



POST Records Clerk

Presented by the Government Training Agency

June 19-23, 2023 – Roseville, CA



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:

Roseville Sports Center/Martha Riley Library Complex
1545 Pleasant Grove Blvd
Roseville, CA 95747

Location Information:

Please utilize the back or side parking spots in the main parking lot in order to save the front spots for the library visitors.

Course Lodging:

Hyatt Place Sacramento/Roseville
220 Conference Center Drive
Roseville, CA 95678

Lodging Details: Lodging is available online by clicking [here](#), for check in on Sunday, June 18, and check out on Friday, June 23, 2023. The group code that will guarantee the discounted group rate of \$102/night plus tax will auto fill in when you select the link, so please just select your check in and out dates. You can also call the hotel at 916-781-6400 and refer to the “**Records Clerk**” room block code. All reservations must be made by **May 18, 2023** in order to obtain the discounted rate. After this date, the room rate will be released and may not be available. The room rate includes Wi-Fi, complimentary breakfast, and complimentary self-parking.

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 \$525.00. There is no reimbursement for tuition, travel and per diem.

POST Course Control #: 9070-33120-22-006

Course Hours: 8:00am – 5:00pm

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.

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.*