Correctional Leadership Development
October 26-28, 2015

You have been enrolled in the upcoming Correctional Leadership Development class scheduled for October 26-28, 2015. The class will be held in the **North Conference Room (NCR)** of the **DOC Administration Building,** located at **3400 N Martin Luther King, OKC, OK 73111**. Class will begin **Monday, October 26th at 8:30 a.m.**

Facility housing will be provided for those who qualify for overnight accommodations. Employees needing to take advantage of **early check-in** should meet Stephanie Howard at the **H&T Quick Shop**, located at **16777 156th Street, Lexington, OK 73051 (corner of HWY 39 and 156th Street – 1 block East of LARC) on Sunday, October 25th between 4:45 and 5:00 pm.** It is important to be on time as there will be no one available to check you in after 5:00 pm. Please **advise Ms. Howard** via email at stephanie.howard@doc.ok.gov no later than the close of business on **Friday, October 23rd of your intention for check-in.**

For those staying in facility housing, please keep in mind the **travel time** from the housing units in Lexington to the classroom in Oklahoma City will take between **55 - 75 minutes** depending on morning traffic so please plan accordingly.

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 or working oven/stove tops on site, however, microwaves and refrigerators are provided.

Breakfast, lunch and dinner will be provided at JHCC for participants assigned to facility housing. If you do not wish to eat at JHCC you will be responsible for your own meals.

Professional behavior is expected at all times during your training experience and your stay at the LARC facility housing units; behavior unbecoming a corrections professional could result in expulsion from the class and/or termination of employment.

We look forward to seeing you in class. If you are unable to attend, please contact Russell Vannoy via email at russell.vannoy@doc.ok.gov or by phone at (405) 425-7634.

Happy learning,

Phil Gilstrap
Training Manager