



Northern California Public Safety Training Authority
Administrative Offices
2409 Dean Street, Suite 119, McClellan, CA 95652
(916) 808-1532 Fax (916) 640-0018

STUDENT CONFIRMATION LETTER

FROM: _____, ICI Class Administrator -
SUBJECT: POST ICI SEXUAL ASSAULT COURSE, **November 15-19, 2021**
Reimbursement Plan: IV
Tuition: None to POST-Reimbursable Agencies

This letter confirms your enrollment for the **November 15 - 19, 2021** POST Institute of Criminal Investigation (ICI) Sexual Assault Course. **This class will be held Monday November 15 through Friday November 19, 2021, at the Northern California Regional Public Safety Training Authority, 2409 Dean Street, classroom 124, McClellan, CA 95652.**

Overnight Lodging at the California State Rate has been arranged for students at the Hilton Garden Hotel in Roseville, located at 1951 Taylor Road, Roseville, about 14 miles from the Training Center. If you are traveling from out of town and need to make guestroom reservations, please call the hotel directly at **(916) 773-7171**. **Inform the representative know you are attending the Northern California Public Safety Training Authority ICI Sexual Assault Course. They should offer you the negotiated rate of _____ + tax for a single room. Please make your reservations immediately to ensure that there will be a room available for you. After that time, the block of rooms we have reserved for this course will be released and the hotel will not guarantee this rate.**

ICI Sexual Assault Investigations is a 40-hour course based on current P.O.S.T. guidelines for sexual assault investigation training. This course is designed to cover the legal aspects, types of adult and child sexual abuse, investigative procedures, evidence collection and case preparation. This is an interactive course, requiring participation by the students, in problem solving and group discussions. This course meets the PC 13516 requirements.

A course schedule is enclosed. Check your calendar to make sure you have the correct dates blocked out for this course. **Note that the first session (Day #1) starts November 15, 2021 at 8:00 A.M.** Please arrive on time. **Dress for the course is business casual – please, no shorts, tank tops, sandals, flip-flops, etc.** **The course will end on Friday, November 19, 2021 at 3:00 P.M.**

PLEASE NOTE: Class on Wednesday, November 17th will run from 8:00 a.m. to 7:00 p.m. This enables the Friday class session to end at 3:00 p.m. Please make your travel plans accordingly.

To minimize distractions, we will ask that cell phones, pagers, etc., be turned to vibrate or off during class, **and please avoid texting.** We are no longer providing a paper student PowerPoint binder for this course. You will receive a flash drive with the module PowerPoints and additional reading material. **Please bring a laptop computer as students are provided with a flash drive of handouts, course outlines, PowerPoints, etc., for use during the class.** To facilitate your learning during this course, we highly recommend that you notify your supervisor and others you report to about the level of commitment expected of you during this course. You may want to give them a copy of this letter and the course schedule. **If you cannot attend for any reason, please contact me immediately so that another student may fill your slot.**

I will be facilitating/coordinating the entire course. I look forward to working with you throughout the week. Feel free to call me if you have questions about the program or your participation in it. My cell phone number is: _____.

Sean Smith

ICI Course Administrator