

REPORTING INSTRUCTIONS FOR CLASSES HELD AT RICHLAND COMMUNITY COLLEGE

Address: 1 College Park, Decatur, IL 62521

Phone: (217) 875-7200

LETAC Office – (217) 726-7014

letac@mtu10.com

SMOKING and CHEWING tobacco are not allowed anywhere in the building or on campus grounds.

FOOD: Complimentary coffee and cookies will be available from 7:30 a.m. until noon, and are located in the break area. RCC has a cafeteria and coffee shop in the main building, along with vending machines. The CSI Classroom *does not* have soda or snack machines in the classroom.

SIGNING IN FOR CLASS: When you arrive at appropriate RCC Classroom, please report directly to the Training Coordinator to sign in for class. If you don't sign in, we don't have a record of your attendance and we cannot give you credit for attending the training. Please sign in here each day of class. (*If we do not have your information in our database from attending previous classes with us, there will be a note next to your name indicating we need you to fill out a pink registration form.*) If there is no such note next to your name, we already have all of your information on file and only need you to sign next to your name on the roster.

HANDOUTS: After you have signed in, you will find your materials at the table when you find a seat. Additional materials may be handed out during the class by the instructor.

ATTENDANCE REQUIREMENTS: All MTU #10 classes are now certified by the Illinois Law Enforcement Training & Standards Board, and as such, 90% attendance is required for all classes in order to receive a certificate for the class. If you know that you are going to have to miss out on part of the training due to a meeting, court, etc., please bear in mind that if you are absent for more than 10% of the overall hours of training, we will be unable to issue you a certificate of attendance.

SUPPLIES: If you forgot to bring notepaper and/or a pen, please speak with the training coordinator.

CERTIFICATES: At the end of the training course, training certificates for eligible class participants will be handed out. Please remember to take your certificates on your way out. If you find that your name is misspelled, or your certificate is not there, please alert the training coordinator. If we are missing some information we need to issue your certificate, we can release it to you as soon as the information is provided.

WALK-INS: While we understand that sometimes, things just happen that are out of anyone's control, there are times when we run into some problems with officers showing up for class when they were not registered in advance, or not showing up to a class for which they were registered. When we have walk-ins show up for a class which has a registration limit and we have already reached that limit (and may even have a waiting list), we cannot simply allow the unregistered officer to remain and attend class, no matter what the reason was behind their not being registered. MOST of the time, this is not the case, and we can happily accommodate walk-in students – but there are times when we cannot accept any additional students.

REPORTING INSTRUCTIONS (What you're reading now): When we send out class confirmations, reminders, and reporting instructions, we often hear that the information was not forwarded along to the officers by their Chief/Sheriff/Training Officer, and this creates a problem from time to time. Without the information, officers may show up at the wrong time, wrong location, and without everything required. In order to avoid these problems, we strongly urge you to forward this information to each officer you have registered for training.

NO-SHOWS: We know that in law enforcement, emergencies often arise at the last minute and cannot be helped. We do ask, however, that if you or your officer is registered for class and something does come up that prevents them from attending (whether it be scheduling, court, illness, weather, overnight call, etc.), you or your officer call/email our office to notify us that

they will not be attending just as soon as they know. Even with a couple of hours' notice, we can sometimes notify someone on a waiting list who would love to be able to attend in the newly available seat in class.

DISCLAIMER: Any opinions expressed during training sessions, outside of the curriculum, are exclusively those of the individual instructor or student, and do not necessarily reflect the beliefs, attitudes, and/or opinions of the Law Enforcement Training Advisory Commission Advisory Board and/or Staff. Please bear in mind that while attending training, you are in an academic setting. Therefore, it is expected that ideas, opinions, and real-life examples may be used as an aide in emphasizing the learning objective to students. The classroom should be considered a "safe zone" where all discussions and conversations should remain confidential. Students should feel safe to ask questions and "kick around" ideas in this setting. It is not the intention to criticize or offend anyone either in the classroom, or in the community. However, there may be times when a comment is made which might be interpreted by some as offensive. We ask that you bear in mind that hindsight is 20/20, and that lessons are often learned by dissecting and evaluating the actions of ourselves and others which may have contributed to an avoidable situation. Using these kinds of examples is invaluable to the learning process. Please remember that real life examples are used as a learning tool, and not as a personal commentary or criticism of the event and/or those involved.

LODGING FOR OUT OF TOWN STUDENTS: We do not cover the cost of lodging, but we are happy to help you find a nice place to stay if necessary! Please tell them you are attending a LETAC class when you make your reservation, and remember to ask for the state rate. Some hotels do not offer the state rate, but can accommodate the Federal rate.

1.) **Ramada Limited Decatur** – This hotel will honor the 70.00 state rate.

355 E Hickory Point Rd., Decatur, IL 62526

(217) 876-8011

<http://www.ramada.com/hotels/illinois/decatur/ramada-limited-decatur-il/hotel-overview?WID=LC:RA:20150901:Rio:Local>

2.) **Decatur Conference Center & Hotel** – This hotel will honor the 70.00 state rate

4191 US 36 West, Decatur, IL 62522

(217) 422-8800

<http://www.hoteldecatur.com>

3.) **Sleep Inn** – This hotel will honor the 70.00 state rate

3920 E. Hospitality Lane, Decatur, IL

(217) 872-7700

<https://www.choicehotels.com/illinois/decatur/sleep-inn-hotels/il180?source=gglocalai>

4.) **Other Area Hotels – contact them locally to see if they offer state or federal rate**

Country Inn and Suites - (217) 872-2402

http://hotels.countryinns.com/il/decatur/hotels_decatur_il_ildecatu.html

Homewood Suites – (217) 877-0887

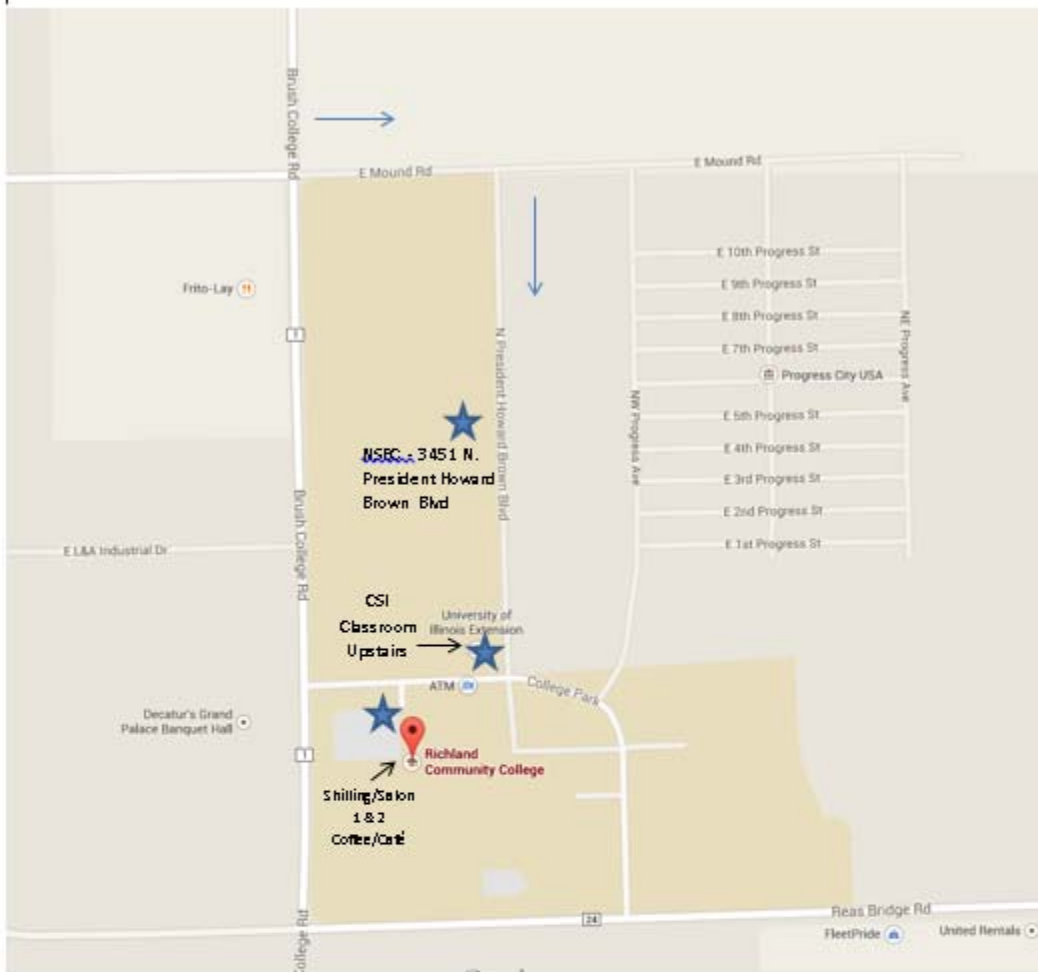
<http://homewoodsuites3.hilton.com/en/hotels/illinois/homewood-suites-by-hilton-decatur-forsyth-DECFOHW/index.html>

Fairfield Inn – (217) 875 - 3337

<http://www.marriott.com/hotels/travel/decde-fairfield-inn-forsyth-decatur/>

Hampton Inn (217) 877-5577

<http://hamptoninn3.hilton.com/en/hotels/illinois/hampton-inn-decatur-forsyth-DECFRHX/index.html>



Take the Brush College Road Exit off I-72

Turn left on E. Mound Rd.

Take right on N. President Howard Brown Blvd

NSEC & CSI on the right

Shilling/Salon 1 & 2 -

Come to the stop sign & turn right & then immediate left into the large parking lot –last entrance

Café/Vending Machines/Coffee Shop – Main Entrance by Shilling Parking Lot