



**PROBATIONARY PERFORMANCE
EVALUATION**

**GUIDELINES
(PCS 066P)**

FEBRUARY 2011

Introduction

This booklet has been developed as a guideline for coach officers and supervisors for the performance management of constables who hold probationary status (4th Class constables on probation). It is meant to enhance performance management information available to detachments and is to be used in conjunction with current OPP Police Orders that references probationary constables. Also included is the process for Amalgamated and Experienced Officers.

Probationary Constable Process

Probationary Period

Pursuant to Section 37(1) of the Public Service of Ontario Act, each constable is appointed to the probationary staff for up to one year.

Performance and Conduct Expectations

It is the intent of the OPP to give each new employee every opportunity to succeed. Sharing OPP expectations of a new employee is a fundamental ingredient of this process. To that end, a copy of the position description for the Policing Services Constable position is provided to each new member upon their appointment, along with the *Performance and Conduct Requirements of a Recruit Constable or the Performance and Conduct Requirements of a Probationary Employee* memorandum.

The new member signs an acknowledgment of this memorandum in pre training and post training and receives a copy for their personal records. The original remains in their GHQ file.

The probationary period commences on the date of their graduation from training, providing for one full year of performance assessment.

Recruit Field Training

The Recruit Field Training program includes the Recruit Field Training Manual, Part 3, which details the training requirements and performance levels for a probationary constable. The manual provides assistance to develop effective and efficient policing skills through systematic and standardized hands-on training methods. The detachment commander/supervisor/coach officer and new constable share the responsibility for completing the manual exercises and questionnaires.

Assignment

Upon completion of eight weeks service at a detachment, a probationary constable may, subject to satisfactory performance, be permitted to work alone on patrol during daylight hours provided the member's coach officer or another member on duty is readily available in the same patrol area.

Note: Information relating to the probationary constable patrolling on their own during daylight hours is to be included on the PCS 066P for that performance assessment period.

Upon completion of sixteen weeks service at a detachment, a probationary constable may, subject to satisfactory performance, be permitted to work alone during hours of darkness provided the member's coach officer or another member on duty is readily available in the same patrol area.

Note: Information relating to the probationary constable patrolling on their own during hours of darkness is to be included on the PCS 066P for that performance assessment period.

Probationary Constable Evaluation Report (PCS066P)

The PCS066P and Work Improvement Plan can be accessed through the OPP Intranet. On the Connections home page, select the Careers tab. This will open a portion of the Career Development Bureau site, and display another navigation menu. Choose Staff Development from this menu, and then select the Performance Management option to find the PSC 066P, Guidelines, and Work Improvement Plan.

Key Roles and Responsibilities

The detachment commander is responsible for the performance management of probationary constables at their detachment. The accountable supervisor and the coach officer have further responsibilities associated with the daily coaching, development and supervision of probationary constables.

Position

Key Roles and Responsibilities

Coach Officer

- Develops a plan of training.
- Completes all evaluations in a timely manner following the submission schedule.
- Forwards completed PCS 066P to supervisor for review and signature.
- Provides ongoing feedback to the probationary constable.
- Identifies deficiencies in performance.
- Works with supervisor and Career Development Bureau to create a Work Improvement Plan, if required, for performance deficiencies.
- Recommends permanency, or release from employment.

Accountable Supervisor

- Ensures timely submission of the PCS 066P.
- Reviews and signs completed PCS 066P.
- Forwards PCS 066P to detachment commander.
- Conducts regular meetings with the recruit.
- Develops Work Improvement Plan of action for identified performance deficiencies.
- Recommends permanency, or release from employment.

Detachment Commander

- Chooses a coach officer for the probationary constable.
- Monitors quality of PCS 066P/Work Improvement Plans and timeliness of submissions.
- Reviews and signs completed PCS 066P.
- Forwards PCS 066P to Region.
- Recommends permanency or release from employment.

Regional Commander
(or designate)

- Monitors quality of PCS 066P/Work Improvement Plans and timeliness of submissions.
- Reviews and signs PCS 066P.
- Forwards PCS 066P to Career Development Bureau.
- Recommends permanency or release from employment to Commander, Career Development Bureau.

Career Development
Bureau (CDB)

- Tracks and reviews completed PCS 066P submissions.
- Provides assistance in performance management.
- Works with Region/Bureau during the release of probationary constables.
- Processes permanent status letters.
- Forwards documentation to Shared Services Bureau for inclusion in Staff Personal 291 file.

Completing the Evaluation

A number of specific examples are required in each probationary constable performance review.

All assessment sub-categories shall be given one of the following performance ratings:

Meets Requirements: Performance consistently meets requirements.

Does Not Meet Requirements: Performance fails to meet requirements.

No Basis for Rating: Not demonstrated or observed.

Meets Requirements – Probationary constable has demonstrated the expected performance consistently.

Does Not Meet Requirements - It is mandatory that a Work Improvement Plan (see page 9) is implemented by the accountable supervisor for any sub-category that is rated as Fails to Meet Requirements.

No Basis for Rating - There are months when examples of work for some sub-categories will not be observed because there was no opportunity and it will be appropriate to apply No Basis for Rating. If a Probationary constable receives this rating in two consecutive PCS066P reports for the same sub-category, the accountable supervisor shall implement a Work Improvement Plan that includes an opportunity for the member to demonstrate the required performance in that sub-category.

PCS 066P Submission Schedules

The coach officer completes all performance reviews using information gathered during the evaluation month(s).

The PCS 066P has a drop down box for "Report Month" and this indicates the number of months that the probationary constable has been on probation.

- 4th Class Constables begin their probation period on the date of their graduation from the Provincial Police Academy (PPA).

The PCS 066P submission schedules are provided below, and it is required that the Report Month box be completed on each PCS 066P that is submitted.

• **4th Class Constable, Probationary Status Submission Schedule**

The evaluation submission dates correspond with the date that the probationary constable graduated from the PPA.

The sequence for submitting the PCS 066P is as follows***:

Month 1

Month 2 Submit PCS66P (combine Month 1 & 2)

Month 3 Submit PCS66P

Month 4 Submit PCS66P

Month 5 Submit PCS66P

Month 6

Month 7 Submit PCS66P (combine Month 6 & 7)

Month 8

Month 9

Month 10 Submit PCS66P (combine Months 8, 9& 10)

Month 11

Month 12

*** If the probationary constable receives a DOES NOT MEET REQUIREMENTS during any month of the probation period, a Work Improvement Plan shall be initiated and PCS66P shall be completed monthly until the deficiencies have been addressed. (i.e. Meets Requirements)

Recommending Probationary Constables:

At the end of month 10, when recommending the probationary constable for permanent hire, all 28 sub-categories shall have a specific example and require a rating of Meets Requirements.

It is mandatory that all sub-categories in the evaluation recommending permanent status have a specific example of work performance. It is critical that there be sufficient documentation supporting the recommendation for permanency. Probationary constables must achieve "Meets Requirements" in all sub-categories of the final evaluation to be recommended for permanent status.

Specific examples may be taken from earlier evaluations and copied and pasted into the month ten evaluation.

Timeline for submitting evaluations

Evaluations shall be received by region no later than 15 working days after the end of the reporting period for the month. It is imperative that evaluations be completed in a timely manner, as the organization is dependant on the information in the reports to either begin specific development or take remedial action or begin the process to release.

At the conclusion of the probationary period, the accountable supervisor shall begin a Performance Development Plan and Learning Development Plan (PCS 066).

Performance Development

The coach officer is responsible for developing a plan of training based on the Recruit Field Training Manual; the probationary constable's learning needs, and detachment priorities.

When a work performance deficiency is identified, the coach officer must:

- Identify the deficiency using specific examples to support their observations.
- Discuss the issue with the probationary constable and advise the probationary constable of the deficiency prior to making an entry onto the monthly evaluation. Document the work performance deficiency at the time of the incident or shortly thereafter.
- Advise the probationary constable of the expected/required level of performance.

As with regular performance evaluations, there should be no surprises for the probationary constable on the monthly evaluation.

Work Improvement Plan (WIP)

This plan is initiated by the coach officer and accountable supervisor when a probationary constable receives a Does Not Meet Requirements in any of the sub-categories; or, has received No Basis For Rating in two consecutive reviews for the same sub-category.

The Plan has three sections: Description of Deficiencies; Actions/Steps Taken; and, Results Achieved.

At the conclusion of each month in which the probationary constable failed to meet the requirements in one or more sub-categories, the specific example of the deficiency is noted in the "Description of Deficiency" area of the WIP. In the Action Taken area, clearly articulate what steps will be taken to assist the probationary constable improve their performance.

The probationary constable, coach officer, supervisor, and detachment commander shall sign the document and ensure that the probationary constable has been given the opportunity to provide comment/comments.

During the following month, the Results Achieved shall be documented on this plan with specific examples on how the probationary constable has met the requirements. The completed improvement plan is submitted with the next month's performance review.

If the probationary constable has not met the requirements when the next performance review is due, a second Work Improvement Plan is initiated with the specific examples of deficiencies described. The second plan will also describe the new steps/action to address these deficiencies.

Amalgamated and Experienced Officers

Probationary Period

Pursuant to Section 37(1) of the Public Service of Ontario Act, each member constable is appointed to the probationary staff for up to one year.

Performance and Conduct Expectations

It is the intent of the OPP to give each new employee every opportunity to succeed. Sharing OPP expectations of a new employee is a fundamental ingredient of this process. The new member signs an acknowledgment of *Performance and Conduct Requirements of a Probationary Employee* and receives a copy for their personal records. The original remains in their GHQ file.

Supervisors to complete all PCS66P's.

During any month of the Probationary Constable/Sergeant probation period
(Amalgamated)
OR

During any month of the Probationary Constable probationary period
(Experienced Officer)

If they receive a DOES NOT MEET REQUIREMENTS, a Work Improvement Plan shall be initiated and a Coach Officer shall be assigned to complete monthly PCS66P until the deficiencies has been met. (Meets Requirements).

At the end of month 10, when recommending the probationary constable for permanent hire, all 28 sub-categories shall have a specific example and require a rating of Meets Requirements.

It is mandatory that all sub-categories in the evaluation recommending permanent status have a specific example of work performance. It is critical that there be sufficient documentation supporting the recommendation for permanency. Must achieve "Meets Requirements" in all sub-categories of the final evaluation to be recommended for permanent status.

Specific examples may be taken from earlier evaluations and copied and pasted into the month ten evaluation.

Amalgamated and Experienced Officers Submission Schedule

The sequence for submitting the PCS 066P is as follows

- Month 1
- Month 2
- Month 3
- Month 4
- Month 5 Submit a combined PCS66P

- Month 6
- Month 7
- Month 8
- Month 9
- Month 10 Submit a combined PCS66P
- Month 11
- Month 12