARE YOU A NATIONAL ACADEMY GRADUATE: YES _____ NO _____
IF YES, WHAT SESSION? _____
WHO REFERRED YOU TO CSLEEDS? _____

HAVE YOU APPLIED FOR CSLEEDS BEFORE? YES _____ NO _____
IF YES, HOW MANY TIMES HAVE YOU APPLIED? _____

LIST OTHER LAW ENFORCEMENT LEADERSHIP TRAINING YOU HAVE HAD:

BRIEF SUMMARY OF YOUR MANAGERIAL EXPERIENCE IN LAW ENFORCEMENT:

Please tape or insert a wallet sized photograph below:
(if you do not submit a photo, application will not be considered)



(Signature)

(Date)

Nominating Official

This nomination is to be signed by a Commissioner, Superintendent, Chief of Police, Sheriff or Head of County Police Agency. The Chief of Police, Sheriff, or Superintendent of a State police organization may nominate himself/herself.

I hereby nominate the above-named representative of this law enforcement agency to attend the Central States Law Enforcement Executive Development Seminar.

(Printed Name)

(Signature)

(Title)

(Date)