



INDIANA DEPARTMENT OF CORRECTION
STAFF DEVELOPMENT EMERGENCY OPERATIONS
Request for Lodging for Staff Development Programs at the Correctional Training Institute

INSTRUCTIONS – 1. Complete the following information 2. Forward via e-mail to SDEORESERVATION@idoc.in.gov

Name: First		Last	
Dates Needed:		Arrival Time:	Gender:
Program Attending:			
Home Facility/County/Parole Location or Division:			

Medical Needs: <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please list:

If you require lodging for Staff Development Programs, all information must be completed and forwarded via e-mail to SDEORESERVATION@idoc.in.gov

CTI's business hours are from 8:00a.m. – 4:30p.m. If you arrive outside of these hours you must make arrangements ahead of time with the CTI Duty Officer.

If you wish to house at CTI you will need to provide your own towels, washcloths, personal hygiene items (soap-toothpaste-tooth brush- deodorant and etc.)

For all Emergency Operations Lodging Request: All participants that are enrolled to attend Emergency Operations training will automatically be assigned a room if they are enrolled in PeopleSoft.

STAFF DEVELOPMENT EMERGENCY OPERATIONS
CORRECTIONAL TRAINING INSTITUTE
2050 NORTH COUNTY ROAD 50 EAST
NEW CASTLE, IN 47362