



**POST Records Clerk**  
*Presented by the Government Training Agency*

**March 28-April 1, 2022 – Santa Ana**



***Student Course Confirmation & Travel Letter***

*Please forward to attendee*

This five-day program is designed for clerks who are new in law enforcement records management and for those who want to update their skills and knowledge. Students will increase their understanding of legal restraints, areas of potential department liability, interpersonal communication, good law enforcement business practices, NCIC/CLETS and stress management techniques.

**Course Location & Lodging:**  
Doubletree by Hilton Santa Ana  
201 E MacArthur Blvd.  
Santa Ana, CA 92707

**Lodging Information:** Please click [here](#) to book your reservation in order to receive the state rate of \$120.00/night plus tax. Please adjust the check in for Sunday, March 27, 2022 and the check out for Friday, April 1, 2022, then click "Special Rates", and under Group Code enter "RC2". The cut off to book is March 7, 2022. Rate includes complimentary Wi-Fi and discounted overnight parking to \$12/night. Commuter parking is complimentary.

**POST CCN:** 9070-33120-21-005  
**Certified Hours:** 40  
**Course Hours:** 8:00-5:00pm

**POST Reimbursement Plan IV:** Tuition for POST reimbursable agencies is \$525.00. Travel reimbursement is available via Training Reimbursement Request (TRR).

**Non-Reimbursable Agencies:** Tuition is \$ . There is no reimbursement for tuition, travel and per diem.

**Please Note:** Advanced payment is required for seminars with a tuition fee. Credit Card or Check are suitable forms of payment.

**Method of Payment:** Advanced payment is encouraged by mailing a check to the following address: Government Training Agency (SDRTC), 6155 Cornerstone Court E. Suite 130, San Diego, CA 92121. You may also call GTA at (858) 550-0040 to pay with a credit card. There is a 3% credit card processing fee.

**POST ID:** You must provide your POST ID at the training to receive credit for attending this course. If you do not know your POST ID, please contact your training manager or look it up at <https://post.ca.gov/obtain-your-post-id> prior to the first day of the course.

**GTA/RTC Cancellation:** Cancellations received more than ten (10) business days prior to the start of the class will not be charged. If payment has already been made, it will be refunded. Cancellations received ten (10) or less business days before the start of the class will be charged at full price. This late cancellation charge compensates RTC for the non-refundable costs incurred prior to the start date of the course.

**No Shows:** A No Show on the day of the class will result in a full charge for the class.

**Information:** If you have questions, please call GTA/RTC at (858) 550-0040 or email Lauren Bunn at [lbunn@govtraining.com](mailto:lbunn@govtraining.com).

**COVID-19 Precautions:** Students attending the course need to abide by their agency policies and procedures, but GTA encourages students to bring and use an appropriate facial covering/mask and other appropriate PPE as recommended by the CDC and the State of California. Current guidelines by the State of California do require those that are not vaccinated to wear a mask indoors. Masks considered to be appropriate for the classroom include ones recommended by CDC. Masks that are not allowed are those with an exhalation valve or vent, neck gaiters, handkerchiefs or the use of a face shield as a substitute for a mask. Students are required to be aware, prior to course start, of any requirements or recommendations for PPE and social distancing that may be in effect in the County where the training is to be held.

Link to State of California COVID-19 Website (State orders in effect): <https://covid19.ca.gov/>

**Disclaimer:** *In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in a GTA meeting or other services provided by the GTA, please contact the GTA office at (858) 550-0040. Notification of at least 48-hours prior to the meeting or time when services are needed will assist the GTA staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.*