



**AIS/PRISim
Committee**

Chief Ray Robertson
East Hazel Crest

Chief Tom Fleming
Park Forest

Sgt. Bernie Hogancamp
Homewood

Officer Roger Novak
East Hazel Crest

Officer Craig Sline
Homewood

Officer John Schade
Flossmoor

AIS/PRISim Instructor:

Your department is scheduled to use the AIS/PRISim system from Friday (date) to Friday (date). You will be billed \$200.00 per week for use of the system by South Suburban Mayors and Managers. User fees collected will be used to replenish and maintain the system.

The delivery time will be arranged with one of our Committee Members. We are currently working with Mr. Bult's Inc. for towing services. Charges for transportation will be \$175.00; MBI will invoice your department.

Please read the following administrative procedures to be prepared for delivery and pick-up of the AIS/PRISim system.

- You must have a current user agreement on file with South Suburban Mayors and Managers.
- You must have a current Certificate of Insurance on file with South Suburban Mayors and Managers.
- Your trained AIS/PRISim instructor must be available to sign the inventory form for the equipment.
- Your trained AIS/PRISim instructor must be available for approximately 2 hours to work with a representative setting up and checking the system operational procedures. ***In most cases, the representative is doing this on his own time; please make sure the instructor is available and committed to the AIS/PRISim operation for that time.***
- In the event there are any problems with the operation during the week, contact the representative who delivered the system. They will also provide you a list of additional contacts. If they are unavailable, contact Ray Robertson at East Hazel Crest Police Department 708-798-2186.
- Remember only Certified Instructors may use and operate the AIS/PRISim system.
- On the date of pick-up, you must have the trailer closed up ready for pick-up at the designated time. The committee representative will make a quick inventory of the trailer before it is moved.

The site requirements for the system are; it must be on a fairly level, preferably paved surface, and must have 2 separate 110 volt, 20 amp circuits within 75 feet of the trailer. The length of the trailer is about 40'; it is 12'6" in height and is 14'6" wide with the sides open.

If you have any questions concerning any of the above, please contact Chief Robertson at East Hazel Crest Police Department (708-798-2186).

Thank you,

AIS/PRISim Committee