

## Re: diary dates

|                 |  |                |                    |          |                        |
|-----------------|--|----------------|--------------------|----------|------------------------|
| RCMP GRC        |  | TRANSIT<br>SUD | ACHE<br>DE SERVICE | UN<br>RT | Classification<br>1245 |
| TO - 4          |  | FROM - 2F      |                    | DATE     |                        |
| WATON #3        |  | CPL. HARRIS    |                    | 7/1/20   |                        |
| CST. LEBARRON   |  |                |                    |          |                        |
| CST. MACEACHERN |  |                |                    |          |                        |
| CST. DHILLON    |  |                |                    |          |                        |
| CST. COLLISTER  |  |                |                    |          |                        |

  

|                                           |                                               |                                               |                                                   |
|-------------------------------------------|-----------------------------------------------|-----------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Comments         | <input type="checkbox"/> Action               | <input type="checkbox"/> Progress             | <input type="checkbox"/> Return with Current File |
| <input type="checkbox"/> Forward and P.A. | <input type="checkbox"/> Review note          | <input type="checkbox"/> Progress on material | <input type="checkbox"/> Return with Current File |
| <input type="checkbox"/> Live at closer   | <input type="checkbox"/> Progress on material | <input type="checkbox"/> Review note          | <input type="checkbox"/> Return with Current File |

SUBJECT - ALERT

**RE: DIARY DATES**

IT IS EACH MEMBERS RESPONSIBILITY TO QUERY HIS OWN DIARY DATES ON PMS. USE A START DATE OF 85001 TO INSURE ALL ARE FILLED UP. AS WE HAVE ONLY THE 3rd, 13th & 23rd OF EACH MONTH THERE SHOULD BE NO OVERLAP DIARY DATES. IF YOU ARE TO BE OFF ONLY ON ONE OF THESE DATES, INSURE YOUR DIARY DATES ARE UP TO DATE BY HAVING YOUR FILES TO AKE ON THE LAST WORKING DAY PRIOR TO THE DIARY DATE. NO EXCEPTIONS. I CANNOT ASSIST YOU IF I CAN'T SEE THE FILES ON A REGULAR BASIS.

FOR THOSE FILES CARED OTHER THAN A.I.I. YOU STILL HAVE A RESPONSABILITY TO CHECK ON THEM AND INSURE THEY ARE PROPERLY CATEGORISED AND/OR RE-DIARY DATED. THIS MAY REQUIRE YOU TO SPEAK TO COT. COX OR TO SGT. ALFORD TO CLARIFY THEM UP.

I WILL PERIODICALLY QUERY PMS FOR YOUR DIARY DATES TO INSURE WE ARE ADEQUATELY CURRENT. ANY PROBLEMS, SEE ME TO DISCUSS.

*[Signature]*

|               |          |                |          |        |
|---------------|----------|----------------|----------|--------|
| Very Good - 5 | Good - 4 | Acceptable - 3 | P.A. - 2 | AC - 1 |
|---------------|----------|----------------|----------|--------|

### IDENTIFIER

2020\_01\_002\_059

### ARTIST

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