

Cindy Shain, Director

CODC REGISTRATION CONFIRMATION

March 1, 2019

Dear SPI CODC Course Registrant:

Southern Police Institute is pleased to confirm your registration for the upcoming **84th Command Officers Development Course**, which will be conducted in five sessions in **Fort Lauderdale, Florida** on the following dates:

March 25-April 5, 2019

April 22-May 3, 2019

May 13-24, 2019

June 17-28, 2019

July 15-26, 2019

The course will be held at **Broward Institute for Public Safety – Broward College, A. Hughes Adams Central Campus, 3501 SW David Rd., Fort Lauderdale, FL 33314**. 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 10 to 14 days 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:

**\$3,595.00 (if paid by cash or check) / \$3,715.00 (if paid by credit card)
MasterCard or Visa 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:

Please check SPI Website www.louisville.edu/spi for updates on hotel information.

Closest International Airport to Training Facility: Fort Lauderdale-Hollywood International Airport (FLL)

Distance from Airport to Training Site: 9 miles / 15 minutes

A non-refundable administrative fee of \$100.00 will be charged if your registration is cancelled within 30 calendar days of the start date of this training course. All cancellations must be made in writing and should be faxed (502-852-0335) or emailed to Mary Evans at 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.

ALL CLASS MEMBERS SHOULD AIM TO ACQUIRE THE FOLLOWING INFORMATION BEFORE LES POOLE'S ORGANIZATIONAL PERFORMANCE PRESENTATION (Normally in Week 7).

HAVE A PERSONAL CALCULATOR AVAILABLE FOR THIS SESSION

DO NOT BE CONCERNED IF YOUR AGENCY DOES NOT RECORD ALL THIS DATA – DO YOUR BEST TO GET AS MUCH AS YOU CAN.

- ✚ A complete and continuous set of data for the most recent 12-month period ending June 30 or December 30 is ideal.
- ✚ If your agency experiences vast differences in demand during different seasons of the year, i.e. Summer & Winter, then 2 separate sets of data – one for each season will be most useful.
- ✚ If 12 months' data is not available then the most recent complete 6 months will suffice.
- ✚ The key information to obtain an accurate staffing analysis is to have a very clear distinction between reactive and proactive data. Many agencies lump everything together, i.e. NCIC checks go in as CFS when most are not. Often only Communications Director/RMS Manager or analyst can interrogate the system with the right questions to establish the data you need.

*******FOR ALL STUDENTS OTHER THAN CORRECTIONS STAFF**

IN RESPECT OF *PATROL ONLY* - FROM YOUR AGENCY – REACTIVE DATA

- ✚ Total calls for service
- ✚ Handling time for CFS (average)
- ✚ Back-up rate (actual or policy)
- ✚ Number of PATROL arrests

- ✚ Average TIME for each patrol ARREST, including transport, processing and return to patrol (NOT report writing)
- ✚ Report writing time per PATROL arrest AND incident
- ✚ % of reports in CFS incidents

IN RESPECT OF *PATROL ONLY* - FROM YOUR AGENCY -

PROACTIVE DATA (Self initiated activities)

- ✚ % of time spent PROACTIVELY pursuing agency GOALS & STRATEGIC PLAN (If not known –it will be estimated at 50 % level)
- ✚ HOURS worked PER WEEK without Overtime
- ✚ Number of Vacation days per year
- ✚ Number of Hours Training per year
- ✚ Hours for meals/breaks per DAY
- ✚ Average number of Sick days for all patrol staff
- ✚ Average number of officers on restricted or other limited duties
- ✚ Average shortfall – the number of officers not immediately replaced on retirement or dismissal – those attending the academy and those under field training –number of months to replace them and how many at any given time

FOR *CORRECTIONS STAFF ONLY*

- ✚ Identify ALL jail posts and hours required for each
- ✚ Is your jail a direct supervision style or housing unit system in a linear jail
- ✚ Number of 24-hour posts, etc.
- ✚ Total number of available days per officer (average based on 12 hour shift system)
- ✚ Average number of unavailable days per officer due to;
- ✚ Training;
- ✚ Sickness; restricted or light duties

- ✚ **Vacation;**
- ✚ **Meal breaks;**
- ✚ **Bereavement or other special leave;**
- ✚ **Military absence**
- ✚ **Any other leave & absence unaccounted for elsewhere**
- ✚ **HOURS worked PER WEEK without OVERTIME**
- ✚ **Average shortfall – the number of officers not immediately replaced on retirement or dismissal – those attending the academy and working under supervision –number of months to replace them and how many at any given time.**

Required Equipment for Budget Mini-Course:

Information 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.