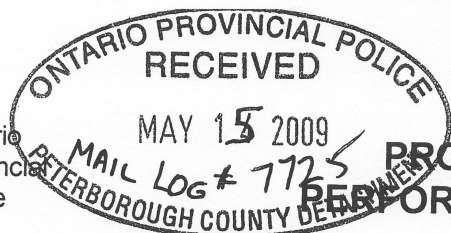




Ontario
Provincial
Police



**PROBATIONARY CONSTABLE
PERFORMANCE EVALUATION REPORT
(PCS-066P)**

Probationary Constable Category (select one):	<input checked="" type="checkbox"/> 4 th Class Constable, Probationary Status	Report Month: 4
	<input type="checkbox"/> Experienced Officer	Report Month: select month
	<input type="checkbox"/> Amalgamated Officer	Report Month: select month

Surname: Jack	Given Name: Micheal
Badge: 12690	WIN: 393080
Detachment/Section: Peterborough County	Region/Bureau: Central East
Evaluator: Filman	Badge: 11212
Evaluation Period: (DD/MM/YY) Start: 09 Apr 09 End: 09 May 09	
Probationary Period Start Date* (DD/MM/YY) 25 Aug 08	
**4 th Class Constables begin their probation period on the date of their graduation from the Provincial Police Academy	
** Experienced Officers and Amalgamated Officers begin their probationary period on their start date with the OPP	

Coach Officers and Accountable Supervisors have responsibilities associated with the day-to-day coaching, development and supervision of the Probationary Constable utilizing the Recruit Field Training Manual.

All completed PCS 066P documents are to be sent to the Career Development Bureau after Regional Command comments and signatures are obtained.

Ontario Public Service (OPS) policy requires every OPS employee to have an annual Performance Development Plan (PDP) and Learning and Development Plan. The Probationary Constable Evaluation form, in conjunction with the Constable position description constitutes the PDP for OPP Constables while on probation. This form specifies the criteria by which the performance of Probationary Constables is evaluated and establishes the basis for recommending (or not) a change from probationary to permanent status.

The Recruit Field Training Manual is the generic Performance Evaluation Plan for Probationary Constables. It is supplemented with an individualized Work Improvement Plan when necessary to help a Probationary Constable satisfactorily meet all expectations set out in this form. The Coach Officer and Supervisors roles are essential to the Probationary Constable's success in obtaining permanent status.

PERFORMANCE ASSESSMENT

The Performance Assessment Criteria have been developed to provide a standardized rating for levels of performance.

Probationary Constables must achieve "Meets Requirements" in all categories in order to be recommended for permanent status.

Meets Requirements	Performance consistently meets requirements.
Does Not Meet Requirements	Performance fails to meet requirements. (Mandatory that Work Improvement Plan be completed)
No Basis for Rating	Not demonstrated or observed. (Mandatory comment required)

JOB KNOWLEDGE & SKILLS

RATING

ATTITUDE TOWARDS LEARNING

Able to re-evaluate personal opinions, judgments and assumptions based on new information and experiences; able to learn from mistakes and accept disappointments as well as successes.

Specific example:

PC JACK has a positive attitude towards learning. He still asks appropriate questions as required but these are coming up less frequently

Meets Requirements

PROVINCIAL STATUTES

Able to identify, articulate and process applicable elements in Provincial Statutes.

Specific example:

PC JACK has issued several Provincial offences notices for a variety of different offences. PC JACK has demonstrated no issues in identifying and processing the offences.

Between April 9th and May 9th PC JACK issued the following Provincial Offence notices :

- 2 x Drive motor vehicle no currently validated permit
- 10 x Fail to properly wear seat belt
- 1 x Passenger fail to properly wear seatbelt
- 8 x Speeding
- 2 x Follow too closely

Meets Requirements

FEDERAL STATUTES

Able to identify, articulate and process applicable elements in Federal Statutes.

Specific example:

As the result of a traffic complaint about a possible impaired driver, PC JACK stopped a vehicle and was able to properly facilitate demands and made an appropriate arrest for over 80. PC JACK was able to identify the appropriate evidence and elements of the offence SP09071899

Meets Requirements

<p>POLICE ORDERS/PROCEDURES/TECHNICAL SKILLS</p> <p>Able to identify, locate, articulate and demonstrate applicable elements of Police Orders pertaining to policy, procedure, and guidelines. Able to utilize CPIC, E-mail, RMS Systems.</p> <p>Specific example: PC JACK has versed himself well in using the OPP systems and has even taken it upon himself to get the proper training manuals and review them in his own personal time.</p>	<p>Meets Requirements</p>
<p>POLICE VEHICLE OPERATION</p> <p>Drives a motor vehicle in compliance with traffic laws in a safe and proficient manner. Employs appropriate pursuit and emergency driving strategies in compliance with policy. Able to multitask effectively.</p> <p>Specific example: PC JACK has been patrolling day and night on his own and attending to emergency calls for service. There have been no issues during this time and he is arriving at his destinations in a safe and timely manner</p>	<p>Meets Requirements</p>
<p>TRAFFIC ENFORCEMENT</p> <p>Able to maintain a consistent level of proactive visible deterrence patrol in conjunction with enforcement and motorist contacts. Generates a level of productivity and enforcement quantity consistent with a conscientious effort balanced against the requirements of other duties. Takes ownership of Road Safety, participates in initiatives, ensures data integrity, seeks and identifies solutions to problems, and shares relevant information/ideas.</p> <p>Specific example: PC JACK has issued several Provincial offences notices for a variety of different offences. PC JACK has demonstrated no issues in identifying and processing the offences.</p> <p>Between April 9th and MAY 9th PC JACK issued the following Provincial Offence notices 2 x Drive motor vehicle no currently validated permit 10 x Fail to properly wear seat belt 1 x Passenger fail to properly wear seatbelt 8 x Speeding 2 x Follow too closely</p> <p>Of note, this occurred during a seatbelt campaign and PC JACK had very positive numbers for this campaign.</p>	<p>Meets Requirements</p>

COMMUNICATION SKILLS	RATING
<p>ORAL</p> <p>Questions and interviews others appropriately to gain information. Communicates ideas and concepts clearly, effectively and in a professional manner.</p> <p>Specific example: PC JACK has continued to receive detailed statements from witnesses, victims and accused</p>	<p>Meets Requirements</p>

<p>persons. The statements are positive and adequate for court purposes. I have found that PC JACK is cautious and detailed when conducting his interviews SP09087157</p>	
<p>WRITTEN</p> <p>Expresses self clearly and concisely in writing. Documents information accurately in a timely manner and includes all necessary information that is required for reports utilizing electronic forms such as RMS.</p> <p>Specific example: During this evaluation period, PC JACK has responded to 42 calls for service, 18 of which have been reportable. The reports have been done in a timely manner and are detailed and accurate SP09087157</p>	<p>Meets Requirements</p>
<p>LISTENING SKILLS</p> <p>Expresses active listening skills; accurately understands and attends to the facts and feelings of the sender. Able to clarify and re-frame the message with the sender in a professional manner.</p> <p>Specific example: PC JACK has demonstrated that he has effective listening skills. As indicated above, he has performed several video interviews gathering appropriate information and using that to complete accurate reports.</p>	<p>Meets Requirements</p>
<p>NON-VERBAL</p> <p>Uses appropriate body language, gestures, and demeanor; is aware of their effect on others.</p> <p>Specific example:</p>	<p>Meets Requirements</p>
<p>RADIO COMMUNICATIONS</p> <p>Uses appropriate and respectful language when utilizing the communications system, communicates effectively, uses 10 codes.</p> <p>Specific example: PC JACK is now patrolling on his own. His communication skills are improving greatly. PC JACK is aware that he has a thick accent and makes an effort to speak clearly and consisely.</p>	<p>Meets Requirements</p>

COMMUNITY FOCUS	RATING
<p>COMMUNITY FOCUS</p> <p>Demonstrates a desire to help and serve others; works to discover and meet community needs; demonstrates a customer service orientation towards the public; develops culturally appropriate contacts that can provide support to victims of crime.</p> <p>Specific example: PC JACK is always sure that he satisfies complainants requests and conducts a detailed investigation. In one instance a defense lawyer reported that his client who was in custody had items stolen from his residence by his former spouse. PC JACK conducted a very detailed investigation, much on his own time and found that there in fact was no offence and that the</p>	<p>Meets Requirements</p>

accused former spouse had every right to the property SP09085209	
<p>VALUING DIVERSITY</p> <p>Works effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances.</p> <p>Specific example: PC JACK has never displayed any bias during his time at Peterborough Detachment</p>	Meets Requirements

PROBLEM SOLVING SKILLS**RATING**

<p>DECISIVE INSIGHT</p> <p>Uses knowledge and training to effectively problem solve situations and make the best decision at the most appropriate time.</p> <p>Specific example: PC JACK conducted a very detailed investigation into a reported theft of property by an estranged spouse in a domestic situation. Much of this was done on his own time. PC JACK found that there in fact, was no offence and that the accused former spouse had every right to the property SP09085209</p>	Meets Requirements
<p>ANALYTICAL THINKING</p> <p>Demonstrates logical cause and effect thinking; systematically identifies basic patterns or connections between situations, persons or events; identifies key elements in complex situations.</p> <p>Specific example: PC JACK attended to a fraud complaint involving a fraudulent credit card. SP09087157. PC JACK completed a detailed investigation including a photo line up. This investigation will likely result in several charges over multiple jurisdictions. PC JACK has since turned the investigation over to the regional intelligence officer.</p>	Meets Requirements
<p>RESOLUTION</p> <p>Selects the most effective problem-solving strategy and (when appropriate) implements this strategy involving the community.</p> <p>Specific example: PC JACK responded to a neighbor dispute SP09087909. In this incident the neighbors had arguments over their driving behavior and use of the road. PC JACK completed a detailed investigation and then provided both sides with appropriate advice after coming to the conclusion that there were no grounds for charges.</p>	Meets Requirements
<p>FOLLOW-UP ORIENTATION</p> <p>Conducts appropriate follow-up as required to complete a thorough investigation.</p> <p>Specific example: PC JACK has had several calls that required follow-up if only to notify the complainants of what action has transpired. PC JACK is very thorough in all investigations. Even traffic act investigations, I have observed PC JACK to call insurance companies regularly when provided with expired slips by drivers. This is something some officers may not always do if the slip is fairly current but is positive.</p>	Meets Requirements

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LEADERSHIP ATTRIBUTES	RATING
<p>INITIATIVE</p> <p>Tries to make a positive difference, improve outcomes and effectively manage problems.</p> <p>Specific example: PC JACK has made efforts to participate in RIDE initiatives and target high complaint areas during patrol. He has also initiated RIDE checks, and seat belt checks and had positive numbers in a recent seatbelt campaign.</p>	Meets Requirements
<p>PERSONAL ACCOUNTABILITY</p> <p>Takes responsibility for one's own actions and consequences and willingly deals with any identified performance deficiencies.</p> <p>Specific example: When advised of a deficiency PC JACK is receptive and strives to remedy the issue</p>	Meets Requirements
<p>PLANNING & ORGANIZING</p> <p>Sets priorities, co-ordinates and schedules each task in a logical manner while exercising time management skills.</p> <p>Specific example: PC JACK is a very organized person. He usually comes to work with a pre-written task list.</p>	Meets Requirements
<p>FLEXIBILITY</p> <p>Adapts to a variety of changing situations, individuals and groups.</p> <p>Specific example: During this evaluation period PC JACK has demonstrated that he can be flexible in attending to more than one task at a given time and responding to a call even though he wasn't fully completed the previous task.</p>	Meets Requirements

INTERPERSONAL ATTRIBUTES	RATING
<p>INTEGRITY</p> <p>Demonstrates courage of convictions and ethical standards as set out in The Promise of the OPP. Protects the rights of all persons (inclusive of victims, accused persons and marginalized persons) consistent with the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code.</p> <p>Specific example:</p>	Meets Requirements

<p>RESPECTFUL RELATIONS</p> <p>Exercises the skill and willingness to react sensitively; to be empathic, compassionate and sincere. Recognizes the positive contributions of others; demonstrates trust in others by acknowledging their strengths, skills and expertise.</p> <p>Specific example: PC JACK has shown that he values the experience of other officers and recognizes when they are giving him positive assistance.</p>	<p>Meets Requirements</p>
<p>SELF-CONFIDENCE</p> <p>Believes in one's abilities, understands one's own strengths and limitations; able to receive constructive criticism while maintaining professionalism.</p> <p>Specific example:</p>	<p>Meets Requirements</p>
<p>TEAM WORK</p> <p>Works effectively with others towards a common purpose while putting the group's goals ahead of personal achievement.</p> <p>Specific example: PC JACK has been initiating RIDE checks and participating in group activities. PC JACK is always willing to help fellow officers who are involved in complicated investigations.</p>	<p>Meets Requirements</p>

PERSONAL IMPACT	RATING
<p>SELF-AWARENESS</p> <p>Recognizes and manages personal biases, assumptions and stereotypes that can influence actions, communication, relationships, judgments and decisions.</p> <p>Specific example: I have yet to observe a circumstance where PC JACK has shown a bias or jumped to a conclusion about anyone or anything. PC JACK will attack an issue head on, he is frank in his manners and doesn't appear to make judgement ahead of time.</p>	<p>Meets Requirements</p>
<p>DEPORTMENT</p> <p>Controls emotions, especially when provoked or when facing opposition or hostility. Takes constructive action, deals with situations while maintaining professionalism.</p> <p>Specific example: PC JACK remains professional. To date I am unaware of any instance that PC JACK has been faced with a confrontational person.</p>	<p>Meets Requirements</p>
<p>APPEARANCE</p>	

Projects a positive and professional image; maintains uniform and equipment.	Meets Requirements
Specific example: PC JACK is always early for his scheduled shift, PC JACK continues to attend work with his uniform neat and clean, all uniform is properly maintained	

COMMENTS AND SIGNATURES

Evaluation Meeting

- I have met and discussed my performance with my coach officer or my accountable supervisor.
- I have reviewed and discussed with my coach officer or my supervisor, my responsibilities under the policy on Safe Storage and Handling of Firearms.
- I have reviewed and discussed with my coach officer, or my supervisor, my performance in relation to my responsibilities under the Professionalism, and Workplace Discrimination and Harassment Prevention policies.

Employee's Comments: *NO COMMENTS*

Employee's Signature: *[Signature]*

Date: *14-MAY-09*

Coach Officer Comments:
PC JACK has made very positive progress during this evaluation period and is developing into a productive member. I would only like to see his traffic stats increase

Coach Officer's Signature (Performance has been observed that supports the rating assigned for each category): *[Signature]*

Date: *15 APR 09* ~~APR 09~~ *MAY 09*

Accountable Supervisor's Comments (Mandatory):
PC JACK is progressing well during his Probationary period. He is now patrolling on his own during the evening. He has shown to be capable of taking on that added responsibility while maintaining his proactive enforcement.

Accountable Supervisor: *R. FLINDALL*

Accountable Supervisor's Signature: *[Signature]*

Date: *13 MAY 09*

Detachment Commander

Comments (Mandatory):
I have seen Constable JACK on a regular basis since his arrival in Peterborough. The member is often seen well in advance and even at the conclusion of his shift making arrangements or preparations for his next shift. Constable JACK from all accounts in this evaluation continues to progress satisfactorily.

Detachment Commander: *Campbell MRJ*

Detachment Commander's Signature: *[Signature]*

Date: *11May 09*

Instructions:

At the conclusion of each evaluation period:

- Forward the completed and signed ORIGINAL document to Region/Bureau for signatures and tracking purposes.

Regional Commander (or designate)

Comments (Mandatory)

Regional Commander (or designate):

Regional Commander's (or designate)
Signature:

Date:

Instructions:

At the conclusion of the evaluation period:

- Return a signed COPY of completed document to the member.
- Forward the completed and signed ORIGINAL document to Career Development Bureau for tracking purposes.

Personal information on this form is collected under the authority of Sec. 17(2) of the Police Services Act, R.S.O. 1990, and will be used for the purpose of evaluating your job performance with the Ontario Provincial Police.