

# Seattle Police Department Nightlife Security Training FAQ's

## **How do I register my employees?**

Complete a separate registration form for each class date you are sending employees and return it by email to bob.peth@seattle.gov. Each form allows up to 15 attendees to be registered at one time. Complete the process early to get the date you want and to avoid having a class canceled due to low enrollment.

## **What information do I need for the registration process?**

For each person who will be attending class you will need their most recent State ID or Driver License Number and the state from which it was issued.

## **Gathering ID numbers is kind of a pain, isn't there an easier way?**

Because the training facility is a secure location and because we need to maintain records pertaining to this training for many years we need an absolute identity for each attendee. By using an existing government ID number we can track those files with a minimum of administrative work AND we avoid sending more sensitive data such as date of birth through email.

## **Why do we have to complete a separate form for each training date?**

Since most clubs prefer to send most or all of their staff to the same class this actually saves a few steps and by not splitting registration forms it eliminates errors and reduces administrative work on our end.

## **What if the date I want to sign up for is not on my form?**

Contact Det. Bob Peth at bob.peth@seattle.gov or (206) 684-8661. Forms are updated periodically and you probably either have an old version of the form or there has been a change in the schedule.

## **I am having a hard time submitting my completed form. What should I do?**

When you click the submit button you should get step by step directions for how to proceed. If your email is a web-based email such as Hotmail or Gmail follow the instructions to save the completed form and start an email to bob.peth@seattle.gov then attach the saved file. If you are still having problems you can print the completed form and call Det. Bob Peth at (206) 684-8661. He will make arrangements to get the form faxed in or picked up.

## **Where is the class held, what do we need to bring, etc.?**

The class is normally held at the SPD Advanced Training Unit located off Airport Wy S in the SODO neighborhood. Confirmation of the class and location, maps, directions, and details will be emailed approximately one week before the class date.

## **How do I pay for the class?**

Class fees can be paid by cash or by check (payable to "City of Seattle"). Payment can be made the day of the class or in advance if you prefer. For advance payment instructions contact Det. Bob Peth at bob.peth@seattle.gov or (206) 684-8661.

**For all other questions or issues please contact Det. Bob Peth at bob.peth@seattle.gov or (206) 684-8661.**