

REPORTING INSTRUCTIONS FOR CLASSES HELD AT THE LETAC TRAINING CENTER

Address: 840 S. Spring Street, Suite B, Springfield, IL 62704

Our Office Hours: 8:30 a.m. - 4:30 p.m., Monday through Friday

Class hours are listed on Training Announcement & may vary by class – please check the flyer.

(Entry Doors Unlocked at 7:30 a.m. on Training Days)

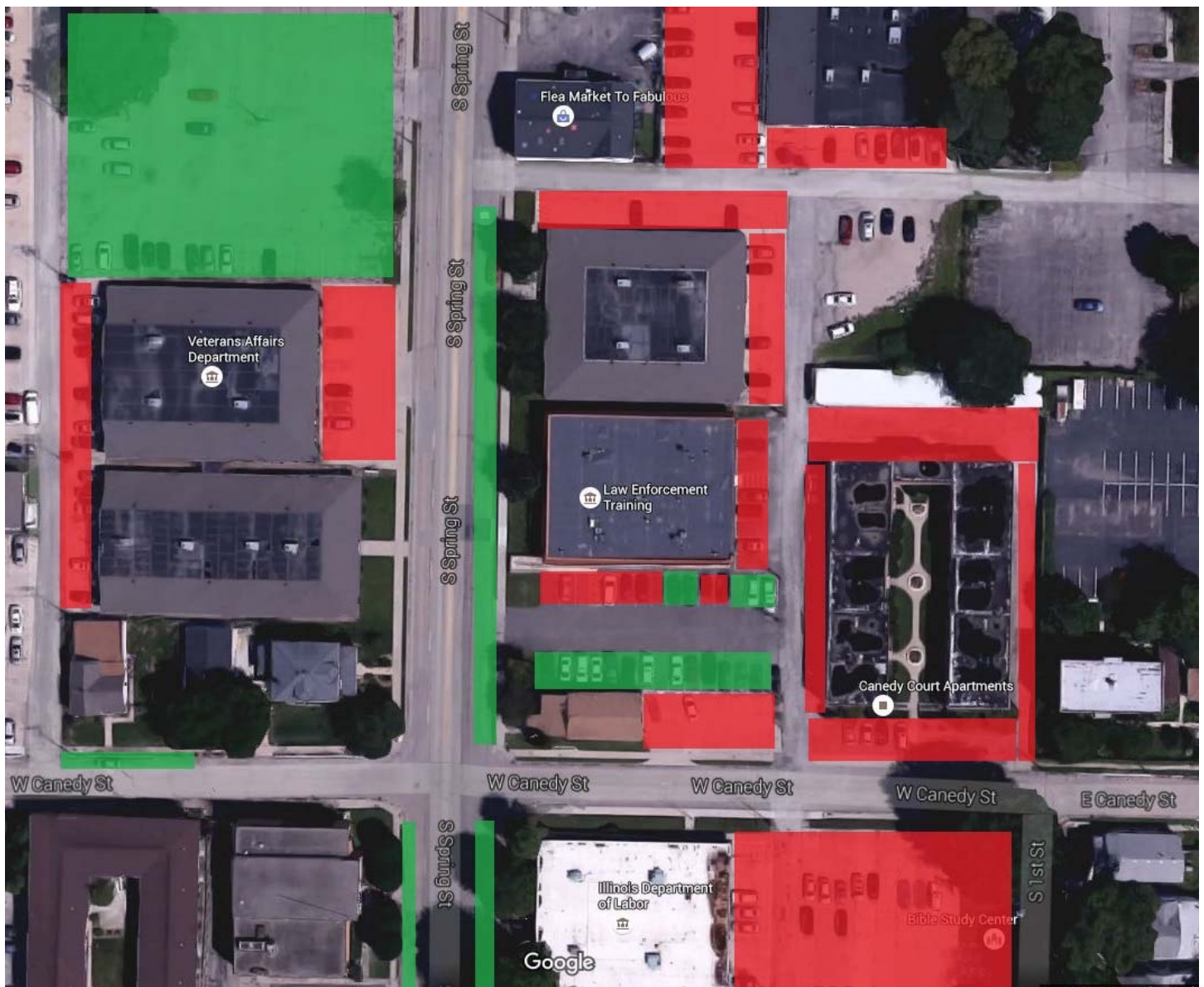
<u>Directions from the North</u>	<u>Directions from the South</u>	<u>Directions from the East</u>	<u>Directions from the West</u>
Take I-55 South	Take I-55 North	Take I-72 West	Take I-72 East
Take Exit 98B for IL-97 W/Clear Lake Ave Follow IL-97 E for 2.4 miles	Keep Left to continue on I-55 Business North/I-55 Loop N, Follow signs for I-55 N/6th St./I-72 W/Jacksonville	Continue onto IL-97 E for 2.6 miles	Take the Exit toward S. MacArthur Blvd.
Turn Left onto N. 9th St. & go a half mile	Continue onto S. 6th St. for .4 miles	Turn Left onto N. 9th St. & drive a half mile	Keep Left at the fork, follow signs for Springfield
Turn Right onto E. Cook St. & go .6 miles	Turn Left onto S. Grand Ave. E. & go .4 miles	Turn Right onto E. Cook St. & drive .6 miles	Turn Left onto S. MacArthur Blvd & drive 3.3 miles
Turn Left onto Spring St. & drive a tenth of a mile LETAC will be on your Left	Turn Right onto Spring St. & drive .4 miles LETAC will be on your Right	Turn left onto Spring St. & drive a tenth of a mile LETAC will be on your Left	Turn Right onto S. Grand Ave. W & go .6 miles Turn Left onto Spring St. & drive .4 miles LETAC will be on your Right

PARKING: Please use our parking lot, with overflow parking along Spring Street and along the side streets. There is also a vacant parking lot on the corner of Lawrence & Spring that can also be used for overflow parking. Ride-sharing is strongly suggested.

Please do not park in the parking lots of neighboring businesses or apartment buildings, as you risk being towed away. (We don't think the tow companies would tow a squad car, but we'd sure hate to test that theory!) PLEASE DO NOT PARK IN SPOTS RESERVED FOR LETAC & PBPA STAFF IN OUR PARKING LOT - THESE SPOTS ARE CLEARLY MARKED WITH SIGNS.

If one of these signs is posted above the space you are parked in, you will need to move your vehicle to another parking spot. If you don't park elsewhere, we will have to interrupt class to ask you to move it later. Thank you.





If you park in any of the red shaded areas on the map above, you will be asked to move your vehicle, or risk it being towed. Green shaded areas indicate acceptable parking spaces.

ENTRY: Use the building entrance off of the parking lot. The outside door unlocks at 7:30 a.m. and remains unlocked until 5:00 p.m. Once in the foyer, use the door on your right (EAST wall) to go downstairs to the LETAC Training Center. This inside door is unlocked from 7:30 a.m. until 8:00 a.m. on training days. Otherwise, please press the silver intercom button to the left of the door and you will be buzzed in. *(The large glass double doors are the Police Benevolent & Protective Association offices, and are always kept locked. Our offices are completely separate. If you need to enter their office for PBPA/PBLC business, please press the call button on the WEST wall of the foyer. Their office opens at 9:00 a.m.)*
Please do not prop the LETAC entry door open at the top of the stairs when you go on break or go to lunch. Our building security is in place for your safety when you are sitting in class with your backs to the door, but it doesn't work if you prop the entry doors open and they cannot lock. We are happy to buzz you in after breaks and lunch.

HANDICAPPED ACCESS: There is a ramp, as well as a stairway on the front of the building. There is also an elevator which can be used if necessary, but it is not readily available until after the PBPA office opens at 9 a.m. If you know that you will require use of the elevator due to injury/handicap, please notify our office at least 48 hours in advance of the class, so that accommodations can be made and we can be prepared for your arrival.

SMOKING and CHEWING tobacco are not allowed anywhere in the building. Smokers can smoke outside next to the smoking receptacle located at the bottom of the ramp, or in their cars.

FOOD: Complimentary coffee and cookies will be available from 7:30 a.m. until noon, and are located in the break area. Feel free to pack a lunch and eat at the conference table in the break area. We have a refrigerator and microwave available for your use. A soft drink and snack machine, and water fountains are located in the break area for your convenience as well. *(Please bring change and/or singles, as we do not keep change for the machines on hand.)* A list of local eating establishments near the office is available for those coming to training from outside of the area. You can pick one up at the office, or you can download a copy at <http://www.letac.org//FORMS/eat.pdf>.

SIGNING IN FOR CLASS: When you arrive in the Training Center, please report directly to the counter at the sliding windows at the west end of the break area 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. There will be pink forms right there on the counter for your use. Please fill one out and give it to a staff member by the end of your first break of the day. This will ensure you get proper training credit, and that a certificate will be created for you to pick up at the end of the class.)* If there is no such note next to your name, we already have all of your information on file and only need you to initial next to your name on the roster.

HANDOUTS: After you have signed in, you will enter the training room to your immediate right, and find yourself a seat. All of the required handout materials have already been placed out on the tables for you. Please sit at a table where handout materials have been placed.

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 or highlighter, you are welcome to the supplies on the table in the back of the training room – or check with office staff and we will assist you.

CERTIFICATES: At the end of the training course, training certificates for eligible class participants will be put out on the table at the base of the stairway. Please don't forget to pick up your certificates on your way out. If you find that your name is misspelled, or your certificate is not there, please go to the window to alert the office staff. If your name is spelled wrong or we accidentally missed printing yours, we can quickly correct the problem and print your certificate to send it with you when you leave. 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! These are our FAVORITE hotels in the area and we recommend them without hesitation. We put up our instructors here and have never had a single complaint, only rave reviews about the friendly, helpful staff, nice, clean facility, and exceptional hot breakfast. They are located in a safe area, conveniently close to restaurants, entertainment and shopping, right off of I-72, or I-55, and they LOVE law enforcement! They are just 15 minutes from our training center. Please tell them you are attending a LETAC class when you make your reservation, and remember to ask for the government rate.

1.) Hampton Inn & Suites Springfield-Southwest

2300 Chuckwagon Dr, Springfield, IL 62707

(217) 793-7670

hamptoninn3.hilton.com

Offering clean rooms and spacious suites. Enjoy modern amenities including Free hot breakfast, Free WiFi, and refrigerators & microwaves in every room.

2.) Staybridge Suites Springfield-South

4231 Schooner, Springfield, IL 62707

(217) 793-6700

ihg.com

Indoor pool, BBQ grills, Free WiFi, full kitchens, Free deluxe continental breakfast, exercise facility, laundry, business center, library, & reception (Monday-Thursday)

3.) Holiday Inn Express-Southeast

3050 S. Dirksen Parkway, Springfield, IL 62703

(217) 615-5057

Hiexpress.com

4.) Candlewood Suites-East

2501 Sunrise Drive, Springfield, IL 62723

(217) 522-5100

lhg.com

We try to make the experience as comfortable and convenient as possible for everyone who attends our classes. If you have any problems or find we are out of any supplies while you are attending training at LETAC, please let one of the staff members know and we will be happy to assist you in any way we can.