

# Memorandum

**Date:** October 16, 2007

**To:** District Superintendents  
and Defensive Tactics Instructors

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

**Subject:** Defensive Tactics Instructor Two-Day Update Class

REMINDER! A two-day Defensive Tactics Instructor Update class has been scheduled at the Granite Bay Activity Center in the Gold Fields District on November 15 and 16, 2007. As scheduling permits, all Defensive Tactics Instructors should attend one update per calendar year. If you are not able to attend please check ETMS for the dates and locations of other updates scheduled this year.

The training will be held from 0800 to 1700 each day. If your reporting location is 50 miles or more from the location of the training, you are eligible to have overnight accommodations provided. You are responsible to make your own hotel reservations at the government rate. The Training Center will reimburse your lodging and meals starting with dinner on the first day to lunch on the last day. Upon completion of your training, submit a travel expense claim with the supporting paperwork (receipts) to the Training Center.

In the past we have used the hotel listed below. You are not required to use the hotel listed, just make sure the hotel you choose offers and provides the room at the government rate.

Lake Natoma Inn - 800-808-LAKE

*Original signed by*

Connie Breakfield  
Cadet Training Officer

cc: Rod Sanford