

SOUTHERN POLICE INSTITUTE DEPARTMENT OF CRIMINAL JUSTICE COLLEGE OF ARTS AND SCIENCES UNIVERSITY OF LOUISVILLE

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WELCOME & ORIENTATION GUIDE

**151st ADMINISTRATIVE OFFICERS COURSE**

**February 12-May 10, 2024**

**Mike Bassi Director**

# 151st ADMINISTRATIVE OFFICERS COURSE

## Table of Contents

### (REVISED: 1/9/2024)

|  |  |
| --- | --- |
| 1. Orientation Day Agenda | p. 2 |
| 2. AOC Important Dates | pp. 3-5 |
| 3. SPI Staff Contact List | p. 6 |
| 4. Preparing for the Semester | pp. 7-14 |
| 5. Housing Policies and Procedures | pp. 15-16 |
| 6. Telephone and Mail Service Information | pp. 17-18 |
| 7. AOC Mission and Outcome Measures | p. 19 |
| 8. AOC Faculty | pp. 20-22 |
| 9. AOC Undergraduate Course Curriculum | p. 23 |
| 10. AOC Graduate Course Curriculum | p. 24 |
| 11. SPI Policies & Procedural Guidelines | pp. 25-28 |
| 12. Duties & Responsibilities of AOC Class Officers | pp. 29-30 |
| 13. Medical & Emergency Information (Appendix A) | pp. 31-32 |
| 14. COVID Campus Safety Information (Appendix B) | pp. 33 |
| 15. Area Shopping (Louisville Area) (Appendix C) | pp. 34-36 |

Class Schedules & Roster will be posted online at the AOC access link and/or on Blackboard

**1**

# 151st ADMINISTRATIVE OFFICERS COURSE

## Orientation Day Agenda

**Monday, February 12, 2024, McCandless Hall**

8:00am Check-in, Registration

8:15 Welcome and Orientation Information – Director Mike Bassi

9:00 Introduction of University of Louisville Representatives and local Chief Executives.

9:30 Introduction of Staff and Faculty

10:00 Introduction of Students

11:30 Lunch

1:00pm What Makes Me, Me Presentation

1:45 Campus Tour

2:45 Dismissal

**2**

\*After dismissal, or during lunch breaks during the first week of class, students may have their student IDs made at Houchens Hall, at their convenience (bring student ID numbers and identification)

\*\*ITS (Information Technology Services) Staff will be available at SPI to assist with any IT needs, problems with connecting or related questions

# 151st ADMINISTRATIVE OFFICERS COURSE

## AOC Important Dates

#### Monday, February 5th, 2024, 1:00 pm – 2:00 pm (EST): Virtual Welcome Members of the 151st

Prior to your arrival on campus, SPI staff/faculty invite you to join them online via MS Teams at 1:00 pm EST for a “virtual welcome.” All AOC students are invited to join and meet faculty and staff and have an opportunity to ask any last-minute questions before you travel to Louisville and the University of Louisville campus.

This will also be your opportunity to work with our Technology Expert, James Jenkins, to assure that each student is prepared for the requirements of the course and University.

An invitation will be sent to your UofL email and include additional directions on accessing and connecting to Microsoft Teams prior to February 5th. All students are encouraged to participate as this initial “meeting” will help to familiarize you with the MS Teams platform that SPI will be using as part of our hybrid instruction for this course (if necessary).

If you are unable to get set up on your own or with the help of your agency’s IT staff, you may contact James D Jenkins, the Tier 1/Tech Specialist for CJ, for assistance Monday through Friday 8:00 am to 4:00 pm by telephone (text or voice), or email. You may also request assistance from the University of Louisville Information Technology Services Help Desk. If outside of business hours, you will receive a response as soon as possible.

Contact Information:

1. James D. Jenkins – A&S Department of Criminal Justice Tier 1/Tech Specialist (502) 356-8504 at [james.jenkins@louisville.edu](mailto:james.jenkins@louisville.edu)
2. Create a ticket in department ticket system at <http://louisville.edu/justice/cj-help-desk-1>
3. Contact University of Louisville Information Technology Services at <http://louisville.edu/its>

A link and instructions on how to access this session will be sent prior to the start of this session to your UofL email account.

#### Sunday, February 11, 2024, 11:00 am – 4:00 pm (EST): Welcome/Move-in Day

SPI staff/faculty will provide out-of-town AOC students with a welcome to Louisville and the University of Louisville campus. All incoming students moving into Cardinal Towne should check-in upon arrival at the SPI Building, McCandless Hall, 2315 S. 3rd Ave, Louisville, KY 40208 between 11:00 am and 4:00 pm (EST). Mary Evans will disseminate key fobs and parking permits, along with apartment assignments. Students will then be able to proceed to their assigned housing located on Fourth Floor of Phase 2, accessed off Fourth Street at Cardinal Blvd.

NOTE: No room changes may be made without prior approval by SPI. Any requests should be made to Mary Evans, SPI, at [Mary.Evans@louisville.edu.](mailto:Mary.Evans@louisville.edu)

**3**

#### Monday, February 12, 2024, 8:00 am – 4:00 pm: Registration and Orientation Day

The Orientation and AOC classes are housed in McCandless Hall on the Belknap Campus of the University of Louisville. This day will consist of information, introductions and will be your opportunity to ask any questions and get additional information, prior to official start of academic classes, on Tuesday February 13th.

#### Week of Feb. 26th – Mar. 1st , 2024: Election of Class Officers

Class members will elect class officers during the third week of the semester. Class members will elect the following officers to represent all members of the 151st AOC: President, Vice-President, Secretary, Treasurer, Historian, Chaplain/Peer Advocate, and Sergeant-at-Arms. Regular classroom time will be allotted to the election of class officers. Special responsibilities of class officers during graduation and commencement will be outlined by the director before the election. The SPI Director and/or faculty members will assist in conducting elections of class officers. **(See “Duties of AOC Class Officers,” in this Guide)**

#### Monday March 25th, 2024, 11:30 am (EST): SPI Class Photo

A class photo will be scheduled on the steps of the Administration Building in front of The Thinker statue (weather permitting). Dress for the class photograph is full business attire or uniform, so students should pack accordingly. In the case of inclement weather, a make-up date for the class photo is scheduled on the course calendar.

(NOTE: Individual professional photographs will also be available to students on the same day as the class photo.)

#### Friday, March 15-24, 2024: Mid-Semester Independent Study Break

The Southern Police Institute has built independent study periods into the AOC course schedule. Students can use this time to obtain information from the library and external sources as well as work on research papers, projects, and other assignments.

A mid-course **Independent Study break** is scheduled for students to have additional time to conduct research, write papers, or work on projects/assignments necessary to achieve their own objectives and the objectives of the program. Notice of this break period is given so that students may make appropriate travel plans before leaving home. This Independent Study schedule will not be changed due to faculty and staff responsibilities.

**IMPORTANT:** The mid-term Independent Study will begin **upon class dismissal at 3:30 pm** on

#### Thursday, March 14, 2024, with classes resuming on Monday, March 25, 2024 at 9:00 am. Students making airline reservations to return home should be made no earlier than 5 pm on Thursday, March 14th. Classes will be scheduled through 3:30 pm on that day.

**4**

**Wednesday May 8th, 2024: AOC Family Day and Evening Awards Banquet**

**5**

The day before graduation is traditionally a day set aside for AOC Family Day. Family members and friends/colleagues attending the graduation may be invited to come into town and spend a relaxing day with the students to celebrate the end of the course and the individual accomplishments of our students.

**In the evening of Family Day, is the traditional Awards Banquet.** This is where all the course awards, to include Valedictorian and all special presentations are done. It’s a sit-down banquet, where the family members and agency representatives of the students, are invited for a final celebration with dinner and drinks. This session, the banquet will be at L&N (Cardinal) Stadium, 2800 So. Floyd St., Louisville, KY 40292. Specific times and the specific room for this event will be disseminated to students at the beginning of the course.

#### Thursday, May 9th, 2024, 11:00 am: Class Graduation Ceremony

The graduation ceremony is scheduled on **Thursday, May 9th, 2024, at 11:00 am, University Club, 200 E. Brandeis Ave., Louisville, KY 40208.**

# 151st ADMINISTRATIVE OFFICERS COURSE

## SPI Staff Contact List

### DIRECTOR

#### Michael Bassi [michael.bassi@louisville.edu](mailto:michael.bassi@louisville.edu) 502-852-0332

#### ASSOCIATE DIRECTOR

#### Dennis Hippert [dennis.hippert@louisville.edu](mailto:dennis.hippert@louisville.edu) 502-852-0328

### ADMINISTRATIVE ASSISTANT (ADMINISTRATIVE OFFICERS COURSE)

#### Mary H. Evans [mary.evans@louisville.edu](mailto:mary.evans@louisville.edu) 502-852-0334

**COORDINATOR, PUBLICATIONS & MARKETING**

**Angela Campbell** [**mary.gray@louisville.edu**](mailto:mary.gray@louisville.edu) **502-852-8577**

### PROGRAM COORDINATOR (CONTINUING EDUCATION)

**Theresa Newton** [**theresa.newton@louisville.edu**](mailto:theresa.newton@louisville.edu) **502-852-0333**

### PROGRAM COORDINATOR SENIOR

**Khadija Shojae** [**khadija.shojae@louisville.edu**](mailto:khadija.shojae@louisville.edu) **502-852-8923**

### COURSE COORDINATOR (LOUISVILLE COURSES)

**Barry Madden** [**barry.madden@louisville.edu**](mailto:barry.madden@louisville.edu) **502-852-8889**

**6**

# 151st ADMINISTRATIVE OFFICERS COURSE

## Preparing for the Semester

### LOCATION OF SPI AND MAIN CAMPUS BUILDINGS

The University of Louisville main campus entrance is located on Third Street between Cardinal Boulevard and Eastern Parkway. Southern Police Institute offices and classroom are located in McCandless Hall (first building on right on the Oval driveway at main entrance). UofL Bookstore and a food court are located in the Student Activities Center. On-campus housing will be in Cardinal Towne, located on the northwest corner of Fourth & Cardinal Blvd. (See campus map provided on the AOC website access link.)

### PARKING ON CAMPUS

#### Cardinal Towne Housing Parking:

For students housed in Cardinal Towne, parking is located in the **YELLOW LOT** behind Bettie Johnson Hall (accessed from Cardinal Blvd west of Fourth Street). Please do not park in any other parking areas on campus or your vehicle will be subject to be ticketed and/or towed. Parking permits for the **YELLOW LOT** cost $66 per semester and will be invoiced by Mary Evans with tuition and housing fees and provided to students upon move-in to the apartments.

#### Parking Permits for Commuter Students:

Students commuting to UofL to attend the AOC will be provided with a parking permit for the **BLUE LOT** by Mary Evans on Orientation Day.

#### Parking for AOC Classes at SPI (McCandless Building):

Students living in Cardinal Towne should leave their vehicles in the **YELLOW LOT** and walk to McCandless Hall. Parking for commuter students is located in the **BLUE LOT** behind the Speed Scientific Building (accessed via Eastern Parkway). Commuter students should display their appropriate parking permit provided by Laura Lutts in UofL Parking to avoid being ticketed and/or towed.

### TUITION, HOUSING AND PARKING FEES

If not prepaid, these fees are due upon registration. Your agency will be sent an invoice for the tuition, housing, and parking fee. If your department requires the completion of special forms (i.e., claim forms), please send them to the Director, Southern Police Institute.

**7**

### COMPUTERS AND OFFICE SUPPLIES

#### Office Supplies:

Students will need a supply of paper, pencils, pens, and erasers. (NOTE: No. 2 pencils and scantrons, if used for written examinations, will be made available by SPI). Classroom supplies can be purchased at UofL Bookstore or locally at other stores. It is recommended that students bring at least one USB flash drive for document transfer and storage.

#### Computer and Printer:

Students will need a computer and printer (wired or wireless). All class assignments must be submitted electronically via Blackboard. A laptop computer/tablet would be most appropriate. All

students must have administrative rights to the computer they bring to campus for the AOC. If a student has problems with their computers while on campus, contact James Jenkins, Department of Criminal Justice Tier 1, at 502-852-0064 (office), 502-356-8504 (cell), [James.Jenkins@louisville.edu](mailto:James.Jenkins@louisville.edu) or the Help Desk 502-852-0997.

NOTE: Before arriving on campus, students who are bringing agency laptops or desktops should ensure that the equipment does not have any firewalls blocking devices from connecting to UofL’s network.

#### Required Software:

Students should ensure that their computers should have **Microsoft Office** installed on it. (If **Microsoft Office** is not already installed, the University of Louisville offers it free of charge. IT representatives can assist in installing the program upon your arrival on campus.) Computers must also have an up-to- date anti-virus program.

### DRESS CODE: WHAT TO WEAR TO CLASS

Appropriate classroom attire is business casual (shirt with a collar, golf shirts, and slacks). No tee shirts, jeans, shorts, beach, or gymnasium attire are permitted to wear to class.

Uniforms or business suits for men, and comparable appropriate attire for women, are to be worn for special guest speakers (Executive of the Day), the class photograph, graduation ceremony and graduation luncheon. ***Any special accommodations or changes to this dress code must be authorized by the Director.***

### FINANCIAL PROCEDURES FOR AOC-RELATED EXPENSES

To facilitate registration of Southern Police Institute students, it is suggested that police administrators provide officers with an adequate amount of funds to pay necessary fees. Some costs can be billed to the department while others will need to be paid preferably by check or with cash. These items are explained below:

**8**

#### Registration, Housing Fees and Parking Fee:

The Southern Police Institute strongly urges that arrangements be made for the prepayment of all registration and housing fees. Any department requiring financial forms such as vouchers and/or invoices to be completed by institute personnel are encouraged to forward these forms at the earliest practical convenience to the institute. All checks should be made payable to the ***Southern Police Institute***.

#### Meals:

There are a variety of restaurants within walking distance of the Southern Police Institute and its housing complex. SPI is located on the main University of Louisville campus and there are restaurants, coffee shops and other dining options available throughout the campus. In addition, all student apartments have full kitchen facilities for preparing meals.

#### Textbooks and Supplies:

Supplies and textbooks can be purchased upon arrival at U of L Bookstore, which is located in the Student Activities Center (SAC) on the Belknap Campus (main campus). All textbooks will be available at the U of L Bookstore. Some books are eligible for semester-long rental. (For rentals, students should bring a personal or departmental credit card for collateral. It will only be charged if the books are not returned to the store by the deadline.) Online orders can be placed at their

website https://[www.bkstr.com/uoflstore](http://www.bkstr.com/uoflstore) to be picked up in the store when students arrive on campus (no shipping charges). If shopping in the store, all AOC textbooks will be together at the front

entrance of the text department, and associates will be on hand for assistance. Books purchased in store may be subject to the in-store price match guarantee. See https://[www.bkstr.com/uoflstore/price-match-](http://www.bkstr.com/uoflstore/price-match-) guarantee for details. Store hours are posted on their website. The bookstore will accept all major credit cards and will furnish receipts for all items purchased.

For additional information or questions, email [books@louisville.edu,](mailto:books@louisville.edu) Attn: Sara Harvey or call 502-852- 8307 or 502-852-6679. Students may also order textbooks online from other sources prior to the course but SPI encourages using the U of L Bookstore for course textbooks and supplies. The textbook list will be posted at the AOC access link for all students. (NOTE: Dr. Hughes’ compiled articles’ course book for CJ 576 will be available ONLY at the U of L Bookstore.)

#### Application Fee:

The University of Louisville charges an application fee. Students who have not completed a bachelor’s degree will enroll in the Undergraduate Program track and the fee will be $25.00. Students who have completed a bachelor’s degree or higher will enroll in the Graduate Program track and the fee will be

$40.00. (See information on Applicant Letter for Graduate and Undergraduate Registration posted on the AOC access link provided.)

**9**

### BUDGET PLANNING

The following list of expense items has been prepared to assist police administrators to determine the cost of assigning an officer to the Southern Police Institute for the 12-week Administrative Officers Course.

**Estimated expense items are as follows:** (US Dollars)

**Tuition Fee** 1,700.00

**Housing Fee** (Suite Apartment Style Accommodations) 5,100.00

**Parking Permit** (students staying at Cardinal Towne) 66.00

**Textbooks, supplies, etc.** (estimated expense) 500.00

**Application fee:** (Paid separately to the University of Louisville)

**Undergraduate** 25.00

**Graduate** 40.00

In addition to the items listed above, there are transportation expenses to and from the student’s home and the Institute. An independent study break is scheduled mid-way through the semester to allow the student time to obtain and to develop information from his/her agency that will assist the student in completing required projects and achieving the objectives of the program. We encourage the agency to defray the costs of all or part of the travel to and from the training course.

### STUDENT RESOURCES ON CAMPUS:

#### University Libraries:

The University Libraries system contains more than 700,000 journal titles and more than 2 million volumes. The libraries provide quiet study space and collaborative group areas. Also, they host a number of academic centers and spaces operated by UofL’s partner organizations. The Law Library contains federal, state, and commonwealth statutes and court reports from all 51 jurisdictions in the

United States as well as more than 4,000 periodicals. Library services and partners such as Research Assistance and Instruction and The Writing Center (see below) may be of help to AOC students during the research and writing process during their time on campus attending the AOC. The Ekstrom Library and other library hours can be found at <http://louisville.edu/library/hours/>

NOTE: AOC students will receive a Research Orientation at the beginning of the semester. Details will be provided on the AOC Course Schedule (Calendar) and by SPI faculty.

#### University Writing Center:

The University Writing Center assists all UofL faculty, staff, and student writers from across

**10**

departments, majors, programs, and levels. Writing consultants can help AOC students with writing assignments from any class taken and even writing assignments outside of a class, such as resumes, scholarship essays, conference presentations, and creative writing. Students can access Center services at any point in their writing processes— from initial planning and brainstorming to final editing. The Writing Center is not an editing service; their goal is to help you improve your writing and as a writer.

Students can choose one of three appointment formats: written feedback, in-person appointment or a live video chat. Written feedback is a typed, written response to a draft. A live video chat is a real-time video chat with a consultant. Although consultants work with writers at any point in their writing processes, live video chat appointments work much better for early stages, such as brainstorming. Before your first appointment, visit the University Writing Center’s website to learn more about the two appointment types to decide which best fits your needs.

**Visit this website for more information and the link to schedule an appointment:** [**http://louisville.edu/writingcenter/appointments-1**](http://louisville.edu/writingcenter/appointments-1)

In addition, University Writing Center staff have created online resources that students may access at any time on their own:

* Handouts and videos about genre, style, writing processes, and citation: <http://louisville.edu/writingcenter/for-students-1/handouts-and-resources>
* Frequently Asked Questions about writing: <http://louisville.edu/writingcenter/for-students-> 1/common-writing-questions-1
* University Writing Center’s blog, which spotlights our consultants’ ideas about writing: https://uoflwritingcenter.wordpress.com/

Appointments are required in order to receive any feedback or ask specific questions about your writing, but you may contact the University Writing Center at [writing@louisville.edu](mailto:writing@louisville.edu) or 502-852-2173 with any questions or issues related to scheduling, appointments, policies, practices, or resources.

NOTE: AOC students will receive a Writing Center Orientation at the beginning of the semester. Details will be provided on the AOC Course Schedule (Calendar) and by SPI faculty.

### ON-CAMPUS HOUSING (MOVING IN)

#### Accommodations for resident students:

AOC students will be housed on the fourth floor of Cardinal Towne (Phase 2), 325 W. Cardinal Blvd. Students will be assigned a specific room in a two-room suite style apartment and will be provided key fobs at check-in. This building is a residence hall on campus. Each student’s apartment at Cardinal Towne comes partially furnished, with a modern kitchen, microwave, and washer/dryer. Each student will have a private bedroom and bath. (For parking information, see “Parking on Campus” above)

**11**

#### Cardinal Towne Apartments

**12**

**Check In Process**

For arrival on the Sunday before the start of the course date, students will follow the move-in instructions outlined on Page 3 (Welcome/Move-In Day) in this Guide. SPI students will reside in the Cardinal Towne Apartments located at 325 W. Cardinal Blvd, Louisville, KY 40208. To check in, please go to SPI, McCandless Hall, 2315 S. 3rd St., Louisville. After checking in, you may enter Cardinal Towne through Phase 2 which is the building behind Jimmy John’s. (NOTE: The Cardinal Towne front desk is closed. If a student needs assistance, please call the Bettie Johnson front desk staff at (502) 854- 2417. The Bettie Johnson front desk is open 24 hours per day/7 days per week to assist students.)

#### Check out Process

Students may check out at any time on the scheduled date of departure at the end of the semester. To check out, students must remove all personal items from the apartment, clean the apartment, dispose of all trash, and turn in your key at the Bettie Johnson front desk. (It is recommended that you sign off on returning your key fob.)

NOTE: If, for some reason, a Bettie Johnson staff member is not available during business hours, students may call the Campus Housing main office at 502-852-6636. If the desk is closed after 5:00 pm or on the weekend, students should call the Cardinal Towne RA on-call for assistance at 502-298-8644.

#### Furnished Items (Cardinal Towne)

The apartments at Cardinal Towne have been furnished with basic furniture items. Each private bedroom has a full-size bed, dresser, bedroom lamp, study desk and chair with walk-in closet and private bath. The shared living room is furnished with a leather-style sofa, coffee table, and end table. The full-sized kitchen has built-in dining area and bar stools, with dining table and chairs. Feel free to bring items with you that will make your stay while at the Southern Police Institute more comfortable. **Each student will be responsible for cleaning his/her apartment.** (NOTE: Candles or incense are not allowed in the apartments.)

**For additional information:** https://louisville.edu/housing/options/communities/suites/cardtowne

#### Articles to Bring to Cardinal Towne

**Bedding/Personal Items**

The following list contains a minimum of items needed/recommended for your stay on campus:

* + Full sheets (double bed)
  + Pillowcase(s)
  + Pillow(s)
  + Blanket/Bedspread
  + Bath towels/hand towels/washcloths
  + Soap
  + Shampoo
  + Toilet paper
  + Trash cans for bathroom/bedroom
  + Double bed size mattress toppers (are recommended by former students for more comfort and support)
  + Study desk chair (a chair is provided in each room; former students have brought their own desk chairs for more support and comfort)

(NOTE: NO LINENS (as outlined above) WILL BE PROVIDED)

#### Kitchen/Cleaning/TV

Each apartment is equipped with its own kitchen, and includes a full-size electric oven/range, refrigerator, microwave, dishwasher, and washer/dryer. A 40” flat screen TV is located in the common living room area (but not in the private bedroom areas). While the apartments do have furniture and basic appliances, the student and his/her roommate will need to bring or purchase:

* + Pots and pans (bakeware/cookware)
  + Bowls
  + Glasses/coffee mugs
  + Plates
  + Eating utensils
  + Cleaning supplies/dish detergent
  + Laundry detergent

#### Recommended Miscellaneous Items

In addition, the following items represent suggestions from past students on what current students may wish to bring (or purchase after arrival):

* + Iron and ironing board
  + Coffee maker, filters, coffee mugs, etc.
  + Blender
  + Cookie sheet(s)

**13**

* + Television (for private bedrooms)

**14**

* + Clock/clock radio
  + Broom and dustpan, mop and bucket
  + Toaster/toaster oven
  + Trash can for kitchen
  + Hand or upright vacuum (all apartments have laminated flooring - no carpeting)

# 151st ADMINISTRATIVE OFFICERS COURSE

## Housing Policies & Procedures

### HALL DIRECTOR

The hall director, faculty and staff are responsible for the general welfare and supervision of all Southern Police Institute students attending the University of Louisville. Immediate needs affecting housing should be brought to the attention of **La Quyssa Caldwell, Hall Director** of Cardinal Towne Apartments (502-625- 5925) or [laquyssa.caldwell.louisville.edu.](mailto:brittany.terry@louisville.edu)

Hannah Comer, Assistant Director of Summer Operations will be available for additional inquiries. To reach Hannah please email [hannah.comer@louisville.edu](mailto:hannah.comer@louisville.edu) or call her office at 502 854-3736 (please leave a message for a call back).

If you require emergency assistance outside of business hours, please call the Cardinal Towne Resident Assistant on-call (502-298-8644).

### SPI HOUSING REGULATIONS

All AOC students residing at Cardinal Towne apartments will abide by the rules and regulations which can be found at the following link on the UofL Housing

website: [http://louisville.edu/housing/info/policies.](http://louisville.edu/housing/info/policies) There are quite a few policies on this link; however, students should review “Residence Hall Regulations” under Conduct and Sanctions, as well as “Residence Hall Policies” (except for the Medical Dental Apartment policies) and “Facility Procedures” under other housing-related policies.

***Failure to observe any of the following established rules and regulations will result in corrective action. The Southern Police Institute and the University of Louisville reserve the right to inspect any apartment and its contents at any time. Usually such an inspection shall be in the presence of at least one of the apartment’s occupants.***

* **Dress**: Students residing in campus housing will exercise due judgment in their dress. All shades must be drawn or closed when residents are in their apartment undressed.
* **Damages**: Each resident is expected to refrain from damaging or defacing the building or furniture. Each occupant will be held responsible for all damage done by him/her to his/ her apartment and/or building. This includes lost or damaged key fobs.
* **Fire Drills**: Although a fire in a housing complex is unlikely, the following precaution should be observed when participating in periodically scheduled fire drills. Occupants should vacate the building in an orderly manner after making sure that apartment door is locked.
* **Furniture**: Furniture and furnishings provided by Cardinal Towne apartments are not to be removed from any student’s apartments or the common areas provided for the students’ use.
* **Illegal Drugs**: The use of or possession of illegal drugs in student housing and on University of Louisville property is not permitted.
* **Littering**: Littering of paper and trash in or outside of the Cardinal Towne is not permitted. Trash receptacles are provided and should be used. The trash chute is located by room 2406.

**15**

Recyclable items should be taken to the lime green dumpster in the parking lot of Cardinal Towne. Care also should be exercised to keep the apartments clean and presentable.

**16**

* **Apartment Changes**: Apartment changes are permitted if there is sufficient justification and available apartments for the change. Students should address apartment changes to the appropriate staff or faculty (SPI Director or Mary Evans). Students are not allowed to switch apartments without notifying SPI (Mary Evans will be main contact).
* **Valuables and Personal Property**: The University and Cardinal Towne are not responsible for personal property lost, damaged, or stolen. To guard against theft, students should keep all valuables secure. Whenever students leave their apartments, they should lock their doors. The apartment doors do not lock automatically. Students should always keep their vehicles locked when not in use.
* **Vandalism and Theft**: To preclude vandalism and theft, apartments should always be locked when unattended. Officers are requested not to place decals or to draw on doors or walls.
* **Weapons and Injurious Devices**: Unlawful items such as firecrackers, explosives of any type, incendiary devices, weapons (unless exempted by University policy), or other related items which could cause injury to persons in the housing complex are not permitted on University property; possession or use of same will be cause to initiate corrective action, possible dismissal, or criminal actions. (Possession and use of firecrackers are against the law of the Commonwealth of Kentucky: KRS 438.100 et seq.)
* **Cleanliness**: Students are expected to keep their assigned apartments clean. Apartments are to be cleaned by the student before he/she vacates—otherwise a cleaning fee will be charged to the individual’s agency through his or her executive.
* **Alcohol**: Alcohol use is restricted to resident apartments. Alcohol is prohibited in common areas of Cardinal Towne (ex: social lounges, pool area, study lounge, etc.).
* **Smoking**: The University of Louisville is a smoke-free campus. Smoking is absolutely prohibited from anywhere on campus, to include inside and outside of student apartments, to include balconies and hallways. The designated smoking areas for Cardinal Towne are outside of Phase 2 (garbage can has an ash tray on top) and outside of Jimmy John’s. No smoking is allowed on the patio in Phase 2.

# 151st ADMINISTRATIVE OFFICERS COURSE

## Telephone and Mail Service Information

### SPI TELEPHONE CONTACT NUMBER

The Southern Police Institute main office telephone number is 502-852-6561. This telephone typically is answered Mondays through Fridays, 8:00 a.m. until 4:00 p.m. (Eastern Standard Time) or by voice mail.

### MAIL AND SHIPPING (ON-CAMPUS)

Canon Print and Mail Center is located in the Swain Student Activities Center (SAC), in the Herman and Heddy Kurz Pavilion, Wing W119 on the Belknap Campus. Counter hours are Monday through Friday, 8:00 am – 6:00 pm.

#### Incoming Mail:

Regular UofL students living on campus receive mail and mail services via the Canon Print and Mail Center. Procedures to set up mail delivery and pickup are outlined on the UofL website (under Student Mail Services) if an AOC student desires to use these procedures.

For the sake of convenience of AOC class members, AOC students can add the name of “Khadija Shojae” (SPI Program Coordinator) to all mail being delivered. Mail addressed in this manner (see example below) will be delivered to assigned mailboxes in the SPI Mail Room (1st floor) in McCandless Hall. AOC students should check regularly for mail or other notices related to the AOC.

**NOTE: mail coming through the United States Postal Service (USPS) will first be delivered to the UofL Post Office operated by Canon and then brought to SPI through their mail service. You may get a notification it has been delivered, but it might not arrive at SPI immediately. If urgent, you can retrieve your package at the Student Activity Center Suite 119 West.**

**For mail being received via United States Postal Service (USPS): (with UofL unique zip code) ATTN: Khadija Shojae/YOUR NAME**

**Southern Police Institute McCandless Hall University of Louisville Louisville, KY 40292**

**For mail being received via FedEx or UPS: (with physical street address) ATTN: Khadija Shojae/YOUR NAME**

**Southern Police Institute**

**McCandless Hall**

**2315 South Third Street Louisville, KY 40208**

**17**

**Outgoing Mail:**

**18**

USPS outgoing mail may be placed in the outgoing mail basket in the SPI Mail room and will be picked up Monday-Friday by campus mail personnel.

We recommend that you have all mail or packages sent to the Southern Police Institute (and not Cardinal Towne).

### MAIL FACILITIES OFF-CAMPUS:

**United States Postal Service (USPS):** The nearest off-campus US Post Office is located at 4400 Crittenden Drive. (502-375-5886).

(NOTE: Personal mailboxes may be rented at this Post Office.)

**Federal Express (FedEx) & United Parcel Service (UPS):** The nearest off-campus Fed Ex and UPS shipping and mailing services are located in the Central Station Shopping Center near campus (Third & Central Avenues).

FedEx Office Print & Ship Center (by Kroger gas station) The UPS Store (next to Kroger store) 3107 S. Third Street 3131 S. Second Street

Louisville, KY 40214 Louisville, KY 40208

# 151st ADMINISTRATIVE OFFICERS COURSE

**19**

## AOC’s Mission and Outcome Measures

### BACKGROUND

The Southern Police Institute is a division of the Department of Criminal Justice in the College of Arts and Sciences of the University of Louisville. It is an educational and training institute whose mission is to support the professional development of law enforcement practitioners. Since its the creation in 1951, the Southern Police Institute’s program of instruction has been based on the belief that law enforcement is a demanding activity requiring the highest level of professional preparation. The Administrative Officers Course has been offered continuously since 1951 and is SPI’s primary leadership developmental program.

### MISSION

The mission of SPI’s Administrative Officers Course is to provide a comprehensive and challenging educational experience that is intended to enhance the professional and personal lives of our students.

#### Graduates of the program will

* Possess the knowledge and leadership skills required to command a law enforcement agency.
* Be prepared to deal effectively with the administrative issues of command.
* Possess an understanding of current law enforcement operational practices.
* Be able to create and manage efficient and effective operations of a law enforcement organization.
* Understand the legal responsibilities of law enforcement administrators.
* Engage in strategic thinking, assessment, and problem solving.

# 151st ADMINISTRATIVE OFFICERS COURSE

## AOC Faculty

**A person wearing a suit and tie

Description automatically generated with medium confidenceMike Bassi** was appointed as Director of the Southern Police Institute in 2021. Prior to that, he was the Associate and Interim Director, serving since 2019. He brings over 25 years of law enforcement experience to the position, culminating in his retirement from the Washoe County Sheriff’s Office in Reno. He holds a Master of Arts in Organizational Leadership from Gonzaga University, as well as a Master of Science in Criminal Justice Administration, from the University of Louisville. He is currently completing a Doctorate in Educational Leadership at Spalding University. Director Bassi is also a graduate of the 141st Administrative Officer’s Course at the Southern Police Institute. As a leader, Director Bassi spent years in supervision and command with positions in Corrections and Patrol Operations, Research/Development and Training, as well as SWAT. He was also assigned as the Director of the Regional Public Safety Training Center and Commander of the Northern Nevada (Regional) Law Enforcement Academy. Mike served as Vice-Chair of the Washoe County Emergency Response Advisory Committee and as a Board Member for the Trauma Intervention Program of Northern Nevada, he currently serves as a board member, on the Kentucky Law Enforcement Council (KLEC). He was Adjunct Faculty at both Western Nevada College and Truckee Meadows Community College, and is a current Lecturer at UofL, teaching courses in Criminal Justice. He is a third-generation Marine, serving as a Military Police Officer in both US and overseas assignments.

CONTACT: [michael.bassi@louisville.edu](mailto:michael.bassi@louisville.edu)

502-852-0332 (Office)

502-572-4412 (Cell)

**A person in a suit and tie

Description automatically generated with medium confidenceGennaro F. Vito** is Professor with Department of Criminal Justice at the University of Louisville. He holds a Ph.D. in Public Administration from the Ohio State University. Active in professional organizations, he is a Past President, Fellow, and recipient of the Bruce Smith Award (2012) of the Academy of Criminal Justice Sciences. He has been recognized as one of the “Top 25 Criminal Justice Professors” by the Forensic Colleges’ web site. Pursuant to his research agenda, Dr. Vito has been principal or co-principal investigator on over 40 research grant projects. He is the author of over 100 professional, refereed journal articles (in such journals as Criminology, The Journal of Criminal Law and Criminology, Justice Quarterly, Police Quarterly, and the Prison Journal). He has published on such topics as capital sentencing, police consolidation, police leadership, police traffic stops, policing strategies for drug problems in public housing, attitudes toward capital punishment, and the effectiveness of criminal justice programs. He has made over 100 presentations at professional meetings. He is the co-author of ten textbooks in criminal justice and criminology including Practical Program Evaluation in Criminal Justice (Elsevier, 2014).

CONTACT: [gfvito01@louisville.edu](mailto:gfvito01@louisville.edu)

**20**

502-852-6509 (Office)

**20**

**A person in a suit sitting in a chair in front of a bookshelf

Description automatically generated with medium confidenceTom “Tad” Hughes, JD, PhD**, is the former Director of the Southern Police Institute and Former Interim Chair of the Department of Criminal Justice. He holds the rank of Associate Professor of Criminal Justice. Dr. Hughes received his undergraduate degree in Psychology from the University of Dayton. He graduated cum laude with his law degree from the University of Dayton in 1991 and is a member of the Ohio Bar. He received his master’s in Criminal Justice from the University of Cincinnati in 1993 and his PhD in 2000. Dr. Hughes has authored or co-authored a number of peer-reviewed research articles His research interests include criminal procedure, police liability, police human resource issues, and organizational issues in policing. Dr. Hughes has worked with various local and state police departments on multiple research projects and has presented numerous papers at regional, national, and international conferences. Dr. Hughes has served on a number of promotional boards for police agencies in Kentucky. He served on the Kentucky Law Enforcement Council for six years, which governs all law enforcement training for the state.

CONTACT: [thomas.hughes@louisville.edu](mailto:thomas.hughes@louisville.edu)

502-852-6696 (Office)

**A picture containing text, person, indoor, necktie

Description automatically generatedBradley A. Campbell** is an Associate Professor in the Department of Criminal Justice at the University of Louisville. He received his PhD in Criminal Justice & Criminology from Sam Houston State University in 2015. His research focuses on police investigations, decision-making, training evaluation, and response to victims. Currently, Campbell is the lead researcher on two federally funded projects. First, he is the principal research partner on the Kentucky Sexual Assault Kit Backlog Action Research Project funded by the Bureau of Justice Assistance, a study that examines the problem of unsubmitted sexual assault kits in Kentucky. Second, Campbell is the Principal Investigator of a National Institute of Justice funded experiment to implement and evaluate victim centered, trauma informed interview training for sexual assault investigators. Campbell’s recent work has been published in the Journal of Experimental Criminology, Journal of Criminal Justice, and Criminal Justice & Behavior.  He has taught courses on Community Policing, Policing in the United States, and Research Methods.

His research gate account link is <https://www.researchgate.net/profile/Bradley_Campbell3>

CONTACT: [bradley.campbell@louisville.edu](mailto:bradley.campbell@louisville.edu)

502-852-4763 (Office)

**21**

**A person wearing a suit and tie

Description automatically generated with low confidenceJoseph S. Grant, Ph.D.** is a retired, 24-year veteran of law enforcement. He began his career in 1984 with the Jeffersonville City Police Department in Indiana. In 1998, he accepted a lateral transfer to the Jefferson County Police Department in Louisville, Kentucky and was a member of the agency during the 2003 merger of Jefferson County and Louisville City—creating the Louisville Metro Police Department (LMPD). During his time in Louisville, he served as the department’s primary instructor in Diversity, Ethics, Interpersonal Communication, and Defensive Tactics. After retirement in 2008, Joe Taught at U of L and also Indiana University Southeast, Focusing on, Policing, the Criminal Justice System, Ethics, Career Development, and the Department’s Capstone course. He is currently Adjunct Faculty at the University of Louisville, where he has created a course in Conflict Management and Justice. Joe received his B.A. degree in General Studies from Indiana University Southeast in 1996. He received his M.A. in Justice Administration in 2001 and his Ph.D. in Urban and Public Affairs in 2011—both from the University of Louisville.

CONTACT: [joseph.grant@louisville.edu](mailto:joseph.grant@louisville.edu)

502-852-7186 (Office)

**22**

# 151st ADMINISTRATIVE OFFICERS COURSE

## AOC Undergraduate Course Curriculum

**UNDERGRADUATE COURSE CURRICULUM**

**CJ 471 Law Enforcement Administration** – *3 credit hours. Instructor: Michael Bassi*

The primary focus of this course is the theory, practices and concepts associated with the administration of a law enforcement agency. The course is approached from the perspective of the police executive and command staff. Instruction includes contemporary practice, theory, administrative and leadership concepts.

**CJ 577-01 Trauma Informed Policing** – *3 credit hours. Instructor: Brad Campbell*Trauma informed policing focuses on how law enforcement can improve police community interactions, service to the public, and internal operations through adopting a trauma informed approach. This course will discuss evidence-based methods to recognize, understand, and appropriately respond to trauma experienced by victims, offenders, and police officers.

**CJ 477 Organizational Behavior in Law Enforcement** – *3 credit hours. Instructor: Joe Grant*

This course focuses on the application of the principles of human behavioral management to law enforcement organizations. Instruction includes theory, practice, and methods for addressing behavioral needs in organizations.

**CJ 576 Managing Organizational Performance** – *3 credit hours. Instructor: Tom “Tad” Hughes* This course is designed to help participants to develop conceptual, diagnostic, and problem-solving skills required of strategic managers in contemporary law enforcement organizations. Students’ participation and decisional practice in class discussions is based upon foundational and current police research.

**CJ 578 Criminal Justice Leadership** *– 3 credit hours. Instructor: Gennaro F. Vito*

Using lectures and case studies (films), participants will be provided with a cognitive understanding of leadership that emphasizes the study of leadership models and theories. This course focuses on the study and evaluations of various leadership styles and processes.

**23**

# 151st ADMINISTRATIVE OFFICERS COURSE

**24**

## AOC Graduate Course Curriculum

### GRADUATE COURSE CURRICULUM

**CJ 612 Law Enforcement Administration** – *3 credit hours. Instructor: Michael Bassi*

The primary focus of this course is the theory, practices and concepts associated with the administration of a law enforcement agency. The course is approached from the perspective of the police executive and command staff. Instruction includes contemporary practice, theory, administrative and leadership concepts.

**CJ 577-01 Trauma Informed Policing** – *3 credit hours. Instructor: Brad Campbell*Trauma informed policing focuses on how law enforcement can improve police community interactions, service to the public, and internal operations through adopting a trauma informed approach. This course will discuss evidence-based methods to recognize, understand, and appropriately respond to trauma experienced by victims, offenders, and police officers.

**CJ 576 Managing Organizational Performance** – *3 credit hours. Instructor: Tom “Tad” Hughes* This course is designed to help participants to develop conceptual, diagnostic, and problem-solving skills required of strategic managers in contemporary law enforcement organizations. Students’ participation and decisional practice in class discussions is based upon foundational and current police research.

**CJ 578 Criminal Justice Leadership** – *3 credit hours. Instructor: Gennaro F. Vito*

Using lectures and case studies (films), participants will be provided with a cognitive understanding of leadership that emphasizes the study of leadership models and theories. This course focuses on the study and evaluations of various leadership styles and processes.

# 151st ADMINISTRATIVE OFFICERS COURSE

## SPI Policies and Procedural Guidelines

### PURPOSE:

These policies and procedures are to serve as a guide for the operation of the Southern Police Institute and the conduct of students attending its courses.

This student guide outlines the minimum standards of conduct and behavior for the students attending the institute. If a positive professional attitude and ethical standards are maintained, each student will successfully complete the course and will leave the Southern Police Institute with a sense of achievement.

### GENERAL POLICIES AND PROCEDURES:

#### Faculty Role

The role of the faculty is to provide a course of instruction that will meet the objectives of the Southern Police Institute as well as academically challenge the ability of each student. In addition, the faculty is responsible for the evaluation of student academic performance, behavior, and adherence to policy and procedures in all Southern Police Institute programs.

The faculty and staff expect that students will cooperate wholeheartedly in achieving the institute’s goals. Students attending the Southern Police Institute are expected to recognize that their actions, demeanor, and conduct are direct reflections of their agency, department, and executive. The Director, the professors, and staff members will try to fulfill their responsibilities and to create an atmosphere conducive to the successful completion of the course and the accomplishment of the educational mission for each student. We expect students to set, as a personal goal, a pattern of behavior that would be expected of them by their department and its chief executive. When a faculty member discovers deficiencies or inadequacies whether they pertain to academic quality, facility, or student conduct, positive measures will be instituted to correct the problem.

#### Discipline

The Southern Police Institute Director and faculty are responsible for correcting those students whose conduct discredits the Southern Police Institute or impairs the effective operation of the Institute. The Director will investigate and adjudicate properly all complaints against its students.

The rights of the student, as well as those of the faculty and staff of the Southern Police Institute, must be preserved and any investigation or hearing arising from a complaint shall be conducted in a fair manner with the truth as its objective.

The Southern Police Institute and the University of Louisville expect their students to conduct themselves according to generally accepted moral and social standards and to respect the rights and privileges of others. Law enforcement officers enrolling in the AOC voluntarily places themselves under the rules and regulations of the university and agrees to abide by them.

**25**

#### Student Grievances

Effective management and respect for individual dignity require that Southern Police Institute students have a means available for the proper redress of grievances. Students having a complaint relating to any matter affecting their stay as students at the Southern Police Institute are insured the right of review at succeeding levels of the Department of Criminal Justice authority until his or her grievance is resolved. The grievance procedure is stated in the student handbook.

#### Course Average on the 4.0 scale

A course average of 2.0 on a 4.0 scale is necessary to receive a Graduate and/or Undergraduate Certificate from the Southern Police Institute.

### CLASSROOM POLICIES AND PROCEDURES

#### Attendance

A schedule of daily and weekly classes has been given to each Southern Police Institute student. Unless specifically changed by the director the daily and weekly schedule will apply.

Classes start at 9 a.m. daily. Students are required to be in their seats at 8:50 a.m. daily to receive school announcements and/or for the Southern Police Institute staff and faculty to conduct necessary administrative details prior to 9 a.m. To ensure that AOC speakers’ or professors’ instructional time is not compromised, this procedure will apply for all 12 weeks of the Administrative Officers Course.

During the 12-week Administrative Officer’s Course, experienced administrators and educators visit to lecture on topics of current interest. Southern Police Institute students will remain in the classroom for regularly schedule classes until dismissed by a Southern Police Institute professor. All classes should be attended except in cases of illnesses or emergencies. If students are required to miss class, it will be their responsibility to obtain the notes/materials of someone who has attended or make up work that may be required.

#### Absence from Class

Absences from class will be recognized only in the following instances:

1. **Subpoena**: A student receiving a subpoena for court should notify the SPI Director of any required absence from class, with dates, in writing (email is acceptable). A copy of the subpoena will be made a part of the student officer’s class file.
2. **Promotional Process**: A student requesting to return to a designated place/agency to participate in a promotional examination and/or oral interview for promotion or any other departmental business, should notify the SPI Director of the required absence from class, with dates, in writing (email is acceptable). A letter of request or documentation from proper authorities will be made a part of the student officer’s class file.
3. **Illness**: In the case of illness of any Southern Police Institute student, the following procedure is to apply: Any student who cannot attend class should notify SPI’s Director by phone (Office: 502-852-0332, Cell: 502-572-4412), email (michael.bassi@louisville.edu) or text. If the student is unable to do so, a class officer or roommate may make the notification.

**26**

1. **Act of nature**: In the case of an act of nature (flood, earthquake, fire, storm, et al.) that damages a student’s home or injures a family member, requiring the student’s presence for proper insurance claims, etc., should notify the SPI Director of the required absence from class in writing or by phone (Office: 502-852-0332, Cell: 572-4412). A letter of request will be made a part of the officer’s class file.
2. **Emergency situation**: When an emergency condition arises (during scheduled class hours or after class hours) and is brought to the attention of the officer concerned, an authorized absence will be given to the officer. However, the officer is expected to have the absence properly authenticated in writing by proper authority upon return.

All expected class absences must be requested in writing (email is acceptable) in advance and supported by proper documentation, which will be made a part of the student’s class file.

**Note:** In the event of critical illness or death of a member of the student officer’s immediate family, necessitating a return to assist those affected which otherwise would create a hardship on the officer’s family, the student should call or text the Director (Office: 502-852-0332, Cell: 502-572-4412).

#### Unauthorized Absences

All unauthorized class absences will be reported to the student officer’s chief of police or appropriate executive.

#### Conduct

To enhance the ability of the student and faculty to achieve the objectives of the Southern Police Institute, the following procedures have been adopted:

1. Classes will begin at the scheduled times and will be dismissed at the discretion of the faculty member instructing. Each student is expected to be in his/her seat before the class is scheduled to start unless an emergency exists.
2. Questions are encouraged but should be pertinent to the material being taught and have purpose.
3. Courtesy and respect will always be extended to faculty, fellow students, the staff, guests, instructors and campus/housing residents and persons in roles of authority.
4. Election of class officers should be held prior to the mid-term independent study period.
5. Students must purchase parking permits when parking on campus throughout the semester. Without these permits, students’ vehicles may be cited and towed off the campus. The permit does not give the student permission to park in a reserved area. Students will receive oral instructions about parking privileges on the university campus.

#### Student Notebooks

It is recommended that each student should keep a notebook for each course (or electronic equivalent). Each course notebook should consist of prepared handout materials distributed from time to time by the course professor and the additional personal notes taken by the student.

#### Qualifications for Graduation

1. **Certificate of Attendance**

A certificate of attendance will be given to those who fail to meet academic requirements and/or

**27**

standards of demeanor.

**28**

#### Certificate of Completion

A certificate in Police Executive Leadership Development (Undergraduate or Graduate level) will be given to students meeting all requirements of the Southern Police Institute.

#### Transcripts

All records of past academic achievement must be on file at the University of Louisville to qualify for a certificate.

#### Graduation Attendance

Failure to attend graduation ceremonies may result in no certificate being issued.

# 151st ADMINISTRATIVE OFFICERS COURSE

## Duties & Responsibilities of AOC Class Officers

### PRESIDENT

1. Accepts responsibility for internal administration of the class.
2. Presides over the ten-minute daily session from 8:50-9:00 a.m.
3. Acts as the first level for the resolution of class problems, whether personal or academic.
4. Serves as the liaison between class members and the Director or faculty.
5. Appoints committees as necessary.
6. Arranges for the class cohesiveness and continued communication both during the course and following completion of the course.
7. Delivers graduation address at the graduation ceremony.

### VICE PRESIDENT

1. Assists and supports the President in all duties.
2. Functions as President when he/she is unavailable.

**SECRETARY/TREASURER** (Positions may be elected separately)

1. Prepares and maintains adequate minutes of important class business.
2. Controls, collects, and disburses class funds as directed by class decisions.

### HISTORIAN

1. Prepares and arranges photographs and interesting items pertaining to class events and experiences while attending the Administrative Officers Course.
2. Incorporates these items into a class book or presentation to be left as a memento at the Southern Police Institute on the last day of the class.
3. Prepares class photographs or other memorabilia to be displayed or presented at the graduation luncheon.

### CHAPLAIN/PEER ADVOCATE

1. Non-clinical crisis support.
2. Counsels class members when requested.

**29**

1. Provides conduit for any needed support services of students in course.
2. Gives an invocation and benediction at banquet and graduation, and other times as appropriate.

### SERGEANT AT ARMS

1. Takes attendance twice daily (am & pm) and reports all absences to the class President and to appropriate faculty members.
2. Ensures class members appear promptly in the classroom for the start of each session and return from breaks in a timely manner.
3. Serves as liaison with the housing management at Cardinal Towne, the class President, and the SPI Director relating to housing policies, rules, or complaints regarding AOC students.

***The Staff and Faculty of the Southern Police Institute look forward to meeting and working with you.***

**30**

# 151st ADMINISTRATIVE OFFICERS COURSE

**31**

## Appendix A: Medical & Emergency Information

### In the case of emergencies involving SPI AOC students, the following assistance is available:

**CAMPUS HEALTH SERVICES**

Campus Health Services, located at Cardinal Station, 215 Central Avenue, Louisville, KY 40208 (reopened on July 6, 2020), or on the Health Science Campus at 401 East Chestnut Street, Suite 110, Louisville, KY 40202, provides basic primary care services, including medical problems, physical exams, immunizations, allergy shots, travel medicine, flu shots, sexual health and contraception and many other services to students. For contact information and appointments, go to https://louisville.edu/campushealth

Campus Health Services does not offer emergency services. In the case of a medical emergency, call 911.

### DENTAL SERVICES/EMERGENCIES

Dental emergencies are to be directed to the University of Louisville Dental School, 501 South Preston Street. Phone: **502-852-5096**. The clinic is open 8:30 am - 5:00 pm Monday through Friday. If you are seeking emergency care, please call the above number for an appointment or go directly to an emergency room. If not an emergency, an appointment must be made. <http://louisville.edu/dentistry/patient-care/emergency>

### CAMPUS POLICE

The University of Louisville Police Department is located at 2126 South Floyd Street (Floyd Street Parking Garage, Suite 100) and should be called in cases of University traffic-related accidents, injuries, or other emergencies in which help is needed by any SPI students. Phone: **502-852-6111**. https://louisville.edu/police

**32**

### EMERGENCY MANAGEMENT

The University of Louisville Emergency Management Program is located within the UofL Police Department and Office of Public Safety. The Emergency Management Program leads the coordination of campus, local, state, federal and other community resources to provide comprehensive emergency management operations to the University of Louisville community. Emergency Management oversees the prevention, mitigation, preparedness, response, and recovery activities that protect life, property, and the environment from all man-made and natural threats and disasters that impact the campus community and its neighbors. In case of an emergency, call 911. In the case of a non-life-threatening emergency, call 502-852-6111. For more information or contacts, go to the UofL website at the following link: https://louisville.edu/police/emergency-management

# 151st ADMINISTRATIVE OFFICERS COURSE

**33**

Appendix B: COVID-19 Campus Safety Information

It is anticipated that the University of Louisville will be in “normal operations” for Spring semester 2024. However, due to the dynamic aspects of the pandemic, there may be restrictions or amendments to this anticipated state of operations. Please be prepared to adjust as necessary. SPI will communicate, with students, all updated information as it becomes available.

# 151st ADMINISTRATIVE OFFICERS COURSE

## Appendix C: Area Shopping Information

#### KROGER’S (Grocery Store – nearest to campus)

3165 S 2nd St Central Station Blvd Louisville, KY 40214

Phone: 502-368-6075

The shopping center is very close to campus and Churchill Downs. The center also contains several restaurants including Senor Iguanas (Mexican), Beef O’ Brady’s, and a Kroger gas station.

#### JEFFERSON MALL & TARGET (South Louisville) JEFFERSON MALL

4801 Outer Loop

Louisville, KY 40219

Phone: 502-968-4103

#### TARGET

7311 Jefferson Boulevard

Louisville, KY 40219

Phone: (502) 964-1053

The Jefferson Mall is a large shopping mall in southern Louisville with a Food Court, Starbucks, restaurants/eateries (BJ’s Restaurant and Brewhouse, Panera Bread, California Pizza Kitchen), and a variety of shopping (Dillard’s, Macy’s, Sears, and JCPenney department stores, Foot Locker, Game Stop, T Mobile, Men’s Wearhouse and Tux, Ross Dress for Less, GNC, Campus Wearhouse, etc.). The Mall and area around the Mall have many restaurants and stores (including Olive Garden, Cheddar’s, O’ Charley’s, Texas Roadhouse, etc.)

#### MALLS (East Louisville) MALL OF ST. MATTHEWS

5000 Shelbyville Road,

Louisville, KY 40207

Phone: (502) 893-0311

The Mall of St. Matthews is a large suburban mall with a Starbucks, GNC, restaurants (Cheese Cake Factory, Red Robin, Diego’s Mexican Grill, Maki of Japan, El Nopal Mexican Restaurant), cinemas (Cinemark 10), and a large variety of shopping (JC Penney’s, Dillard’s, Brookstone, Fast Fix Jewelry & Repair, Oakley etc.).

**34**

#### OXMOOR MALL

7900 Shelbyville Road

Louisville, KY 40222

Phone: (502) 426-3000

The Oxmoor Mall is another large suburban mall, located near the Mall St. Matthews, with a Food Court, Starbucks, GNC, restaurants/eateries (BJ’s Restaurant and Brewhouse, Panera Bread, California Pizza Kitchen), and a large variety of shopping (Macy’s, and Von Maur’s department stores, Dick’s Sporting Goods, Campus Wearhouse, GNC, Banana Republic, Gap, H & M, Johnston and Murphy, Apple, T-Mobile, Best Buy Mobile, Microsoft kiosk, etc.).

There are a number of restaurants in the area around both malls along the Shelbyville Road corridor, including PF Chang’s, Outback Steakhouse, J. Alexander’s Redlands Grill, Havana Rhumba Cuban Restaurant, Texas Roadhouse, Chuy’s (Tex-Mex), and Bravo Cuchina Italiana (Italian).

#### WAL-MART SUPER CENTER (AND TARGET)

Bashford Manor Mall

2020 Bashford Manor Lane Louisville, KY 40218

Phone: (502) 451-6766

#### COSTCO WAREHOUSE & GAS STATION (Louisville Locations)

Location #1 (East End)

5020 Norton Healthcare Blvd Louisville, KY 40241-2835

Phone: (502) 420-0160

Location #2 (closest to U of L) 3408 Bardstown Road

Louisville, KY 40218

502-912-9869

#### OUTLET SHOPPES OF THE BLUEGRASS (Simpsonville, KY)

1155 Simpsonville-Buck Creek Road Simpsonville, KY 40067

Phone: (502) 722-5558

The **Outlet Shoppes of the Bluegrass** is a 366,750 square feet outlet mall located near I-64 in Simpsonville, Kentucky with 130 stores and services. The mall opened on July 31, 2014. Anchor

**35**

**36**

stores include Saks Fifth Avenue Off 5th, Old Navy, Nike, Polo Ralph Lauren, Tommy Hilfiger, and American Eagle Outfitters. The mall is one of seven in the U.S. with a Gucci store.

#### INDIANA SHOPPING (CLARKSVILLE- VETERAN’S PARKWAY AREA)

**River Falls Mall**

951 East Lewis and Clark Parkway Clarksville, IN 47129

Phone: (812) 284-6255

#### Walmart Super Center

1351 Veterans Parkway

Clarksville, IN 47129

Phone: (812) 284-9926

#### Sam’s Club

1301 Veteran’s Parkway

Clarksville, IN 47129

Phone: (812) 218-0310

#### Green Tree Mall

757 East Lewis and Clark Parkway Clarksville, IN 47129

Phone: (812) 283-0741

Perhaps the largest cluster of stores close to SPI is across the river (about 5 miles north of downtown Louisville) in Clarksville, Indiana. In the area of both malls, there is a large area of restaurants, cinemas, and stores including a Wal-Mart Super Center, Target, Best Buy, Lowes, Old Navy and Dick’s Sporting Goods. **River Falls Mall** contains 22 stores including a collection of separate retail stores, comprising Dick’s Sporting Goods, Old Time Pottery, Jo-Ann Fabrics and Crafts, Burlington Coat Factory, and Bass Pro Shops. **Green Tree Mall**, recently renovated, has more than 80 inline stores and three anchor stores (Dillard’s, JCPenney, and H & M).