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**Southern Police Institute**  
*Excellence in Policing*

Department of Criminal Justice  
College of Arts and Sciences  
University of Louisville  
Louisville, KY 40292

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**Mike Bassi, Director**

## **CODC REGISTRATION CONFIRMATION**

July 11, 2022

Dear SPI CODC Course Registrant:

Southern Police Institute is pleased to confirm your registration for the upcoming **91st Command Officers Development Course**, which will be conducted in five sessions in **Clermont, Florida** on the following dates:

**October 3-14, 2022**  
**October 31-November 11, 2022**  
**November 28-December 9, 2022**  
**January 9-20, 2023**  
**February 6-17, 2023**

The course will be held at **Clermont Performing Arts Center, 3700 S. Hwy 27, Clermont, FL 34711**. Training will be scheduled Monday – Friday from 8:00 a.m. – 5:00 p.m.

**NOTE:** SPI reserves the right to cancel this course if advance registrations do not meet minimum requirements to conduct the training. Final determination on cancellation will be made by SPI 30 days prior to the class start date. (If you have any questions as to making your travel arrangements, contact the Southern Police Institute at 502-852-6561.)

### **Course Materials and Equipment:**

**No printed course materials will be provided for this course. In responding to the feedback from past attendees, all course materials (i.e., PPT presentations, handouts, articles) will be provided on a computerized access link provided to you two (2) weeks prior to the start of this course. An email will be sent to you with all pertinent course and coordinator information by SPI.**

**It is strongly recommended that attendees download all course materials (accessed at the above link) to your laptop, tablet or other device prior to the first day of class and bring that device with you OR print the materials and bring them with you to class.**

**NOTE:** In order to download course materials from the access link, it will be necessary to have PowerPoint, Word, and Excel software (Office Suite) installed on your laptop, tablet or other device

**Dress Code:** Uniforms or suits for men or comparable appropriate attire for women are to be worn for the class photograph and graduation luncheon. Appropriate classroom attire is business casual (shirt with a collar, golf shirts, slacks). No tee shirts, tattered or ripped jeans, shorts, beach or gymnasium attire are permitted for class.

**Course Tuition:**

**\$3,800.00 (if paid by check or credit card)**

**MasterCard, Visa and American Express is currently accepted by the University of Louisville**

If payment was not included with your registration form, you will be invoiced for the tuition fee. All checks should be made payable to the ***“University of Louisville.”***

**Suggested Lodging:**

**Home2 Suites by Hilton**  
1450 Champions Way  
Clermont, FL 34711

**[Open Map](#)**

**Phone: (352) 227-2900**

**Room Rate: \$96.00 per night. Please use the following codes to receive a discounted rate:**

- Oct. 3 - Oct. 17: <https://group.home2suites.com/nvycda>
- Oct. 31 - Nov. 11: <https://group.home2suites.com/nepnb6>
- Nov. 28 - Dec. 9: <https://group.home2suites.com/x24ruv>
- Jan. 9 - Jan. 20: <https://group.home2suites.com/x5t93c>
- Feb. 6 - Feb. 17: <https://group.home2suites.com/z6nhsg>

PLEASE BE ADVISED: A NON-REFUNDABLE Administrative Fee will be charged if cancellation of registration occurs within 15 calendar days of the start of the program. All cancellations must be sent in writing and faxed or emailed to [mary.evans@louisville.edu](mailto:mary.evans@louisville.edu).

**SPECIAL INFORMATION OR EQUIPMENT REQUIRED FOR THIS COURSE:**

**Equipment Needs:** You will need access to computer, internet and printer for the CODC.

**Required Equipment for Budget Mini-Course:**

**Information for for Budget Mini-Course with Lt. Alex Alfonso:**

In order to complete assigned daily group projects, all class members are required to bring a laptop or tablet (downloaded with Excel) for all four days of the budget block of instruction.

Thank you for selecting the Southern Police Institute for your training needs. We wish you a very productive and successful training experience!

If you have any further questions, please contact the Southern Police Institute at 502-852-6561.