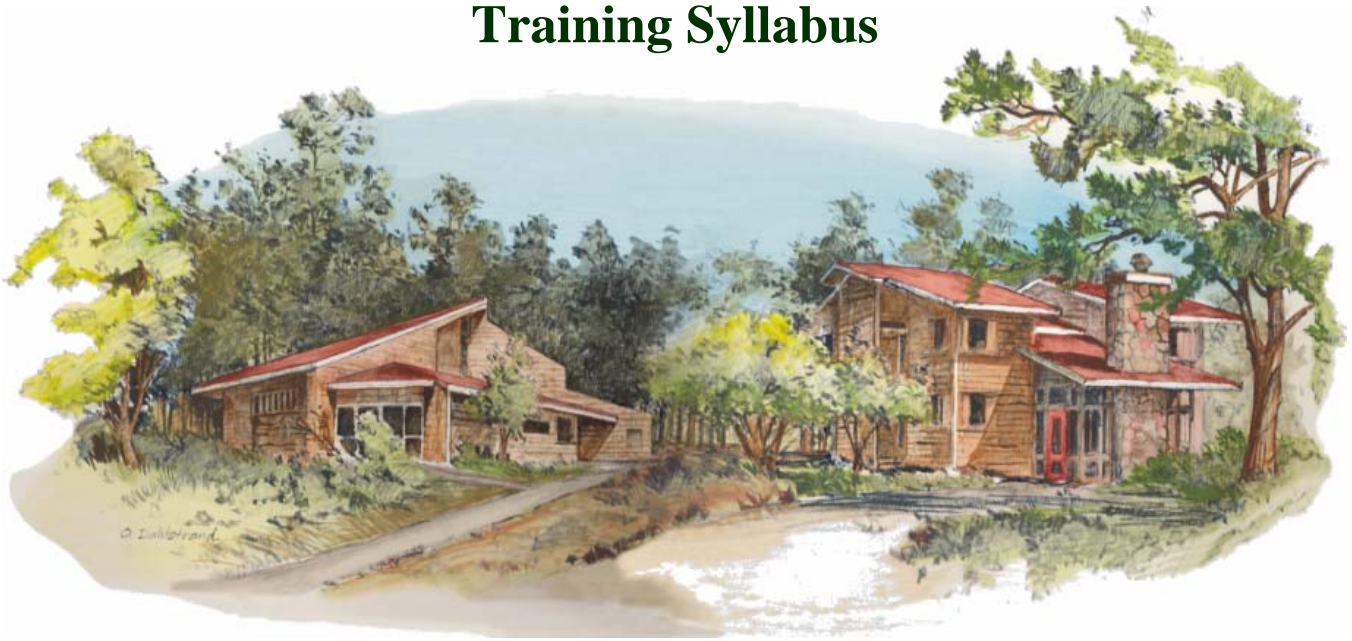


State of California . The Resources Agency . Department of Parks and Recreation

Defensive Tactics Instructor

October 15-27, 2006

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: September 25, 2006

To: Supervisor

From: Department of Parks and Recreation
William Penn Mott Jr. Training Center

Subject: Employee Attendance at Formal Training
Defensive Tactics Instructor Group 17 – October 15-27, 2006

An employee from your office will soon be attending the formal training program described in the attached. Please insure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work.

You can assist with capturing the full value of the training by taking the following steps:

Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

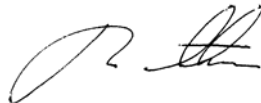
Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

Prior to Three Months Following Training

1. Employee after discussion with the supervisor login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and login to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.



Broc E. Stenman
Department Training Officer

Attachment

cc: Participant

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***Mission Statement
Training Office***

The mission of the Training Office is to improve organizational and individual performance through consulting, collaboration, training and development.

TRAINING CENTER STAFF

Broc Stenman Department Training Officer
Michael Green Assistant Department Training Officer
Joanne Danielson Training Specialist
Chuck Combs Training Specialist
Dave Galanti Training Specialist
Michelle Gardner Cadet Training Officer
Connie Breakfield Cadet Training Officer
Pat Bost Assistant Program Coordinator
Pamela Yaeger Assistant Program Coordinator
Summer Kincaid Assistant Program Coordinator
Bill Spencer..... Assistant Program Coordinator
Brian Petersen Program Assistant

THE MISSION

of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.



FORMAL TRAINING GUIDELINES

Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its Training Center. The Department strives to enhance your learning and job performance with formal training of the highest quality. This fact demonstrates the commitment your Department has made to you in your service to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** Your copy of this syllabus is an important part of your training experience and should be brought with you to the training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments (other than reading) which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Program Attendance Requirements" section.)
3. **TRAVEL:** Arrange your travel to and from the training through your District or Office. (No reimbursement for travel expense - including per diem costs - will be approved for travel not specifically authorized in advance by the District Superintendent.) Individuals are entitled to claim the Incidental Allowance as outlined in DAM 0410.5.

4. **HOUSING: Accommodations for this program will be at the Best Western Seacliff Inn, 7500 Old Dominion Court, Aptos, California 95003-3807, 831-688-7300** (see map on inside of back cover of this syllabus). Please see the Special Attendance Requirements on page 3 of this syllabus for directions and information regarding the training location. Housing will be assigned to you on a shared-room basis. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval.
5. **MEALS:** Participants will pay for all meals for the entire training session. You will need to file a **Travel Expense Claim (STD 262A)** for the meals only (starting with dinner on the first day and ending with lunch on the last day) and forward the form to the Training Center for coding and approval.
6. **COURSE LEADERS:** The formal training you will attend is developed and, for the most part, conducted by experienced state park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
7. **TRAINING CENTER STAFF:** A Training Center staff member has been assigned responsibility for your training group as well as for your training program. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Center staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Center staff will do all within their power to make your training experience pleasant and meaningful.
8. **TRAINING MATERIALS:** May be made available to you at both your unit and the training. Handout materials issued at your unit should be brought to the training for possible use. Bring your own pens and pencils.
9. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. An absence of more than 10% of the course hours constitutes grounds for dropping a participant from the course. The Department Training Officer may modify this requirement based upon participant knowledge level and/or the portion of the course missed. (There is a separate attendance policy for Basic Visitor Services training contained in the Participant Handbook).
10. **COLLEGE CREDIT:** Most Training Center programs are accredited by Monterey Peninsula College for lower division credit or by California State University, Sacramento, for graduate-level credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
11. **POST-TRAINING ASSIGNMENTS:** In connection with formal training are to be completed under the direction of your supervisor. See "Program Attendance Requirements" in this syllabus.

SPECIAL ATTENDANCE REQUIREMENTS

Please Note: Defensive Tactics Instructor Training Group 17 will be held at the Pacific Institute of Defensive Tactics' Dojo, 4626 Soquel Drive, Soquel, California 95073 (see map on inside of back cover of this syllabus).

Housing accommodations will be available October 15-27, 2006 at:

Best Western Seacliff Inn
7500 Old Dominion Court
Aptos, California 95003-3807
831-688-7300

A block of rooms has already been reserved for participants. **DO NOT** call the hotel for reservations. Upon your arrival, the hotel will have participant names and room assignments. **Check in no later than 9:00 p.m. on Sunday, October 15.** Parking is limited to one parking space per room at this property. Carpooling to and from the hotel is strongly encouraged.

In order to minimize personal expenses during the training, participants should consider applying for a travel advance through their district for projected meal costs that will be incurred.

Please send your TEC to the Training Center for approval and coding.

PROGRAM ATTENDANCE REQUIREMENTS AND CHECKLIST

In addition to the required clothing and personal items specified elsewhere in this syllabus, participants are requested to comply with the following instructions:

1. **EXERCISES:** To prepare for defensive tactics, wrist limbering and strengthening exercises, leg strengthening exercises, and back limbering exercises are necessary. Suggestions for wrist exercises are pushups, squeezing a tennis or handball and using a lightweight dumbbell. Keeping in shape through physical training such as warm-up exercises, jogging, running, bicycling, etc., is highly recommended. Participants will be required to perform the physical requirements as specified on the program nomination sheet and have verification of such on file at the Training Center prior to the start of the Defensive Tactics Instructor Program.
2. **UNIFORMS:** Due to the nature of this program and the extensive physical training involved, uniforms will not be required. Most of the program will be conducted in a gym facility.
3. **GYM CLOTHING:** Clothing which allows freedom of movement such as sweat clothes or warm-up suits (no shorts) are necessary for this program. Similar "older" street type clothes are equally as practical. Tennis shoes or other rubber soled athletic shoes and athletic socks are required. (No black soled shoes are allowed due to their scuffing potential.)
4. **POPE LEATHER:** Bring your Peace Officer Safety Equipment including baton. Weapons shall be secured in your vehicle. Bring your handcuffs and handcuff key. It is advisable to bring a spare key if you have one.
5. **FORMAT:** Methods used to provide instruction will include lecture, demonstrations, practical exercises, group discussion and interchange, and participant instructional practice. This seminar will emphasize participant involvement and practice throughout the process.

Participants will be evaluated on a Pass/Fail basis.

6. **MISCELLANEOUS:**
 - A. Be sure you have read and understand the Defensive Tactics Instructor Training Program Syllabus prior to the first scheduled session.
 - B. Arrange your travel through your District Office.
 - C. As you observed on the application for Defensive Tactics Instructors, a physical test is required to qualify for the DTI Program. A qualification verification sheet is on page 6. If you have not already completed and returned a qualification verification sheet, please make arrangements with your supervisor to have him/her monitor your test, sign and return the form to the Training Center by **October 6, 2006.**

PROGRAM ATTENDANCE REQUIREMENTS AND CHECKLIST (continued)

D. Remember to bring the following with you to training:

- DTI Syllabus
- Peace Officer Safety Equipment. Please secure your firearm in your vehicle prior to class. No firearms, live ammunition or pepper spray will be allowed in the Dojo.
- Suitable gym clothes and appropriate shoes
- Pens, pencils
- DTI Instructor Manual and lesson plans
- Law Enforcement Reasonable Force Options, Sanford
- Coffee Cup

PRE-TRAINING ASSIGNMENT

The following pre-training assignment is required in preparation for the Defensive Tactics Instructor Group 17 Program and specifically for the test:

1. Study and review techniques in Law Enforcement Reasonable Force Options by Rod Sanford.

DEFENSIVE TACTICS INSTRUCTOR SUPPLEMENTAL APPLICATION

To be accepted in the Defensive Tactics Instructor Training Program, all interested employees:

- Must be permanent fulltime employees of DPR
- Must have a Basic POST certificate
- **Or must be approved by the Department Training Officer**
- Must run 2 miles in 17 minutes or less followed immediately by 20 pushups and 50 sit-ups.
- Must possess instructional skills or aptitude, and a willingness to serve as a DPR Defensive Tactics Instructor.

I meet the selection requirements outlined above, and have a high level of interest in defensive tactics training. My instructional experience and capabilities include:

Employee's Name (Print)

Employee's Signature

Classification

District

Date

I certify that THIS CANDIDATE has successfully completed the timed 2-mile run in _____ minutes.

Supervisor's Name (Print)

Classification

Supervisor's Signature

Date

Please return by mail or FAX to:

William Penn Mott Jr. Training Center
P.O. Box 699
Pacific Grove CA 93950
FAX (831) 649-2824

Date Due: October 6, 2006

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed). Once you login to the ETMS, you will need to fill out the evaluation form before you will be able to do anything else.

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

DEFENSIVE TACTICS INSTRUCTOR GROUP 17 – AGENDA
October 15-27, 2006

Sunday

October 15

1500- Check-in **no later than 2100 hours** at the Best Western Seacliff Inn, 7500 Old Dominion Court, Aptos, California 95003-3807, Telephone 831-688-7300

Monday

October 16

0800-0830	Course Registration, Introductions, Orientation	Danielson
0830-0900	Course Objectives, Safety Guidelines	Sanford
	<u>Lecture:</u>	
0900-1200	Use of Force	Sanford
1200-1300	<i>Lunch</i>	
	<u>Practical:</u>	
1300-1400	Stance, Footwork and Movement	Sanford
1400-1500	Roll, Recovery and Ground Defense	Sanford
1500-1600	Interview Position, Position of Advantage, Twist Lock, Directional Control	Sanford
	<u>Lecture/Discussion:</u>	
1600-1700	Perishable Skills and the Need for Ongoing Training	Sanford

Tuesday

October 17

	<u>Lecture:</u>	
0800-0930	Principles and Concepts	Sanford
0930-1000	Hazards in Approaching a Suspect, Positioning	Sanford
1000-1030	Contact and Cover	
	<u>Practical:</u>	
1030-1130	Continue with Twist Lock Applications, Rear Wrist Lock	Sanford
1130-1200	Cursory Search	Sanford
1200-1300	<i>Lunch</i>	
1300-1400	Continue with Cursory Search, Low Profile Handcuffing, Standing Lower Body Search	Sanford
1400-1600	Standing Search and Rear Wrist Lock Handcuffing, Controlling Handcuffed Prisoners, Removing Handcuffs	Sanford
	<u>Lecture:</u>	
1600-1700	Principles of Person Searches, Principles of Restraint Devices	Sanford

Wednesday

October 18

	<u>Lecture:</u>	
0800-0900	Prisoner Transportation, Principles of Stances, Footwork and Movement, Vulnerable Areas of the Body, Personal Weapons	Sanford

DEFENSIVE TACTICS INSTRUCTOR GROUP 17 – AGENDA
October 15-27, 2006

0900-1030	Physiological and Psychological Aspects of Stress	Sanford
	<u>Practical:</u>	
1030-1130	Continue: Standing Search and Handcuffing, Lower Body Search, Controlling Handcuffed Prisoners, Loading and Unloading Handcuffed Prisoners	Sanford
1130-1200	Kneeling Search	Sanford
1200-1300	<i>Lunch</i>	
1300-1400	Handcuffing from the Kneeling Search, Kneeling Lower Body Search	Sanford
1400-1600	Prone Handcuffing and Search	Sanford
	<u>Lecture:</u>	
1600-1700	Principles of Gun Retention, Principles of Weapon Takeaway	Sanford

Thursday
October 19

	<u>Lecture:</u>	
0800-1030	Nine Guiding Principles of Tactical Operations, Tactical Use of Dilemma, Tactical Decision Making, Awareness Model	Sanford
	<u>Practical:</u>	
1030-1100	Optional Cursory Search	Sanford
1100-1200	Dealing with Resistance During Position of Advantage	Sanford
1200-1300	<i>Lunch</i>	
1300-1500	Gun Retention: Holstered Handgun from the Front	Sanford
1500-1600	Gun Retention: Holstered handgun from the Rear	Sanford
	<u>Lecture:</u>	
1600-1700	Baton Tactics	Sanford

Friday
October 20

	<u>Lecture:</u>	
0800-0900	Carotid Control Hold	Sanford
	<u>Practical:</u>	
0900-1130	Carotid Control Hold	Sanford
1130-1200	Prone Handcuffing Options, Quick Pickup and Approach from the Rear	Sanford
1200-1300	<i>Lunch</i>	
1300-1500	Review: Cursory Search and Handcuffing	
	Review: Standing Search and Handcuffing	
	Review: Kneeling Search and Handcuffing	
	Review: Prone Handcuffing and Search, Controlling Handcuffed Prisoners	

DEFENSIVE TACTICS INSTRUCTOR GROUP 17 – AGENDA
October 15-27, 2006

1500-1600	Review: Twist Lock Applications, Twist Lock Take Downs <u>Lecture/Discussion:</u>	
1600-1700	Discussion of Teaching Block Assignments, Assignment of Teaching Blocks	Sanford

Saturday
October 21 *Off*

Sunday
October 22 *Off*

Monday
October 23

	<u>Lecture:</u>	
0800-1000	Instructional Process, Developing the Program, Instructor Responsibilities	Sanford
1000-1030	Tactical Communications, Tactical Awareness	Sanford
	<u>Practical:</u>	
1030-1130	Review: Carotid Control Hold	
1130-1200	Long Gun Retention	Sanford
1200-1300	<i>Lunch</i>	
1300-1430	Gun Retention: Handgun in Hand	Sanford
1430-1600	Handgun Take Away	Sanford
	<u>Lecture/Discussion:</u>	
1600-1700	Tactical Communications, Verbal Communication Skills	Sanford

Tuesday
October 24

	<u>Practical:</u>	
0800-0930	Long Gun Take Away	
0930-1200	Review Handgun Retention	
1200-1300	<i>Lunch</i>	
1300-1430	Review: Cursory Search and Handcuffing, Integrate Tactical Communications, Dealing with Resistance During the Search, Finding Weapons During the Search	Sanford
1430-1600	Review: Standing Search and Integrate Tactical Communications, Rear Wrist Lock Handcuffing, Dealing with Resistance During the Search, Finding Weapons During the Search	Sanford
	<u>Lecture/Discussion:</u>	
1600-1700	Written Test Review	

DEFENSIVE TACTICS INSTRUCTOR GROUP 17 – AGENDA
October 15-27, 2006

Wednesday
October 25

	<u>Lecture/Role Playing:</u>	
0800-0900	Scenario and Realistic Training	Sanford
	Planning and Conducting Scenario Training	
0900-1000	Tactical Communications: Role Playing	
	<u>Practical:</u>	
1000-1130	Review: Kneeling Search and Handcuffing, Dealing with Resistance During the Search, Finding Weapons During the Search, Dealing with Resistance During Handcuffing	Sanford
1130-1200	Defense Against Frontal Attacks	Sanford
1200-1300	<i>Lunch</i>	
1300-1400	Defense Against Frontal Attacks	Sanford
1400-1430	Dealing with Resistance During Position of Advantage	Sanford
1430-1600	Review: Prone Handcuffing and Search, Alternative Restraints	Sanford
1600-1700	Integration of Force Options	Sanford

Thursday
October 26

0800-0815	#1: Stance, Footwork and Movement	
0815-0830	#2: Twist Lock Applications	
0830-0845	#3: Dealing with Resistance from Position of Advantage	
0845-0900	#4: Cursory Search	
0910-0930	#5: Low Profile Twist Lock Handcuffing, Lower Body Search, Control Handcuffed Prisoner with Bent Wrist Lock, Remove Handcuffs	
0930-0945	#6: Standing Search and Rear Wrist Lock Handcuffing, Walk Handcuffed Prisoner with Rear Wrist Lock	
0945-1000	#7: Kneeling Search and Handcuffing, Lower Body Search	
1010-1030	#8: Prone Handcuffing and Search, Step-Over and Step Around	
1030-1050	#9: Quick Pick-up for Prone Handcuffing, Approach from	
1050-1110	#10: Carotid Control Hold, Chancery, Handcuffing After Suspect Surrenders	
1110-1130	#11: Hair Pull Take Down to Carotid Control and Chancery Suspect Surrenders: Rear Wrist Lock Handcuffing	
1130-1150	#12: Leg Sweep Take Down to Carotid Control Hold, Prone Handcuffing Following Carotid Control Hold	
1150-1250	<i>Lunch</i>	
1250-1310	#13: Handgun Retention: Right Hand Grasp from Front	
1310-1330	#14: Handgun Retention: Left Hand Grasp from Front	

DEFENSIVE TACTICS INSTRUCTOR GROUP 17 – AGENDA
October 15-27, 2006

1330-1345 #15: Handgun Retention from the Rear: Right Hand Grasp
1345-1400 #16: Handgun Retention from the Rear: Left Hand Grasp
1410-1430 #17: Handgun Retention: 2 Hand Grasp from Front and Rear
1430-1450 #18: Handgun Take Away: Right and Left from the Front
1450-1510 #19: Handgun Take Away: Right and Left from the Rear
1520-1540 #20: Long Gun Take Away: Right and Left from the Front
1540-1600 #21: Long Gun Take Away: Right from the Rear
1605-1620 #22: Long Gun Take Away: Left from the Rear
1620-1640 #23: Long Gun Retention
1640-1700 #24: Handgun Retention: Gun in Hand

Friday

October 27

0800-0830	Discussion and Critique of Teaching Presentations	Sanford
0830-1115	Written Test	
	Physical Performance Evaluation	
1115-1130	Correct and Review Written Test Results	Sanford
1130-1200	Course Evaluation by Students	
	Course Summary and Closing	Danielson

DEFENSIVE TACTICS INSTRUCTOR TRAINING PROGRAM

76 Hours

Program Outline

<u>Program Administration and Registration</u>	2
<u>Programmed Learning System for Defensive Tactics</u>	3
Introduction and Principles, Components, Instructor Preparation and Organization	
<u>Arrest Control Techniques</u>	57
Stance, Movement, Rolls and Recovers	
Searching and Handcuffing (cursory searches, twist lock applications, standing modified search, felony kneeling search, felony prone search, carotid restraint)	
Defensive Techniques (gun retention, weapon take-away, basic defense against a basic punch/kick)	
Side-handle Baton (grips, stance, position, draw, movements, striking zones, strikes, blocks, thrusts, fall and recovery, retention of PR 24, tactics for multiple suspects)	
<u>Instructor Practice and Testing</u>	14
Instructor Practice	
Testing	
Total Hours.....	<u>76</u>

DEFENSIVE TACTICS INSTRUCTOR PROGRAM

Performance Standards

Certification as a Defensive Tactics Instructor is determined by final evaluation of the participant in all areas of instruction outlined in the Defensive Tactics program syllabus. Specific performance objectives to be met are listed below. Instructor certification is achieved by obtaining a "meets or exceeds standard" evaluation in each performance objective tested.

Name: _____

Performance Standards: The participant will meet the following training objectives:

	Below Standard	Meets or Exceeds Standard
1. Successful completion of the physical qualification test for entry into the program. (Run 2 miles in 17 minutes or less, followed by 20 pushups and 50 sit-ups.) Supervisor's verification on file _____	_____	_____
2. Achieving a minimum score of 80% on the Arrest Control Techniques written exam. Score _____	_____	_____
3. Successful completion of the arrest control technique practical exam. Participant must successfully pass or remediate all technique blocks. Initial Score (Total # blocks passed) _____ Remediation Completed <u>yes/no</u>	_____	_____
4. Achieving a minimum score of 80% on the side handle baton written exam. Score _____	_____	_____

Performance Standards - continued

	Below Standard	Meets or Exceeds Standard
5. Successful completion of the side handle baton practical exam. Participant must successfully pass, or remediate, all technique blocks.	_____	_____
Initial Score (Total # blocks passed)	_____	
Remediation Completed <u>yes/no</u>		
6. Demonstrating satisfactory capability to instruct other State Park Peace Officers in the proper use of defensive tactics by developing and presenting an assigned block of instruction using the Defensive Tactics handbooks and instruction provided. Presentations will be scored on the pre-designed evaluation instrument.	_____	_____
Score (minimum 38 points) _____		
7. Demonstration of satisfactory capability to recognize and correct problems in problem/correction exercises. Diagnostic ability will be scored on a pre-designed evaluation instrument.	_____	_____
Score (minimum _____ points) _____		
8. Actively participating in classroom and range discussion activities to the satisfaction of the DPR Instructor Trainers and Program Coordinator.	_____	_____
The total number of "Meets or Exceeds Standard" evaluations required to pass is	_____	_____
	_____	/ 8
	Total	

DEFENSIVE TACTICS INSTRUCTOR PROGRAM - PARTICIPANT EVALUATION

NAME: _____ TOPIC: _____

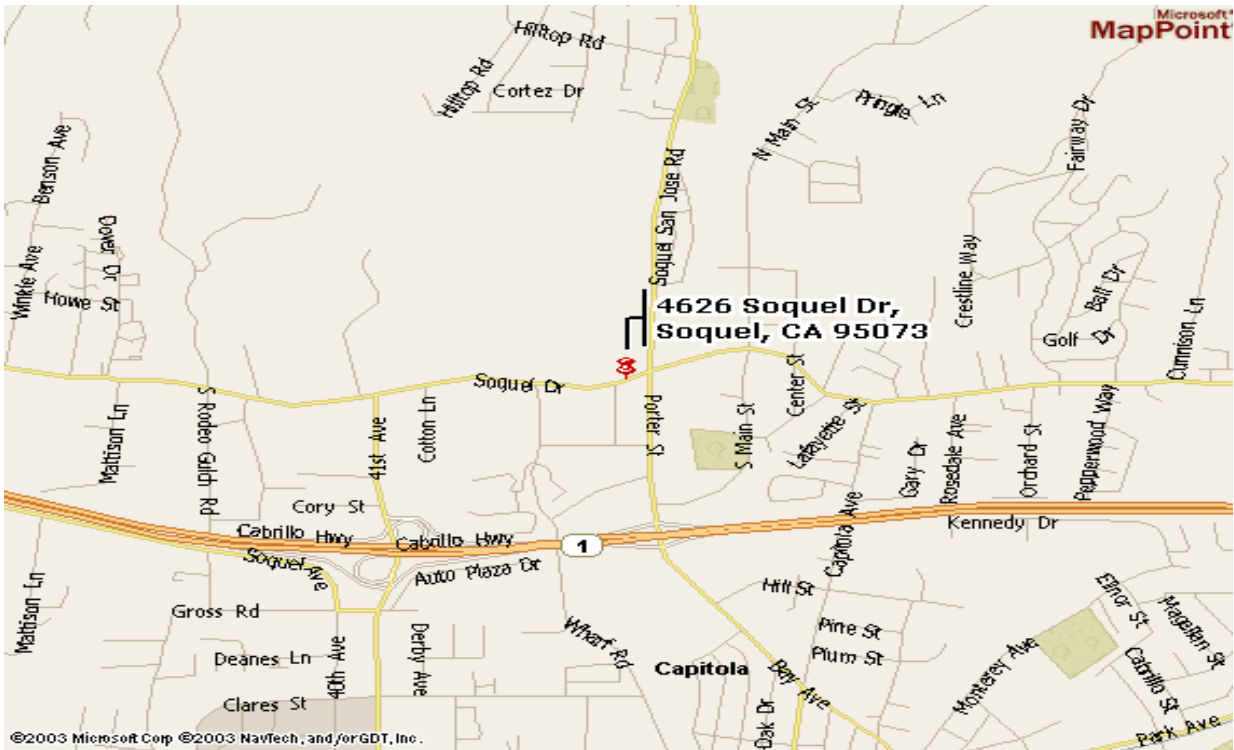
	Needs Improvement	Satisfactory	Outstanding
EVALUATION CRITERIA			
A. Presentation:	6	8	10
Introduction/Conclusion	_____		
Explanation (Clarity)	_____		
Class Control	_____		
Time Control	_____		
B. Knowledge of Subject:	6	8	10
Accuracy	_____		
Content	_____		
C. Teaching Aids:	6	8	10
Preparation	_____		
Demonstration/Modeling	_____		
Use of	_____		
D. Instructor Presence: (facial expressions, body control, gestures, enthusiasm . . .)	6	8	10
E. Speaking Ability (audible, pace, understandable . . .)	6	8	10
(Minimum passing score 38 points)	Total Score _____		

Comments: _____

Evaluator: _____

You must meet or exceed standards in all of the above Performance Standards to successfully pass this course.

**Pacific Institute of Defensive Tactics
4626 Soquel Drive, Soquel, California - 831-475-9676**



**Best Western Seacliff Inn
7500 Old Dominion Court - Aptos, California - 831-688-7300**

