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**MEMORANDUM**

TO: Sgt. Ben Pena  
Supervisor / Support Services

FROM: D. F. Adams, Chief of Police  
Police Department

DATE: March 9<sup>th</sup>, 2009

SUBJECT: **LETTER OF APPRECIATION**

Attached is an emailed letter of appreciation from SPC faculty member Dr. Audrey Mosley. In her email Dr. Mosley recounts her recent attendance at an Active Shooter Training session held at SPC on March 5<sup>th</sup>, expresses her favorable impressions about the training in general and specifically commends the job you did describing you as “knowledgeable, articulate, and calm; an excellent candidate to conduct this much needed training.”

I too commend you for a job well done. As a result you have brought favorable recognition upon yourself and the Police Department.

Keep up the good work.

cc: Dr. Bruce Leslie, Chancellor – Alamo Community Colleges  
Mr. James N. McLaughlin, Vice Chancellor Finance & Administration – Alamo Community Colleges  
Dr. Adena Loston, President – St. Philips College  
Employee File

Active Shooter Training - Message (HTML)

Message Developer Adobe PDF

Reply Reply to All Forward Delete Move to Folder Create Rule Other Actions Block Sender Not Junk Junk E-mail Categorize Follow Up Mark as Unread Options Find Related Select Find Send to OneNote OneNote

You replied on 3/8/2009 6:39 AM.

From: MOSLEY, AUDREY  
To: ADAMS, DON  
Cc:  
Subject: Active Shooter Training

Sent: Sat 3/7/2009 10:39 A

Hello,  
I attended the Active Shooter training on Thursday, March 5 and was extremely impressed with both the content and delivery. This just-in-time training armed faculty and staff with the knowledge needed to become informed and prepared employees. I also was happy to hear that efforts are underway to train students, as well. In my opinion, this is an excellent opportunity to encourage faculty and staff to wear their name badges for quick identification in the event of any type of emergency. Finally, Sergeant Ben Pena did an outstanding job facilitating the session! He is very knowledgeable, articulate, and calm, an excellent candidate to conduct this much needed training.

Thanks for your leadership to ensure a safe working environment.

Audrey Mosley, Ph.D.  
English and Speech  
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