



Ontario  
Provincial  
Police

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

<b>Probationary Constable Category (select one):</b>	<input checked="" type="checkbox"/> 4 <sup>th</sup> Class Constable, Probationary Status	Report Month: 11
	<input type="checkbox"/> Experienced Officer	Report Month: select month
	<input type="checkbox"/> Amalgamated Officer	Report Month: select month

<b>Surname:</b> JACK	<b>Given Name:</b> Michael
<b>Badge:</b> 12690	<b>WIN:</b> 393080
<b>Detachment/Section:</b> Peterborough County	<b>Region/Bureau:</b> Central East
<b>Evaluator:</b> PC Richard Nie	<b>Badge:</b> 10517
<b>Evaluation Period:</b> (DD/MM/YY) <b>Start:</b> 09NOV09 <b>End:</b> 09DEC09	
<b>Probationary Period Start Date*</b> (DD/MM/YY) 09JAN09	
**4 <sup>th</sup> 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.**

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

JOB KNOWLEDGE & SKILLS	RATING
<p><b>ATTITUDE TOWARDS LEARNING</b></p> <p>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.</p> <p>Specific example:            PC Jack has always shown a desire to learn. He has yet to change from trying to put every situation into a mold or template that he can follow. Unfortunately, as a result of this he continues to get disappointed when things don't go exactly as planned.</p> <p>On 09NOV09 PC Jack was processing a male party that he had arrested for impaired driving. After the breath tests had been completed but prior to release, the accused asked if he could lie down in the cells. PC Jack was unable to make the decision himself and asked his coach officer for permission. PC Jack then allowed the accused to go into the cells and lie down without removing his jacket, belt, or shoes with laces. When this was pointed out to him, PC Jack said something about already searching the accused when he had arrested him. As is evident from this example, PC Jack continues to make mistakes on basic tasks and has not learned from these mistakes.</p>	<p>Does Not Meet Requirements</p>
<p><b>PROVINCIAL STATUTES</b></p> <p>Able to identify, articulate and process applicable elements in Provincial Statutes.</p> <p>Specific example:            PC Jack continues to have an adequate understanding of the Provincial Statutes that he has been observed dealing with this month. He has made traffic stops and laid the appropriate charge when required.</p>	<p>Meets Requirements</p>
<p><b>FEDERAL STATUTES</b></p> <p>Able to identify, articulate and process applicable elements in Federal Statutes.</p> <p>Specific example:            PC Jack continues to have a working knowledge of the offences that he encounters. He still has difficulty converting that book knowledge into practice on the road. He continues to be very hesitant with making a choice on how to proceed with a course of action.</p>	<p>Does Not Meet Requirements</p>

<p>On 10NOV09 PC Jack attended a family dispute call. A son of the complainant was on probation for domestic assault had gotten into a fight with his grandpa, then came to the family residence and was arguing with his father and brothers. PC Jack spoke with the involved parties – he removed the father from the kitchen (more like a suspect than a victim) and then spoke with him in living room. After he was done, PC Jack sat for a minute and then asked the father's permission to speak with his coach officer. The father appeared very confused as to why PC Jack would ask this. At no point did PC Jack ask about the status of the grandpa and whether or not he was injured. Upon going outside to discuss PC Jack advised he was going to arrest the male for breach of probation for not keeping the peace. This was concerning to his coach officer as PC Jack had just been reprimanded for doing the exact same thing on his previous shift. He had been given direction about not laying this type of charge as the courts would not proceed with them. PC Jack was asked how he could be doing this again with the same charge – he was asked if he hadn't learnt something from the previous call and said he needed to think for a moment. It was clear that PC Jack was uncertain what to do with the occurrence. His coach officer had to tell him his options and then have him decide. PC Jack also told the father that they could have a no alcohol condition placed on their son. His coach told PC Jack that he needed to correct this statement because he had told them incorrect information. PC Jack denied saying it this way but just prior to leaving the father asked how they could get the condition added that PC Jack had talked about – PC Jack's coach explained to the complainant that the information was incorrect and they apologized.</p>	
<p><b>POLICE ORDERS/PROCEDURES/TECHNICAL SKILLS</b></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 continues to develop his system where he categorizes every email he receives into folders and has memory sticks full of reports and procedural examples. He has no trouble utilizing the computer based programs that used on a day to day basis.</p>	Meets Requirements
<p><b>POLICE VEHICLE OPERATION</b></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 is a very nervous driver and lacks confidence with his decision making while driving. He drives safely but causes concern with some of his habits.</p> <p>On 24NOV09 PC Jack completed his remedial driving sessions with Sergeant Kent Taylor, the Driver Training Coordinator. As a result of these sessions, Sergeant Taylor stated he is satisfied that PC Jack is capable of driving OPP vehicles in a safe and professional manner.</p>	Meets Requirements
<p><b>TRAFFIC ENFORCEMENT</b></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 done a good job at showing improvement in this category in his attempts to</p>	Meets Requirements

increase his enforcement totals. He is willing to participate in RIDE and seatbelt checks, and takes note of the directed patrol boards for specific problem areas. During this period, PC Jack wrote 7 provincial offence notices.

COMMUNICATION SKILLS	RATING
<p><b>ORAL</b></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 not shown improvement in this area. He speaks professionally to others however still needs to work on sorting through the information he is given. He needs to focus on asking more detailed questions in order to get the answers he needs. His use of templates for questioning has caused him to miss relevant points specific to each individual case. When dealing with fellow officers, for some reason he will omit information given to him when he is asking for help or direction from another.</p> <p>On 28NOV09 PC Jack was stopped along the side of County Road 6 when an elderly male parked behind him and approached PC Jack on the drivers side. The male advised that he had seen PC Jack pull out of Little Chipmunk Drive and that he had friends who are in Florida and he looks after their house. He wanted to make sure the police weren't at their home for something that was wrong. PC Jack was trying to tell the male to move in front of the cruiser for his safety but the male did not understand and continued with his story. It was clear that everything was fine and the male started to walk back to his car when PC Jack told him to wait so he could talk him. His coach officer told PC Jack that everything was fine and PC Jack said he didn't have all the details about what was going on. His coach officer told PC Jack to just let the male leave but PC Jack proceeded to exit the cruiser – he came back shortly and said that he just wanted to move the male between or in front of the cars because it was safer as he had been taught. His coach agreed that this was correct however because he was unable to explain what he wanted in the first place to the man, the man had already given PC Jack all the information. PC Jack had made the situation worse – in 20 seconds his coach explained to PC Jack everything that the man said. PC Jack had not heard any of this because he was so focussed on trying to have the man move instead of ending the whole situation quickly.</p>	<p>Does Not Meet Requirements</p>
<p><b>WRITTEN</b></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: PC Jack still writes very detailed occurrence reports for the calls he attends. His note taking has been watched and has improved.</p> <p>On 08DEC09 PC Jack attended a domestic dispute call. As a result of the call a male party was arrested and held for a bail hearing. PC Jack did good job at writing the crown brief synopsis - SP09276374.</p>	<p>Meets Requirements</p>

<p><b>LISTENING SKILLS</b></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 pays very close attention to people when he is listening to their responses and instructions. His difficulties are still discussed under Oral where he still has trouble putting the information together into something useful and then repeating it to others.</p> <p>On 16NOV09 PC Jack attended an address in Apsley to assist at a domestic dispute call. He assisted the investigating officer by taking a detailed statement and ensured the victim was being looked after appropriately -SP09266064.</p>	Meets Requirements
<p><b>NON-VERBAL</b></p> <p>Uses appropriate body language, gestures, and demeanor; is aware of their effect on others.</p> <p>Specific example: On 02DEC09 PC Jack attended a motor vehicle collision and assisted with traffic control at the scene. He did a good job at remaining calm in a situation involving a school bus full of children. Though none were injured seriously, the children were all standing on the side of the highway. PC Jack was aware that maintaining a calm demeanour was important to keep the children calm - SP09278848.</p>	Meets Requirements
<p><b>RADIO COMMUNICATIONS</b></p> <p>Uses appropriate and respectful language when utilizing the communications system, communicates effectively, uses 10 codes.</p> <p>Specific example: PC Jack has no trouble using the proper codes and pays close attention to how he speaks on the radio. His troubles begin when he is under pressure. He forgets at times to update the dispatcher with what he is doing and where he is going. He still has trouble with listening to the radio when he is distracted by a conversation or task.</p> <p>On 24NOV09 and 02DEC09 while at busy collision scenes, at times PC Jack missed responding to calls from his dispatcher while in the process of completing other tasks.</p>	Does Not Meet Requirements

COMMUNITY FOCUS	RATING
<p><b>COMMUNITY FOCUS</b></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 has made a good effort at patrolling the villages and towns in his patrol area. He has shifted his focus from staying at the detachment to being out and visible in the community.</p>	Meets Requirements

<p><b>VALUING DIVERSITY</b></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 is aware of both reserves located within Peterborough County and has been willing to assist or back-up at any call he is dispatched to on the reserves. He has worked effectively with officers from other forces or jurisdictions as well as the people they deal with regularly.</p>	<p>Meets Requirements</p>
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PROBLEM SOLVING SKILLS	RATING
<p><b>DECISIVE INSIGHT</b></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: This category has shown no improvement as well. The comments from previous months still apply - unless the situation is identical to one that he has experienced before, PC Jack struggles with coming to a decision about what to do.</p> <p>On 13NOV09 PC Jack had a vehicle approach him within his lane of traffic. PC Jack appeared very nervous, he recognized the car was in his lane but just moved over and let it go by. It was like he knew he wanted to do something but couldn't decide what to do. His coach officer told him to turn around immediately and stop the vehicle. While doing this his coach officer noticed the car turn into a driveway. This was pointed out to PC Jack and he made a turn directly towards the ditch, about 150ft short of the driveway. When the cruiser tires touched the gravel shoulder PC Jack stopped, then drove up the shoulder until he reached the driveway.</p>	<p>Does Not Meet Requirements</p>
<p><b>ANALYTICAL THINKING</b></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 still struggles at piecing things together at his calls. He still is very methodical and systematic in his approach but has trouble sorting out the information.</p> <p>On 23NOV09 PC Jack came upon a disabled motor vehicle on County Road 2. PC Jack stopped to ask the driver if she was okay and she stated she had someone coming. PC Jack did not make any inquiries about the vehicle or what she was stopped for, just drove away. It was explained by his coach officer that the situation could now result in an abandoned vehicle. Checks later in the day revealed that the vehicle was in fact abandoned. This could have been prevented had some basic questions been covered off and thought through at the time.</p>	<p>Does Not Meet Requirements</p>
<p><b>RESOLUTION</b></p> <p>Selects the most effective problem-solving strategy and (when appropriate) implements this strategy involving the community.</p> <p>Specific example: PC Jack still has trouble determining what is the most appropriate solution to a problem he faces. He still either states that he does not know what to do and waits to be told, or he shows a lack of confidence in trusting that his decision is correct.</p> <p>The example used under Federal Statutes is applicable in this category as well. Though he</p>	<p>Does Not Meet Requirements</p>

<p>knew from one shift prior that he was not to follow one course of action, PC Jack chose to use the exact same course of action again. PC Jack gave incorrect information and advice to the complainant, and also waited for his coach officer to provide the solution to him.</p>	
<p><b>FOLLOW-UP ORIENTATION</b></p> <p>Conducts appropriate follow-up as required to complete a thorough investigation.</p> <p>Specific example: PC Jack does well in this regard and attempts to complete his reports the instant that his call is complete. He still approaches his coach before each shift with a list of things he needs to do or is working on.</p>	<p>Meets Requirements</p>

LEADERSHIP ATTRIBUTES	RATING
<p><b>INITIATIVE</b></p> <p>Tries to make a positive difference, improve outcomes and effectively manage problems.</p> <p>Specific example: PC Jack is making his best effort to stay positive in his present situation. He still has a strong desire to learn and often comes to work on days off to complete tasks so he does not fall behind.</p>	<p>Meets Requirements</p>
<p><b>PERSONAL ACCOUNTABILITY</b></p> <p>Takes responsibility for one's own actions and consequences and willingly deals with any identified performance deficiencies.</p> <p>Specific example: PC Jack willingly admits to having problem areas and understands the identified concerns. However, he still has trouble accepting personal ownership for them. At first he would blame another officer, then he would suggest that his problems arise from the circumstances he is placed into. If a problem is detected or questioned, he will now say it is due to being forced to think when he is tired or not feeling well. If he has several things to do at once he will say that he can't be expected to do many things at once and that is why things fall apart.</p>	<p>Does Not Meet Requirements</p>
<p><b>PLANNING &amp; ORGANIZING</b></p> <p>Sets priorities, co-ordinates and schedules each task in a logical manner while exercising time management skills.</p> <p>Specific example: The comments from previous months still apply - when it comes to paperwork and follow-up, PC Jack is very organized and looks after his task list appropriately. In regards to calls for service, PC Jack still has trouble prioritizing his calls and tasks while at them.</p>	<p>Meets Requirements</p>

<p><b>FLEXIBILITY</b></p> <p>Adapts to a variety of changing situations, individuals and groups.</p> <p>Specific example: PC Jack struggles the minute the situation becomes stressful. Given a template to follow, he does well at completing one task at a time. When asked to multitask, everything falls apart.</p> <p>On 19NOV09 PC Jack met with Sergeant Butorac and his coach officer for a progress review. PC Jack discussed some of his struggles and advised that he felt he would be fine if he was by himself and not under the pressure of being with his coach. It was re-iterated to him that stress and pressure were parts of the job and he needed to be able to perform under these situations as well. PC Jack commented how he forwards emails and work to his house so he can work on them without distraction claiming that there is always too much going on around him at the office and pressure to be out on the road. The example mentioned under Decisive Insight is useful here as well - when things got stressful in that situation, PC Jack drove the cruiser directly towards the ditch as opposed to the driveway of the residence.</p> <p>On 24NOV09 PC Jack attended a collision scene in which a truck had gone off the road into a ditch. PC Jack advised he wanted to gather all the information and that he had all the documents. He was told to go sit in the cruiser and complete forms while his coach would assist with removal of vehicle. He was also told to call the sergeant in regards to the ministry of environment (MOE). After some time, he was checked on by his coach officer for an update. PC Jack advised that the MOE had called but he told them to call back as he had no information and was busy with statements. His coach officer confirmed with him that he already knew about the spill as they had discussed this prior to him starting his reports. PC Jack and his coach officer then switched spots so PC Jack could be near the actual scene. PC Jack was indecisive with what he needed to do and claimed he misunderstood instructions on where to park cruiser to the block road, etc. He was also talked to about why he wouldn't interrupt his coach to change positions as the MOE call was more important than a witness statement.</p>	<p>Does Not Meet Requirements</p>
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INTERPERSONAL ATTRIBUTES	RATING
<p><b>INTEGRITY</b></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: On 09NOV09 PC Jack arrested a male party for impaired driving. He read the accused his Rights to Counsel and Caution and did so in an appropriate time frame.</p>	<p>Meets Requirements</p>
<p><b>RESPECTFUL RELATIONS</b></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 still has the first part of this category covered well. He is polite and cooperative and has the ability to be compassionate to those in need. His biggest challenge has been with information sharing and trust.</p> <p>On 19NOV09 PC Jack had a meeting with Sergeant Butorac and his coach officer..</p>	<p>Does Not Meet Requirements</p>



<p>In this meeting PC Jack advised that he had concerns over what was being written for examples in evaluations. He advised that perhaps examples were being used that he didn't agree with in order to protect against any future problems. PC Jack felt that all examples were negative and positive things were not documented enough. He was assured that only his interests were at hand in both his Sergeants and coaches attempts to help him pass.</p>	
<p><b>SELF-CONFIDENCE</b></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: PC Jack still shows limited confidence with what he is doing both at calls and at the office. He is constantly encouraged to make a decision instead of relying on others to give him the answers. He struggles with this though because he is afraid of making a mistake.</p> <p>On 27NOV09 PC Jack conducted a traffic stop on County Road 8. There was a motor vehicle that was driving 55km/h in an 80km/h zone for over 5 minutes. His coach officer observed the vehicle to be weaving as well. It took all this time for PC Jack to then ask if he should stop the vehicle. PC Jack was told that it would have been stopped 5 minutes ago if his coach officer was driving.</p>	<p>Does Not Meet Requirements</p>
<p><b>TEAM WORK</b></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 not had any issues working with the members of his platoon. He remains very quiet and for the most part deals only with his coach officer.</p>	<p>Meets Requirements</p>

PERSONAL IMPACT	RATING
<p><b>SELF-AWARENESS</b></p> <p>Recognizes and manages personal biases, assumptions and stereotypes that can influence actions, communication, relationships, judgments and decisions.</p> <p>Specific example:</p>	<p>Meets Requirements</p>
<p><b>DEPARTMENT</b></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: Other than going quiet at times during instruction, PC Jack has not shown any instances where he has not been able to control his emotions with the public.</p>	<p>Meets Requirements</p>

<p><b>APPEARANCE</b></p> <p>Projects a positive and professional image; maintains uniform and equipment.</p> <p>Specific example: PC Jack always maintains his uniform and equipment in top condition.</p>	<p>Meets Requirements</p>
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**COMMENTS AND SIGNATURES**

<b>Evaluation Meeting</b>		
<input checked="" type="checkbox"/> I have met and discussed my performance with my coach officer or my accountable supervisor. <input checked="" type="checkbox"/> I have reviewed and discussed with my coach officer or my supervisor, my responsibilities under the policy on Safe Storage and Handling of Firearms. <input checked="" type="checkbox"/> 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:		
Employee's Signature: <i>Mora</i>	Date: 14-DEC-09	
Coach Officer Comments: THOUGH PASSING HIS POLICE VEHICLE OPERATIONS CATEGORY, PC JACK STILL HAS 11 CATEGORIES THAT DO NOT MEET REQUIREMENTS.		
Coach Officer's Signature (Performance has been observed that supports the rating assigned for each category): <i>Richard M. #10517</i>	Date: 14 DEC 09	
Accountable Supervisor's Comments (Mandatory): <i>I am disappointed to see such limited improvement despite Sgt. Jack's willingness &amp; eagerness to succeed. To this end, despite his efforts, he remains unable to defeat these hurdles.</i>		
Accountable Supervisor: <i>P.J. BUTORAC Sgt 6901</i>	Accountable Supervisor's Signature: <i>[Signature]</i>	Date: 14 Dec 09

**Detachment Commander**

Comments (Mandatory):		
Detachment Commander:	Detachment Commander's Signature:	Date:

**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.