



# Basic Instructor Development October 5-9, 2015

Welcome, you are enrolled in Basic Instructor Development, scheduled October 5-9, 2015. The information listed below will assist you in your preparation to attend this class at **Kiamichi Technology Center (KTC) located at 301 Kiamichi Drive, McAlester, OK 74501**. Your class coordinator will be Don Givens and he can be reached at (405) 425-7143 during office hours or (405) 973-5222 after hours.

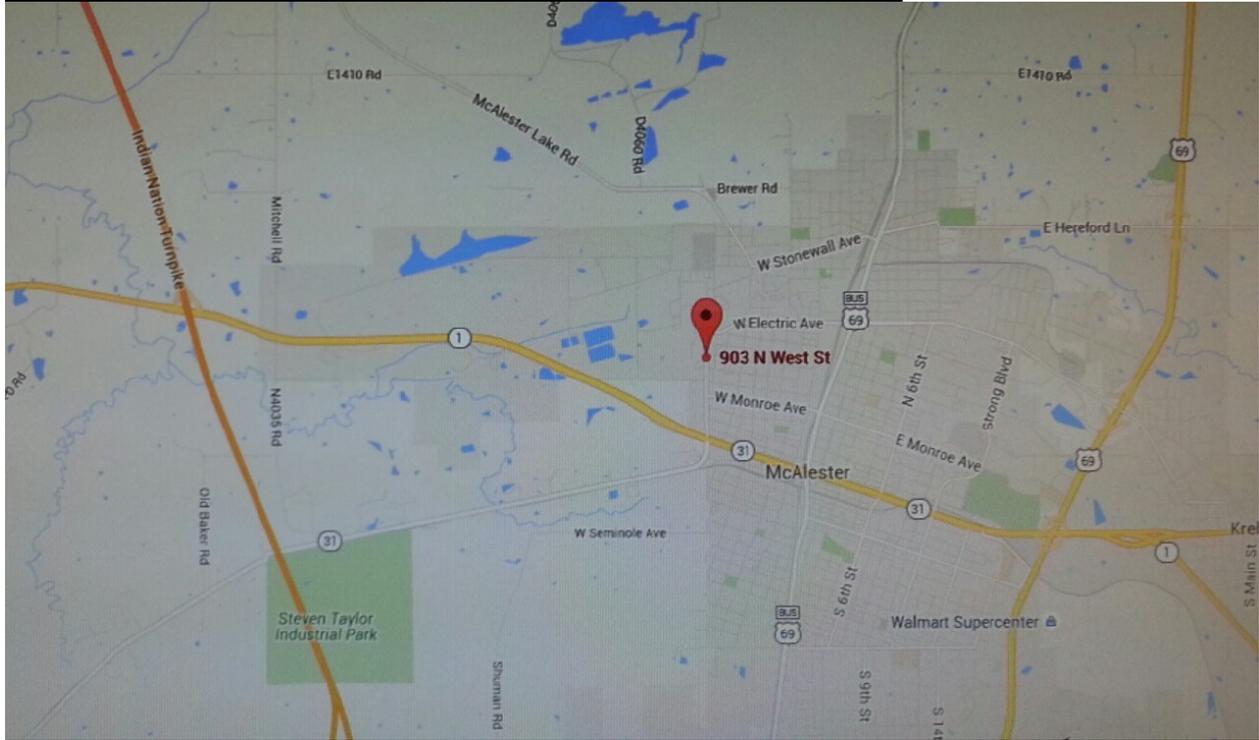
**CLASS TIMES:** You are to report to the **BIS Room** (see campus map attached for classroom location) at **10:00 AM, Monday, October 5<sup>th</sup>**. Class will begin at 8:00 AM Tuesday-Friday. You will need to bring your vehicle make, model & tag number, and your DOC ID badge or driver's license.

**FACILITY HOUSING:** Employees who qualify will be provided housing on the grounds of the Oklahoma State Penitentiary (OSP) located on West Street between OSP and the Jackie Brannon Correctional Center (JBCC). If you are driving in on Sunday, please advise Don Givens of your intentions at [don.givens@doc.ok.gov](mailto:don.givens@doc.ok.gov) and plan to meet him in the **SEDCC Probation and Parole parking lot located at 903 N West Street, McAlester, OK 74501, at 6:00 PM**. There you will be provided your keys for access to the facility housing. Please do not be late. Anyone not arriving on Sunday will be assigned house keys upon reporting to the classroom Monday morning. Participants staying in facility housing will need to bring **money, personal hygiene items, sheets, blanket, pillowcase, towels, washcloths, etc. for a twin bed**. Although pillows are provided, you may wish to bring your own, as well as an egg crate foam mattress pad, for comfort. Optional items you may wish to bring: alarm clock, blow dryer, fan, coffee pot, etc. There are no washer/dryer units on site, however, microwaves and refrigerators are provided.

**MEALS:** Breakfast, lunch and dinner will be provided at JBCC for participants assigned to facility housing. If you do not wish to eat at JBCC you will be responsible for your own meals. Meals are not provided for commuters.

**PLEASE NOTE:** Professional behavior is expected at all times during your training experience; behavior unbecoming a corrections professional could result in expulsion and/or termination of employment.

**MAP OF SEDCC, MCALESTER AND SURROUNDING AREA:**



**MAP OF KIAMICHI CAMPUS:**

