



TERRORISM TECHNIQUES & TACTICS SEMINAR

We invite your department to attend a HLS grant funded seminar on June 5th, 2014 on Terrorism and Tactics from 0900 - 1700. The 7 hr. seminar will feature Superintendent Bernard O'Rourke, the Chief of Field Services for the Boston Police Department. Chief O'Rourke will be speaking to us about the Boston Marathon Bombing and lessons learned. Other topics will include Seattle Shield, IED response, and terrorism tactics and patrol. The workshop will take place at the Washington State Criminal Justice Training Commission in Burien, in the auditorium.

While reimbursement will be available, the limited grant dollars may not cover all attendees. A proportionate share of the Grant award will be allocated toward overtime/backfill expenses of UASI agencies, incurred while participating in the Terrorism and Tactics Seminar as available. Due to limited amount of grant dollars the attending agencies accept they may not receive total reimbursement for all hours and/or every attendee, and reimbursement will not exceed 8 hours. As a participant departments may request reimbursement for overtime **or** backfill for the officers that participate. The officer's must sign in and out of the workshop. The officers will only be paid for time on site, not for transit to and from the exercise site. Information needed for reimbursement are:

1. Submit an invoice stating the reason for the request for reimbursement (i.e. overtime for the June 5th Terrorism and Tactics Workshop).
2. A copy of a payroll system overtime report to prove the employees have been paid. It must show:
 - i. The employee's name
 - ii. The number of hours worked
 - iii. The Rate of pay
 - iv. The total amount
3. The overtime report must match the amount of hours on the workshop sign in sheet.
4. The invoice must be submitted by **July 7th, 2014**.

Questions can be directed to Rebecca Clark 206 684-0376, Rebecca.clark@seattle.gov. Thank you for supporting our HLS efforts within the UASI Region.

Sincerely,

Chief Paul McDonagh