



Community & Correctional Services  
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**MEMORANDUM**

**Correctional Services**  
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**To:** Kim Kempton  
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**From:** Donna Myers  
Provincial Manager  
Custody Programs

Karen Jackson  
President U.P.S.E.

**Date:** June 14, 2017

**Re:** **Police and Peace Officer  
Memorial Service, Ottawa  
September 22nd-25th, 2017**

**MESSAGE:**

This is the 20th year that UPSE and Community & Correctional Services Division will co-sponsor attendance at the Police and Peace Officers Memorial Service in Ottawa. This service provides an opportunity for professional development, networking, and honouring fallen colleagues.

Those interested in attending should complete an application form which is available at the respective work sites, the UPSE office, or on UPSE's website; and **return the completed application to the UPSE office no later than July 28, 2017.**

This year, a total of 4 representatives will be selected from the front line of Youth Workers, Correctional officers, Probation officers, and the Sheriff department. Representatives will be departing on September 22, 2017, and returning the evening of September 25, 2017.

**The representatives attending requiring uniforms are to contact Vicki MacMillan, Stores Supervisor at PCC to ensure they have a uniform to wear for the service.**

**As well, all staff travelling (driving or flying) must submit out-of-province travel claims a minimum of 20 days prior to departure to the respective Manager so it can be forwarded for approval at the deputies level.**

Accommodations are provided by UPSE, one van for transportation will be provided by Community & Correctional Services, and two (2) days paid leave (for scheduled shifts) will be provided by the employees respective work sites. **The balance of time taken by employees for scheduled shifts will be covered by PEI UPSE.**

During past years, feedback from participants has been very positive. Community & Correctional Services appreciates the co-sponsorship provided by UPSE, and hopes this will continue in future years.

Thank you,  
Donna Myers

cc: Erin Mitchell, Deputy Minister  
Karen MacDonald, Director  
Karen Jackson, President, UPSE  
Katie MacDonald, Communications Officer  
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