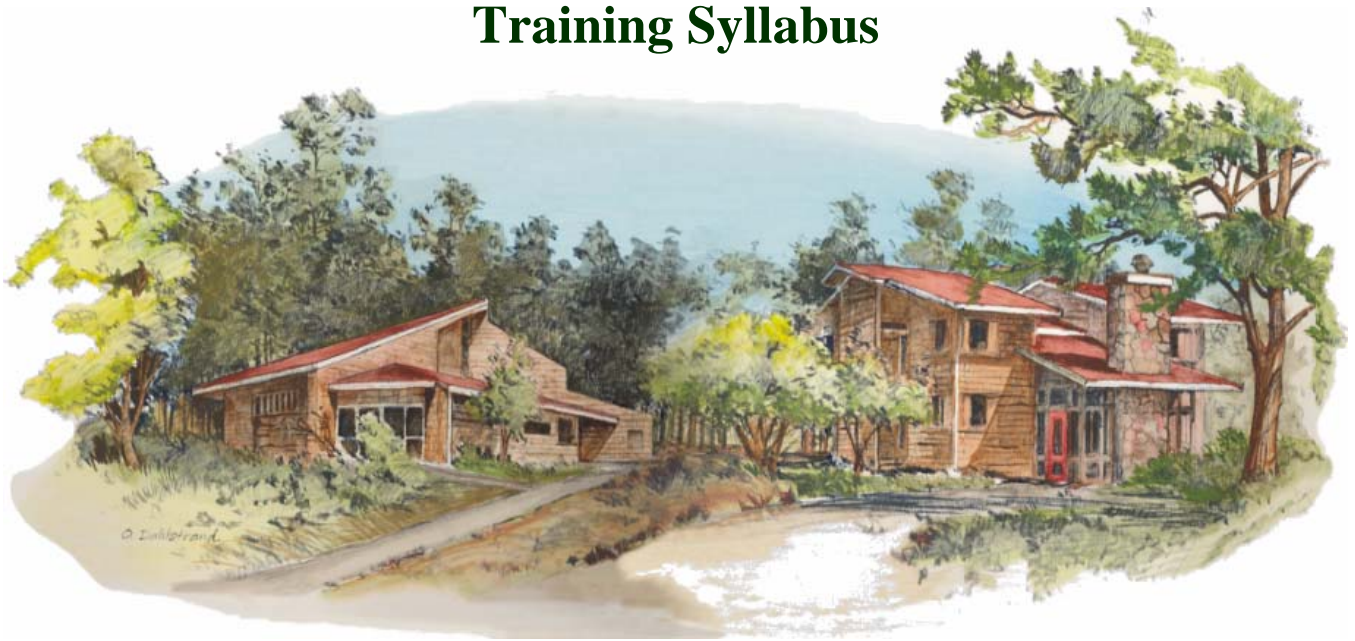


# VOLUNTEER MANAGEMENT

October 15-19, 2007

## Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** September 19, 2007

**To:** Supervisor

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

**Subject:** Employee Attendance at Formal Training

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.



Michael D. Green  
Acting Department Training Officer

Attachment

cc: Participant

**TABLE OF CONTENTS**

Formal Training Guidelines ..... 1

Program Attendance Checklist..... 5

Post-Training Assignment ..... 6

Agenda..... 7

Program Outline ..... 11

Learning Goals ..... 12

Two Rivers Training Facility Directions and Parking ..... 18

Directions to the Hawthorn Suites ..... 20

*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**

Michael Green..... Acting Department Training Officer

Joanne Danielson ..... Academy Coordinator

Chuck Combs..... Training Specialist

Dave Galanti ..... Training Specialist

Sara Skinner ..... Training Specialist

Summer Kincaid..... Training Specialist

Michelle Gardner..... Cadet Training Officer

Connie Breakfield..... Cadet Training Officer

Pat Bost ..... Office Manager

Pamela Yaeger ..... Assistant Program Coordinator

Edith Alhambra..... Assistant Program Coordinator

Bill Spencer ..... Assistant Program Coordinator

Eric Marks ..... Assistant Program Coordinator

## 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 main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center and, most recently, the Two Rivers Training Facility in Sacramento. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and 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 in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus. The syllabus outlines what you can expect from this training and what is expected of you. It also 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. **TRAINING LOCATION:** The training for this program will occur at the Two Rivers Training Facility located at One Capitol Mall, Suite 350, Sacramento, CA 95814. One Capitol Mall is located on Capitol Mall (a street in downtown Sacramento), immediately east of the historic Tower Bridge. The building is immediately to the south of the Old Sacramento tourist area. Directions to the training facility are provided on Page 18 of this syllabus.
2. **SYLLABUS:** The syllabus is accessible on the Employee Training Management System (ETMS) and the Mott Training Center Home Page. Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.

3. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading and other assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)
4. **TRAVEL:** Arrange your travel to and from Sacramento 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 may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.1. The Training Office does not have the capability to provide transportation to or from the Sacramento International Airport.
5. **HOUSING:** **The Training Office has reserved rooms at the Hawthorn Suites for individuals who reside outside of the Sacramento region only. You will need to call Hawthorn Suites at 1-800-767-1777 or (916) 441-1200 before October 5, 2007 to secure your lodging. Please state that you are with the Department of Parks and Recreation Volunteer Management Group 19 and confirm your lodging request.**

Your accommodations will be paid for by the Training Office. You may choose to stay in another facility; however, securing lodging at another location will be at the participant's own expense. Housing will be available from 3:00 p.m. on the date of arrival until 12:00 noon on the date of departure. If you need to cancel or change your reservation, you must contact the Hawthorn Suites directly. When you arrive at the Hawthorn Suites, go directly to the front desk for your room key.

The hotel is located at 321 Bercut Drive, Sacramento 95814. Directions to the hotel are included on Page 20 of this syllabus.

6. **MEALS:** Meals are arranged at the discretion of the participant. There are numerous restaurants within walking distance of the Two Rivers Training Facility and elsewhere in the downtown Sacramento area. The Training Office will reimburse the cost of your meals at the current per diem rate. Send a Travel Expense Claim (Std. 262a) to Mott Training Center for approval and processing. (The Training Center will reimburse meals starting with dinner on the first day and ending with lunch on the last day.)
7. **PARKING:** There is a public lot (the Tower Bridge lot, operated by the City of Sacramento) located directly west of the One Capitol Mall building where your training will occur. Please see Page 19 of this syllabus for locations and cost. You will be reimbursed for parking by the Training Center via a Travel Expense Claim (Std. 262a).

8. CLOTHING: **Field Uniforms are not required.** Professional business attire may be worn.

One Capitol Mall houses both Department offices and offices of numerous private sector organizations. As such, the image we project as State Park employees is important. The clothing you wear should be appropriate.

9. BREAK TIMES: Participants will be given break times throughout the training day to visit the first-floor coffee kiosk, make telephone calls, etc. Please be considerate of your fellow Department employees and other groups working in adjoining office spaces by not requesting from them special use of telephones, copiers, fax equipment, etc. In addition, please be considerate of your fellow employees' work schedules by limiting your visitation to other Department offices during breaks or before or after formal training. Loud conversations, laughter, etc. should not be conducted in the hallway areas at any time.
10. 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.
11. TRAINING OFFICE STAFF: Summer Kincaid (916-319-9657) is your contact while attending the course and has been assigned responsibility for your training group as well as for your training program. During the program, you may be asked to assist Training Office staff in the logistics of your training program; please work with Training Staff to help make your training experience pleasant and meaningful.
12. TRAINING MATERIALS: Training materials may be made available to you at both your unit and the Two Rivers Training Facility. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Bring your own pens and pencils.
13. ATTENDANCE: Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
14. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Please limit those calls to your breaks.
15. FAX: The Two Rivers Training Facility's FAX number is (916) 319-9656.

16. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call (916) 319-9657.
17. COLLEGE CREDIT: Most Training Office programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
18. **MPC STUDENT ID:** If you have filled out an MPC application before, you have already been issued a student ID number to use in lieu of your SSN on future applications. You can obtain your MPC ID number by going to their secure website and providing your SSN number (no name required) and birth date.

<https://autobahn.mpc.edu/scripts/autobahn.exe/Execute?Application=WebReq&Program=REPORT-SR-FIND-SSN>

**Newcomers to training will still need to provide their SSN on the first MPC application only, after which a student ID number will be assigned and available at the web address above within a few weeks of the program's conclusion. You can store your MPC ID numbers in your ETMS Profile for future reference.**

19. POST-TRAINING ASSIGNMENTS: In connection with formal training, post-training assignments are to be completed under the direction of your supervisor.

## **PROGRAM ATTENDANCE CHECKLIST**

To assist you in your preparation for formal training session at the Two Rivers Training Facility, the following checklist is provided.

- Call the Hawthorn Suites at 1-800-767-1777 or (916) 441-1200 before October 5, 2007 to secure your lodging. State that you are with the Department of Parks and Recreation Volunteer Management Group 19 and confirm your lodging. Securing lodging at another location will be at participant's own expense.**
- Be sure you have read and understand the Volunteer Management Group 19 Program Syllabus prior to the first scheduled session.
- Arrange your travel through your District/Section Office.
- Bring the following with you to training:
  - Volunteer Management Group 19 Program Syllabus
  - Professional Business Attire (uniforms are not required for this program)
  - Pens and pencils

**If you have questions or need assistance, contact Summer Kincaid, Training Specialist:**

**Phone:** 916-319-9657  
**Fax:** 916-319-9656  
**Email:** [skincaid@parks.ca.gov](mailto:skincaid@parks.ca.gov)



## **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.

**VOLUNTEER MANAGEMENT Group 19**  
**Two River Training Facility – One Capital Mall, Suite 350**  
**October 15-19, 2007**

**Monday**  
**October 15**

1500- **Registration:** *Check-in at Hawthorn Suites* All

**Tuesday**  
**October 16**

0800-0830 **Program Orientation** Kincaid  
MPC Registration

0830-0930 **Introductions, Objectives, Expectations, Questions** Cowan

0930-1000 **What's New at California State Parks?** T. Jackson  
Department Initiatives

1000-1030 **Introduction to Interpretation and Education Division** Pozzi  
State of Interpretation in California State Parks

1030-1200 **Introduction to VIP Program** Cowan  
Distribute VIP Program Guidelines; DN 2004-06  
Brief History of Volunteers in DPR; Legal Authority  
Value of Volunteers to DPR/2006 Annual Report  
VIPP Organizational Structure  
Role of District/Sector Volunteer Coordinators  
Types of Eligibility of Volunteers

1200-1300 **Lunch** – *on your own*

1300-1400 **California Volunteers** Olson  
California Volunteers; California Volunteer Matching  
Network

1400-1500 **Creating the Right Environment for Volunteer Management** Hook  
Who Benefits? Characteristics of the Ideal Volunteer

1500-1630 **How Does Your Volunteer Program Rate?** Cowan  
Evaluation and Needs Assessment  
Creating a Successful Volunteer Program  
Leadership Characteristics/Delegating Responsibility

1630-1700 **Wrap-up, Questions, Adjournment** Cowan

**VOLUNTEER MANAGEMENT Group 19**  
**Two River Training Facility – One Capital Mall, Suite 350**  
**October 15-19, 2007**

**Wednesday**  
**October 17**

0800-0830	<b>Review/Questions</b>	Cowan
0830-1000	<b>Registration of Volunteers</b> Registration Checklist; Procedures Volunteer Service Agreement Developing an Appropriate Duty Statement Insurance Requirements	Cowan
1000-1200	<b>Recordkeeping and Reporting</b>	Guest Presenter
1200-1300	<b>Lunch – on your own</b>	
1300-1400	<b>Working With Older Volunteers</b>	Guest Presenter
1400-1500	<b>Developing a Junior Docent Program</b> <b>Working With Youth Volunteers</b>	Guest Presenter
1500-1600	<b>Nurturing Your Ideal Volunteer</b> Orientation and Training/Motivation Evaluation/Separation Information Privacy Protection Training	Cowan
1600-1700	<b>Department Recognition Program</b> VIP Passes; Poppy Award and Volunteer Medallion Director’s Recognition Program	Cowan

**Thursday**  
**October 18**

0800-0830	<b>Review/Questions</b>	Cowan
0830-1030	<b>Legal Issues</b> Restrictions Against Volunteers “supplanting or replacing regular public employees” Workers’ Compensation and Tort Liability Intellectual Property Rights; Visual Media Consent Form	Purdy  Todd

**VOLUNTEER MANAGEMENT Group 19**  
**Two River Training Facility – One Capital Mall, Suite 350**  
**October 15-19, 2007**

1030-1200	<b>Public Safety and Risk Management</b> Criminal History Background Checks Processing Confidential Information Use of Equipment, Vehicles, Firearms Risk Management Strategies Procedures for Reporting Accidents	Sederquist
1200-1300	<b>Lunch – on your own</b>	
1300-1430	<b>Workers’ Comp Issues</b> Strategies for Minimizing Workers’ Comp Claims Essential Functions Health Questionnaire Medical Background Checks Employees/Volunteer’s Notice of Pre-designated Physician	Castillo/Ekeroth
1430-1530	<b>Managing Camp and Park Hosts</b> Application and Screening; Registration Processing Confidential Information Reimbursement of Expenses	Cowan
1530-1630	<b>Accessibility Policy and Guidelines</b>	Turse
1630-1700	<b>Wrap-up, Questions, Adjournment</b>	Cowan
<b>Friday</b>		
<b><u>October 19</u></b>		
0800-0830	<b>Review/Questions</b> <b>Logistics of Afternoon Field Trip</b>	Cowan
0830-1000	<b>Funding Sources for Volunteer Programs</b> Volunteer Enhancement Program Cooperating Associations California State Parks Foundation	Cowan Mott Keller
1000-1200	<b>Distinctions Between the Cooperating Associations Program and the VIP Program</b>	Mott/Cowan
1200-1300	<b>Lunch – on your own</b>	
1300-	<b>Reconvene at Railroad Museum</b>	

**VOLUNTEER MANAGEMENT Group 19**  
**Two River Training Facility – One Capital Mall, Suite 350**  
**October 15-19, 2007**

1300-1400	<b>Volunteer Management at Capital District Railroad Museum</b> Recruiting, Selecting, and Training Volunteers Recordkeeping and Reporting	Guest Presenter
1400-1530	<b>Interactive Tour of Railroad Museum</b> Discussion	Cowan
1530-1700	<b>Evaluation; Adjournment</b> <i>Travel Home Safely!</i>	Kincaid

**VOLUNTEER MANAGEMENT**

**32 Hours**

<b><u>Program Outline</u></b>	<b><u>Hours</u></b>
Training Orientation and Program Objectives .....	1.0
History, Legal Authority, VIPP Organization Structure .....	1.0
Volunteer Program Development.....	2.0
Volunteer Program Implementation.....	1.0
Types and Eligibility of Volunteers .....	1.0
Recruitment .....	2.0
Registration Policies and Procedures .....	2.0
Training and Motivating Volunteers .....	3.0
Managing Volunteers .....	4.0
Juveniles, Camp Hosts, Older Volunteers .....	3.0
Legal Issues: Confidentiality and Insurance Liability .....	2.0
Public Safety and Risk Management .....	3.5
Recognition and Awards .....	1.0
Cooperating Associations and the VIP Program.....	2.0
Funding Volunteer Programs .....	1.5
Discussion and Summary .....	<u>2.0</u>
<b>Total.....</b>	<b>32.0</b>

## **VOLUNTEER MANAGEMENT**

### **PROGRAM PURPOSE AND OBJECTIVES**

Purpose: To provide background and orientation on Department policies and procedures that influence and guide the Volunteers in Parks Program.

Program Objectives: By the close of the program the participant will

1. Review the background and value of the Volunteers in Parks Program to California State Parks.
2. Demonstrate understanding of the complexities of the VIP Program; as well as possess knowledge of the tools and resources available to the volunteer manager.

### **TRAINING ORIENTATION**

Purpose: To provide general orientation to ground rules, attendance procedures and introduction to the Volunteers in Parks Program, in order for participants to gain the full benefits of the training.

Program Objectives: By the close of the session the participant will

1. Be formally registered through Monterey Peninsula College.
2. Be presented with an overview of the Volunteer Management training objectives and expectations.
3. Discuss and review the Department's current initiatives and new funding sources.

### **INTRODUCTION TO VOLUNTEERS IN PARKS PROGRAM**

Purpose: To provide an overview of Volunteers in Parks Program (VIPPP), its history and value to the Department. Distribute copies of the Volunteers in Parks Program Guidelines. Define organizational structure of VIPPP.

Performance Objectives: By the close of the session the participant will

1. Demonstrate familiarity with the Volunteers in Parks Program Guidelines as the handbook of policies and procedures for managing the Department's Volunteer Programs.

2. Review the mission, history, legal authority, and qualitative and quantitative value of the Volunteers in Parks Program.
3. Discuss the organizational structure of the VIP Program, including the roles and responsibilities of volunteer coordinators at the headquarters, district, sector and unit levels.

## **TYPES, ELIGIBILITY AND REGISTRATION OF VOLUNTEERS**

Purpose: To identify the types and eligibility requirements of volunteers in the VIP Program, the specific forms used for registration, evaluation and separation of volunteers, and the policies and procedures for annual recordkeeping and reporting of volunteer activities.

Performance Objectives: By the close of the session the participant will

1. Define distinctions between the types and eligibility requirements of volunteers.
2. Demonstrate knowledge of appropriate registration forms, including the Volunteer Service Agreement and Duty Statement, and registration procedures for specific types of volunteers.
3. Review the insurance requirements for organized groups, and the distinction between organized and informal groups.
4. Recognize the policies and procedures regarding VIPP annual recordkeeping and reporting, formal evaluation of volunteers, and separation documentation.

## **MANAGING A VOLUNTEER PROGRAM**

Purpose: To introduce the administrative skills needed to manage a successful Volunteer Program.

Performance Objectives: By the close of the session the participant will

1. Evaluate and assess their existing Volunteer Program.
2. Assess administrative duties necessary for effective management of a Volunteer Program.
3. Implement necessary administrative duties in a Volunteer Program.
4. Discuss how to design an appropriate volunteer assignment.



5. Review effective techniques for evaluation of volunteers.

## **RECRUITMENT, SELECTION, AND DUTY STATEMENTS**

Purpose: Develop a successful recruitment/marketing campaign for Volunteer Programs and concentrate on individual needs for development of an appropriate duty statement.

Performance Objectives: By the close of the session the participant will

1. Discuss where and how to recruit volunteers.
2. Read and discuss sample recruitment brochures, flyers, and promotional materials.
3. Describe the process for development of a duty statement.
4. Develop a duty statement.

## **NURTURING THE IDEAL VOLUNTEER**

Purpose: To provide an overview of the psychological and social needs of individuals and what motivates them to volunteer.

Performance Objectives: By the close of the session the participant will

1. Discuss the types of people who volunteer and their needs.
2. Review how to provide effective orientation and training of volunteers.

## **LEGAL ISSUES**

Purpose: To provide an overview of significant legal issues guiding and influencing the VIP Program.

Performance Objectives: By the close of the session the participant will

1. Recognize the legal requirement in the California State Government Volunteers Act that ensures that volunteers are not intended “to supplant and replace regular public employees.”
2. Identify what confidential information is and how the Information Practices Act and Public Records Act affect volunteer registration.

3. Review tort liability and workers' compensation insurance coverage, and how they affect volunteers in the VIP Program.
4. Review the key principles for providing accessibility and reasonable accommodation in California State Parks.

### **RISK MANAGEMENT AND PUBLIC SAFETY**

Purpose: To present information on Department policies and procedures related to reducing risks and accidents associated with volunteer activities.

Performance Objectives: By the close of the session the participant will

1. Apply the Department's policies of risk management and strategies for reducing on-the-job accidents and injuries to volunteers, including procedures for reporting accidents.
2. Identify the volunteer activities that require criminal and medical background checks, and familiarity with procedures for conducting those checks.
3. Review the Department's policies on use of firearms, state and private vehicles and equipment, and procedures for volunteer reimbursement of travel-related expenses.

### **JUVENILE VOLUNTEERS/CAMP HOSTS/AND OTHER SPECIAL VOLUNTEER SITUATIONS**

Purpose: To provide the policy framework and forms and procedures for utilizing juveniles, individuals as camp hosts, and volunteers in other special situations.

Performance Objectives: By the close of the session the participant will

1. Discuss the history of the Camp Host Program, and policies and procedures for use of camp hosts, including registration, background checks, liability issues, time limits, and vehicle registration.
2. Read and discuss policies and procedures for use of juveniles as volunteers, including registration, parental/guardian permission and/or presence, and health and safety laws governing juveniles.
3. Review policies and procedures for use of volunteers in special events and other out of the ordinary activities, such as living history events or programs co-sponsored with the California State Parks Foundation or a cooperating association.

Demonstrate familiarity with group volunteer registration, insurance, liability issues, task sheets, and other considerations.

### **DIFFERENCES BETWEEN COOPERATING ASSOCIATIONS AND THE VOLUNTEERS IN PARKS PROGRAM**

Purpose: To present Department policies and rationale on the separation of the two related, but distinct programs.

Performance Objectives: By the close of the session the participant will

1. Explain the rationale for separate management of the two programs.
2. Describe the role of the Cooperating Association Liaison.
3. Determine if a task is a cooperating association task or a Department volunteer task.
4. Review how to register cooperating association members as Department volunteers.

### **FUNDING SOURCES**

Purpose: To present an overview of the sources and guidelines for funding Volunteer Programs.

Performance Objectives: By the close of the session the participant will

1. Discuss funding provided by cooperating associations to support the interpretive and educational programs of specific park units.
2. Demonstrate knowledge of the Volunteer Enhancement Program (VEP), including source, availability and use of funds, entering projects on the Park Infrastructure Database, and monitoring, tracking and reporting expenditures.
3. Use funding available through the California State Parks Foundation for collaborative special events, and for Volunteer Programs funded through the Ranger Lane Volunteer Fund.

## **DEPARTMENT RECOGNITION PROGRAMS**

Purpose: To provide information on recognition programs and techniques that enhances volunteer productivity and retention.

Performance Objectives: By the close of the session the participant will

1. Identify and develop meaningful formal and informal recognition programs for volunteers.
2. Coordinate an awards and recognition program.

## **PROGRAM IMPLEMENTATION**

Purpose: To provide the resources, support and assistance necessary to implement an effective Volunteer Program after the participant returns home.

Performance Objectives: By the close of the session the participant will

1. Identify the resources and support available to volunteer coordinators.
2. Utilize partnerships in building a successful Volunteer Program.
3. Review and evaluate a model training program for Volunteers in State Parks.

**TWO RIVERS TRAINING FACILITY**  
**One Capitol Mall, Suite 350**  
**Sacramento, CA 95814**

**Directions**

Downtown Sacramento streets are labeled numerically and alphabetically. The Two Rivers Training Facility is located at One Capitol Mall, Suite 350, which is a private sector office building located on Capitol Mall (a street name) immediately east of the Tower Bridge (notable for its gold paint color).

Capitol Mall (the street) extends west from the steps of the State Capitol to the Tower Bridge. Although access to the building is possible from either the west (across the bridge from West Sacramento) or east (from the Capitol and downtown Sacramento), access to the parking facility can only be gained going westbound (from downtown Sacramento and the Capitol).

Entrance to One Capitol Mall is on the south side of the building, across from the Embassy Suites hotel. Take the lobby elevators to the third floor and proceed all the way down the hallway (making a left turn as you go) to Suite 350.

One Capitol Mall is not directly served by Sacramento's light rail system.

**Driving Directions:**

From **Sacramento Airport:** Drive south on Interstate 5 (towards downtown Sacramento) about nine miles to the J Street exit. Keep to the far right as you exit the freeway. Turn right on 3<sup>rd</sup> Street (which is the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From points **north:** Use the Sacramento Airport directions from either southbound Interstate 5 or southbound Highway 99 (which runs into Interstate 5 north of downtown Sacramento).

From points **west:** Take Interstate 80 eastbound to Highway 50/Business Interstate 80. Continue east to Interstate 5, head north to the J Street exit. Turn right on 3<sup>rd</sup> Street (the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From points **east:** Take Interstate 80 or Highway 50 to Interstate 5 (downtown Sacramento). Head north on Interstate 5 to the J Street exit. Turn right on 3<sup>rd</sup> Street (the stoplight at

the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From points **south**:

From northbound Highway 99, proceed to downtown Sacramento. Go west on Highway 50 to northbound Interstate 5. Head north on Interstate 5 to the J Street exit. Turn right on 3<sup>rd</sup> Street (the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From northbound Interstate 5, head north to downtown Sacramento. Continue north to the J Street exit. Turn right on 3<sup>rd</sup> Street (the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

### **Parking**

Parking is at the Tower Bridge lot, operated by the City of Sacramento, located directly west of One Capitol Mall. Entrance to the parking lot is off of Front Street, which is the right turn between One Capitol Mall and the Tower Bridge. Access to Front Street can only be accomplished from westbound Capitol Mall (from downtown Sacramento). Participants traveling eastbound from West Sacramento need to make a “U” turn to come back westbound to enter Front Street.

Parking cost is \$15 per day, subject to change without notice. Parking fees will be reimbursed by the Training Office using a Travel Expense Claim (Std. 262a).

**DIRECTIONS TO THE HAWTHORN SUITES**  
**321 BERECUT DRIVE, SACRAMENTO, CA 95814**

**From the NORTH:**

Take I-5 South toward Sacramento/Yuba City  
Exit Richards Blvd.  
Turn LEFT onto Richards Blvd.  
Turn RIGHT onto Bercut Dr.  
End at 321 Bercut Drive, Sacramento, CA 95814

**From the SOUTH:**

Take I-5 North toward Redding  
Exit Richards Blvd.  
Turn RIGHT onto Richards Blvd.  
Turn LEFT onto Bercut Dr.  
End at 321 Bercut Drive, Sacramento, CA 95814