

Memorandum

Date : July 31, 2007

To : District Superintendents
And Defensive Tactics Instructors

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

Subject : Defensive Tactics Instructor Update

REMINDER! A two-day Defensive Tactics Instructor Update class has been scheduled for October 25-26, 2007 at the Pacific Institute of Defensive Tactics, 4626 Soquel Drive, Soquel, CA 95060. 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 (STD 262 A) 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 provides the room at the government rate.

Best Western Seacliff Inn, 7500 Old Dominion Court, Aptos, CA 95003
831-688-7300 or 800-367-2003

original signed by

Connie Breakfield
Cadet Training Officer

cc: Rod Sanford