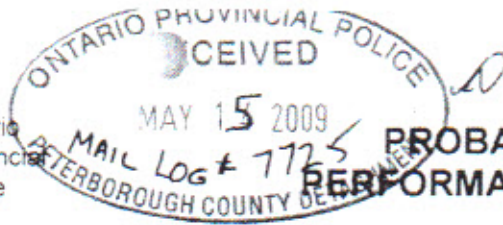




Ontario
Provincial
Police



ONTARIO PROVINCIAL POLICE
RECEIVED

File: 291

14

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

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	<i>Sand</i>

****4th 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

VALUING DIVERSITY

Works effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances.

Specific example:

PC JACK has never displayed any bias during his time at Peterborough Detachment

Meets Requirements

PROBLEM SOLVING SKILLS

RATING

DECISIVE INSIGHT

Uses knowledge and training to effectively problem solve situations and make the best decision at the most appropriate time.

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

Meets Requirements

ANALYTICAL THINKING

Demonstrates logical cause and effect thinking; systematically identifies basic patterns or connections between situations, persons or events; identifies key elements in complex situations.

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.

Meets Requirements
meets requirements

RESOLUTION

Selects the most effective problem-solving strategy and (when appropriate) implements this strategy involving the community.

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.

Meets Requirements

FOLLOW-UP ORIENTATION

Conducts appropriate follow-up as required to complete a thorough investigation.

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.

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* ~~15~~ *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: *11 May 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)

Progress Noted

Regional Commander (or designate):

Regional Commander's (or designate)

Date:

M. Reynolds

Signature:

*M. Reynolds**11 June 09***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.

A Regional Manager - STAFF Development & Training - Central Region

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

Ontario Provincial Police



Police provinciale de l'Ontario

Julian Fantino

Commissioner / Le Commissaire

File #: 252-14 / 291-00

May 26, 2009

Ms. Camie Condon
University of Liverpool
School of Psychology
Eleanor Rathbone Building
Bedford Street South
Liverpool
United Kingdom L69 7ZA

Dear Ms. Condon:

Thank you for your letters expressing appreciation towards members of the Ontario Provincial Police (OPP) (list attached) for their participation in a Firearms Training System scenario as part of your research on "Officer decision making during critical incidents" while attending the Ontario Police College.

As a progressive law enforcement organization, the OPP continually relies on its ability to read and understand a rapidly changing environment while adopting new skills and techniques to ensure its future success. I was pleased to learn that the involved members volunteered their time to participate in this leading edge research, providing further understanding of personal and professional responses during critical moments. I, too, commend all officers for a job well done.

Copies of your letters have been forwarded to the Commanders of the Highway Safety Division and Central, Eastern, Western, North East and North West Regions, who will ensure each involved officer receives his/her individual letter informing of your complimentary remarks.

Once again, thank you for writing.

Yours truly,

Julian Fantino
Julian Fantino

/rj

c: Commander, Highway Safety Division
Commander, Central, Eastern, Western, North East, North West Regions
Awards and Recognition Unit
Staff Personal Files

777 Memorial Avenue
Orillia, Ontario
L3V 7V3
Telephone: (705) 329-6199
Facsimile: (705) 329-6195



777 avenue Memorial
Orillia, Ontario
L3V 7V3
Telephone (705) 329-6199
Télécopieur (705) 329-6195

OFFICERS TO BE COMMENDED

Highway Safety Division

Provincial Constable L. (Ludgero) Cafe
Provincial Constable R. (Rajwant) Chatterji
Provincial Constable N. (Nicholas) Croll

Central Region

Provincial Constable M. (Michael) Jack
Provincial Constable M.G. (Matthew) Lawder
Provincial Constable A.P. (Amy) Moore
Provincial Constable H.H. (Helen) Paterson
Provincial Constable D.B. (David) Wickware

Eastern Region

Provincial Constable M.A. (Mark) Condron
Provincial Constable M. (MaryAnn) Hebner
Provincial Constable C.E. (Craig) Kelso
Provincial Constable L.B. (Landon) Lackey-Ruwald
Provincial Constable M.G. (Michael) Robinson
Provincial Constable C.L. (Cory) Tremblay

Western Region

Provincial Constable J.L. (Jennifer) Chase
Provincial Constable T.L. (Timothy) Graham
Provincial Constable S.D. (Sean) MacKinnon
Provincial Constable N.Y. (Nicole) Mailloux
Provincial Constable S.A. (Scott) Mead
Provincial Constable B.H. (Brian) Smit
Provincial Constable H. (Henry) Van Dyk
Provincial Constable P.J. (Patrick) Waddick

North East Region

Provincial Constable J.T. (Joshua) Kingsley
Provincial Constable M.B. (Matthew) Roberts
Provincial Constable S.R. (Steven) Timmermans

North West Region

Provincial Constable S.P. (Sean) Amelotte
Provincial Constable K.R. (Kyle) Mask
Provincial Constable A.M. (Alanna) Schmidt
Provincial Constable K.A. (Kenneth) Stableford
Provincial Constable J.E. (Joel) Stone

Julian Fantino, Commissioner
Ontario Provincial Police Headquarters
777 Memorial Ave.
Orillia, ON L3V 7V3

School of Psychology

Eleanor Rathbone Building
Bedford Street South
Liverpool
L69 7ZA

T 0151 794 2957
F 0151 794 2945

Camie Condon MSc.
University of Liverpool
Liverpool, England
C/O 82 Chateau Cres.
Cambridge, Ontario
Canada, N3H 5S3

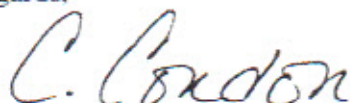
Commissioner Fantino:

Over the past few months the University of Liverpool in conjunction with the Ontario Police College (OPC) has been conducting research on "Officer decision making during critical incidents". As a part of this research we enlisted new cadets training at OPC to voluntarily participate in a FireArms Training System (FATS) scenario.

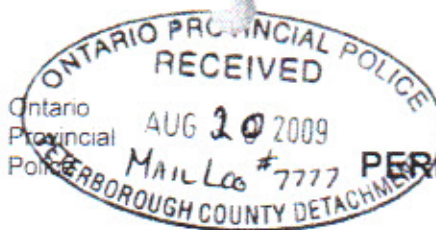
We would like to recognize and thank Cst. Michael Jack for his participation in this timely and important research. We realize that training at OPC is rigorous and demanding and off hours are regularly spent studying or engaged physical training. We are very appreciative of those officers who generously volunteered their time.

Again, many thanks to Cst. Jack for his time and participation.

Kind regards,



Camie Condon (Post Doctoral Candidate)
University of Liverpool
Critical and Major Incident
Research Centre (CAMI)



17
 ONTARIO PROVINCIAL POLICE
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 13920
 File: 291
 AUG 6 2009
 PROBATIONARY CONSTABLE
 PERFORMANCE EVALUATION REPORT
 (PCS-066P)
 CENTRAL REGION ORILLIA

Probationary Constable Category (select one):	<input checked="" type="checkbox"/> 4 th Class Constable, Probationary Status	Report Month: 5
	<input type="checkbox"/> Experienced Officer	Report Month: select month
	<input type="checkbox"/> Amalgamated Officer	Report Month: select month

Surname:	JACK	Given Name:	Michael
Badge:	12690	WIN:	393080
Detachment/Section:	Peterborough County	Region/Bureau	Central East
Evaluator:	FILMAN	Badge:	11212
Evaluation Period:	(DD/MM/YY) Start: 09 May 09	End:	09 Jun 09
Probationary Period Start Date*	(DD/MM/YY) 09 Jan 09		

**4th 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](#).

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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.

ENTERED

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 an obvious desire to learn and takes his own initiative to do so. Having said this however, his ability to take advice or correction from experienced officers is sometimes met with an "I know" response which has lead to some questions to his attitude from these officers.

Meets Requirements

PROVINCIAL STATUTES

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

Specific example:

From 09 May 09 - 09 Jun09 PC JACK issued the following Provincial offences notices:
20 - Sec. 128 HTA, 3 - Sec. 7(1)(a) HTA,
1 - Sec. 106(3)(a) HTA, 1 - Sec. 106(3)(b) HTA, 1 - Sec. 12(1)(d) HTA, 2 - Sec. 2(1)(a) CAIA,
1 - Sec. 31(4) LLA,

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 did error in the time he read the accused's Rights to Counsel but was made aware of the error and acknowledged the mistake.
SP09148553

Meets Requirements

POLICE ORDERS/PROCEDURES/TECHNICAL SKILLS

<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: As listed in Provincial Statutes above, PC JACK has issued Provincial Offences notices through investigation of several different offences.</p> <p>The downfall is PC JACK has not demonstrated an initiative to identify solutions to problems in the area.</p> <p>Also, although PC JACK has participated in mandated initiatives he has not shown initiative in initiating RIDE spot checks, etc which would be desirable.</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 persons. The statements are positive and adequate for court purposes. I have found that PC JACK is cautious and detailed when conducting his interviews. SP09148553.</p>	<p>Meets Requirements</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 44 calls for service and assisted to an additional 13 calls for service. The reports have been done in a timely manner and are detailed and accurate SP09146471</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 is fully capable of receiving proper information and attending to the facts. To date his statements have been very detailed. PC JACK attended to an assault SP09146471, although charges weren't laid in the matter the statement taken was proper and had the relevant facts in issue required if it were to be used in court.</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: PC JACK has demonstrated proper body language and posturing when dealing with a variety of individuals. He has been observed using the interview stance when dealing with both complainants and accused parties.</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 communications 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: This attribute has not been displayed during this evaluation period.</p>	<p>No Basis For Rating</p>

<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:</p>	<p>Meets Requirements</p>
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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:</p>	<p>No Basis For Rating</p>
<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:</p>	<p>No Basis For Rating</p>
<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 attended to a stand by keep the peace during this evaluation. Part of the problem in this incident was that PC JACK did not request a second officer. While on scene at the incident one of the parties involved contacted PCC and requested another officer attend as things were not progressing. A second officer attended and the matter was resolved. PC JACK explained that he was unaware of the acts that legislated over trailer parks and that was the main problem. PC JACK was given advice should this happen in the future.</p>	<p>Meets Requirements</p>
<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>	<p>Meets Requirements</p>

LEADERSHIP ATTRIBUTES	RATING
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<p>INITIATIVE</p> <p>Tries to make a positive difference, improve outcomes and effectively manage problems.</p> <p>Specific example:</p>	<p>No Basis For Rating</p>
<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:</p>	<p>Meets Requirements</p>
<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>	<p>Meets Requirements</p>
<p>FLEXIBILITY</p> <p>Adapts to a variety of changing situations, individuals and groups.</p> <p>Specific example:</p>	<p>Meets Requirements</p>

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: PC JACK conducts himself in a manner in keeping with the OPP Promise.</p>	<p>Meets Requirements</p>
<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</p>	<p>Meets Requirements</p>

when they are giving him positive assistance.	
<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: PC JACK understands his position within the organization and understands he is in a steep learning curve. He recognizes his limitations due to his inexperience and seeks out others for assistance.</p>	Meets Requirements
<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 is a relatively quiet and reserved officer. He is encourage to build his teamworking skills with his peers.</p>	No Basis For Rating

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>	No Basis For Rating
<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>	Meets Requirements
<p>APPEARANCE</p> <p>Projects a positive and professional image. maintains uniform and equipment.</p> <p>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</p>	Meets Requirements

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: *EVALUATION IS 2 MONTHS BEHIND. WAS ADVISED THERE WILL BE NEGATIVE ASSESSMENTS/RATINGS IN THE EVALUATIONS THAT ARE STILL OUTSTANDING; CHARGING PLATOONS AND COACH OFFICERS.*

Employee's Signature: *[Signature]*

Date: *19-AUG-09*

Coach Officer Comments:

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

Date: *16 AUG 09*

Accountable Supervisor's Comments (Mandatory):

PC JACK is encouraged to continue working with his peers and building his teamworking skills. He is progressing positively through this evaluation period.

Accountable Supervisor: *FLINDALL, R SGT.*

Accountable Supervisor's Signature: *[Signature]*

Date: *16 Aug 09*

Detachment Commander

Comments (Mandatory): *NO issues with the members development have been raised. It appears from all accounts of his coach & Sgt he is progressing satisfactorily*

Detachment Commander: *Campbell MTS*

Detachment Commander's Signature: *[Signature]*

Date: *17 AUG 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)

Progress Noted.

Regional Commander (or designate)
Dave E. Lee
Manager
Career Development and Training

Regional Commander's (or designate)
Signature: *[Signature]*

Date: 31 AUG 09

Instructions:

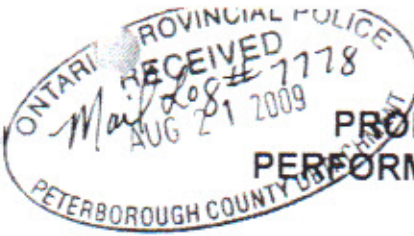
At the conclusion of the evaluation period:

- 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.



Ontario
Provincial
Police



ONTARIO PROVINCIAL POLICE
RECEIVED
File: 201

18

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

Probationary Constable Category (select one):	<input checked="" type="checkbox"/> 4 th Class Constable, Probationary Status	Report Month: 87
	<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
Evaluator: CST FILMAN	Badge: 11212
Evaluation Period: (DD/MM/YY) Start: 09 June 2009 End: 09 August 2009	
Probationary Period Start Date* (DD/MM/YY) 09 Jan 09	
**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 an obvious desire to learn and takes his own initiative to do so. However, having said this, his ability to take advice or constructive criticism or direction from experienced officers is sometimes met with "I know". This has led to some question about his attitude from these officers.

SP09148553 - As the result of a traffic complaint about a possible impaired driver PC JACK located and stopped the vehicle. He appropriately issued a roadside demand and when the subject failed the roadside he arrested the driver and issued the Demand for the intoxilyzer. PC JACK however, did not issue the rights to counsel and caution to the accused until he was back at the detachment after I questioned him about this time. PC JACK acknowledged the mistake and immediately corrected the issue.

Meets Requirements

PROVINCIAL STATUTES

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

Specific example:

SP09175350 - Mental Health Act.

On the 3rd August 2009 PC JACK attended this call with PC CROWDER (who was the back-up officer). The complainant was reporting that people living upstairs had equipment that made her head buzz. PC JACK obtained details from the female. He didn't appear to know what to do. Once outside the residence he asked PC CROWDER how he would have handled the call. PC CROWDER asked PC JACK how he would handle it and what his authorities are under the mental health act. PC JACK stated he would take her to the hospital for an evaluation. PC JACK did not know his apprehension authorities under the mental health act.

From 10th June 2009 to 09 August 2009 PC JACK has issued the following Provincial Offences notices:

HTA : 21 , CAIA : 2

Does Not Meet Requirements

<p>FEDERAL STATUTES</p> <p>Able to identify, articulate and process applicable elements in Federal Statutes.</p> <p>Specific example: SP09148553 - As the result of a traffic complaint about a possible impaired driver PC JACK located and stopped the vehicle. He appropriately issued a roadside demand and when the subject failed the roadside he arrested the driver and issued the Demand for the intoxilyzer. PC JACK however, did not issue the rights to counsel and caution to the accused until he was back at the detachment after I questioned him about this time. PC JACK acknowledged the mistake and immediately corrected the issue.</p> <p>SP09178964 - B&E in progress PC JACK and other Peterborough County members were dispatched to a call of a B&E in progress at an old school in Youngs Point. Damage was done to the windows and once inside the building the alarm was tripped in 3 different locations by the suspects. 4 males arrested at scene shortly after by police. Canine and Ert called in to assist. PC JACK was informed by SGT FLINDALL appropriate charges. Subsequent to this call PC JACK began asking around to officers on other shifts as to their opinion of what charges should be laid. PC JACK was of the opinion that it was not a break and enter, despite obtaining a confession from one of the accused. PC JACK again spoke with his Sgt who in turn reiterated the appropriate charges. Again, PC JACK turned to another officer to seek out their opinion on the matter. In both cases, PC JACK with held information from both officers as to the confession, which caused them to provide erroneous advice. PC JACK has been spoken to by his peers as to what constitutes a break and enter. 233-10 documentation on file.</p> <p>SP09143413 & SP09143389 - Suspicious Male turned Arson Suspect - PC JACK assisted in arrest of male on a stolen lawnmower in Peterborough OPP area. When taken back to scene of theft and accused's residence .City of Kawartha Lakes OPP were there investigating an arson on the same street. Accused now became suspect in an Arson. At one point PC JACK was advised to watch the accused who was handcuffed in a cruiser while the other officers attended at a residence, when they returned to the police vehicle PC JACK was inside the vehicle speaking with the accused. PC JACK was questioned if he had read the accused a supplementary caution, which he hadn't and he wasn't aware he needed to. PC JACK was spoken to about supplementary caution and about speaking with the accused which could put the investigation in jeopardy as the crime unit were interested in interviewing/interrogating the suspect.</p>	<p>Does Not Meet Requirements</p>
<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. He has even taken it upon himself to get the proper training manuals and review them on 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. He has attended emergent calls for</p>	<p>Meets Requirements</p>

service. At this time there has been no issues that I am aware of. He is arriving at his destinations in a safe and timely manner

TRAFFIC ENFORCEMENT

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.

Specific example:

As listed in the Provincial Statutes section PC JACK issued 15 HTA PON's in Jun and 6 in July. It appeared that most of these charges stem from motor vehicle collisions that he was dispatched to. Three of the charges were in conjunction with from Impaired/over 80 investigation. It is recognized that this evaluation period falls over an extremely busy time at the Detachment. He is encouraged to keep up his proactive enforcement.

Further, PC JACK issued 2 CAIA charges during this evaluation period.

On one occasion PC JACK set up RIDE by himself which resulted in an impaired and over 80 charge. SP09178258

Meets Requirements

COMMUNICATION SKILLS

RATING

ORAL

Questions and interviews others appropriately to gain information. Communicates ideas and concepts clearly, effectively and in a professional manner.

Specific example:

PC JACK continues to receive detailed statements from witnesses, victims and accused persons. The statements are positive and adequate for court purposes. I have found that PC JACK is cautious and detailed when conducting his interviews SP09148533.

Meets Requirements

WRITTEN

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.

Specific example:

During this evaluation period PC JACK has responded to approximately, 94 calls for service. He has had many reportable occurrences.

PC JACK'S reports are articulate, and detailed. They are not confusing to the reader and provide a lot of detail about the particular investigation. SP09146471 refers as an example.

RE: Timely manner:

On 13th July 2009 PC JACK was spoken to by PC PAYNE, who was assisting him with paperwork, regarding 2 investigations that were approximately 1 month old in which he had still not entered an initial report on Niche. SP09087157 -FRAUD (from 26 Apr 09) and

Meets Requirements

SP09124113 Fraud (from 10 June 09)

PC JACK was advised he had written a report on a word file and save it to his drive. PC JACK had worked on the report from home while on rest days. PC JACK was advised that reports need to be entered in a more timely manner, especially for more serious calls for service so others have access and can understand the progress of the case should they require it. PC JACK was advised to use Supplementary reports for follow-up.

LISTENING SKILLS

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.

Specific example:

PC JACK is fully capable of receiving proper information and attending to the facts. To date his statements have been very detailed.

PC JACK attended to an assault SP09146471, although charges weren't laid in the matter the statement taken was proper and had the relevant facts in issue required if it were to be used in court.

SP09087157 -FRAUD - PC JACK requested assistance with a Fraud investigation from PC PAYNE. PC PAYNE provided PC JACK with some advice/direction with putting the brief together for an arrest warrant. PC PAYNE had made it clear to PC JACK not to transcribe the witness video statement verbatim as it was not required and was time consuming. Further PC PAYNE instructed PC JACK to put at the top of the witness summary " The following is a synopsis of a video statement taken from (person) and is not to be taken as verbatim". PC JACK failed to listen to PC PAYNE'S direction and spent 3 hours transcribing the video statement verbatim. He viewed the statement 3 times which took a couple of hours to get it correct. PC JACK failed to listen to instructions provided and follow the direction.

SP09164458 - Criminal Harrassment --- On the 23rd of July 2009, PC JACK was involved in a Criminal Harassment investigation. PC JACK was provided instruction by his Sergeant on how to complete the task, including instruction to not complete a video statement transcription. PC JACK was expected to complete the crown brief on overtime, with the end result of having the accused in custody or the brief complete for an arrest warrant the following day. PC JACK disregarded the direction given to his Sergeant and only completed a video transcription and General Occurrence report. 233-10 documentation on file.

Does Not Meet Requirements

NON-VERBAL

Uses appropriate body language, gestures, and demeanor; is aware of their effect on others.

Specific example:

PC JACK is aware of how his appearance and demeanour can effect his interaction with complainants and accused parties. He uses appropriate interview stance techniques with these individuals.

Meets Requirements

RADIO COMMUNICATIONS

Uses appropriate and respectful language when utilizing the communications system, communicates effectively, uses 10 codes.

Specific example:

PC JACK is now patrolling on his own. His communication skills are improving. PC JACK is conscious of his thick accent and makes an effort to speak clearly and consisely.

SP09152940 --SP09158516 - On the 17th July 2009 PC JACK attended at a camp to follow-up on a call that occurred during his rest days and had already been investigated by another

Does Not Meet Requirements

officer. PC JACK did not notify the PCC or his zone partner nor anyone else on shift when he was. It was only when he was dispatched to another call for service (SP09158516) that he advised he was busy conducting follow-up. It was discovered this wasn't even one of his investigations and PC JACK was advised to attend at the outstanding call for service. On the 18th July 2009 PC JACK was spoken to about the importance of notifying the PCC of his 10-20 when he gets out of his vehicle especially for 10-78 reasons.

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 attends both Community Policing Offices in his zone on a daily basis to complete paperwork and follow up related matters. In doing so, PC JACK routinely makes himself available to the public. This approach will certainly assist him in the future as he gains the communities trust.</p>	<p>Meets Requirements</p>
<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 no issues working within a diverse community in which Peterborough County Detachment polices.</p>	<p>Meets Requirements</p>

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: SP09148553 - Impaired Driver - On July 6th 2009, PC JACK received a traffic complaint in which the caller was reporting a possible impaired driver. Based on the information provided by the complainant, PC JACK knew that he was out of position to look for the impaired driver. PC JACK was able to determine the best course of action to put him in the best position to intercept the possible impaired. As a result of actions, PC JACK was ultimately able to locate the suspect vehicle and impaired charges were laid as a result.</p>	<p>Meets Requirements</p>
<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: SP09087157 - Fraud - PC JACK has been involved in a lengthy credit card fraud investigation in which a credit card was used to obtain merchandise on two occasions from a home hardware store north of Peterborough. A credit card fraud is not typically an investigation a probationary would tackle and one not as involved as this matter. As a result of PC JACK's investigation, he has been able to determine that the suspect in his investigation has been involved in other criminal activity elsewhere in the province. PC JACK prepared documentation for these jurisdictions and has provided them with information concerning these frauds. PC JACK has completed a crown brief package in this matter and a warrant has</p>	<p>Meets Requirements</p>

been sought for the suspect's arrest.

RESOLUTION

Selects the most effective problem-solving strategy and (when appropriate) implements this strategy involving the community.

Specific example:

SP09133110 - PC JACK attended at a stand-by and keep the peace. PC JACK has attended at these types of calls in the past. This is a 2 person call and part of issues stemming from this call are due to the fact he did not request a second unit to attend to assist. While on scene at the incident, one of the parties involved contacted the PCC and requested another officer attend as things were not progressing. Once second officer attended and the matter was quickly resolved. PC JACK explained that he was unaware of the act that legislated over trailer parks and that was the main problem. PC JACK was given advice should this happen again in the future.

Does Not Meet Requirements

FOLLOW-UP ORIENTATION

Conducts appropriate follow-up as required to complete a thorough investigation.

Specific example:

SP09087157 - PC JACK was assigned this call on the 26th April 2009. On the 18th July 2009 CST PAYNE was assisting PC JACK with putting an arrest warrant/brief package together. PC JACK had finally added the GOR. PC PAYNE advised PC JACK to complete a synopsis of the video statement, print out new CR for the accused, photocopy his notes and other documents and when complete he can go to an ESO to put brief together and still be in his zone. On the 19th July CST PAYNE assisted PC JACK with putting the brief together. PC JACK commented that this call should be a crime unit call because he doesn't have the time for the follow-up and requires more time to work on it. After reviewing the one and only statement, it was discovered that PC JACK hadn't obtained the name or details of the female cashier who processed the transaction with the accused at the business. This person is a key witnesses in the investigation and her details and statement should have been obtained much earlier in the investigation. PC JACK was instructed to obtain her details and a statement for the investigation and brief. On the 19th July 2009 PC JACK attended the business to enquire about the female cashier. He left the business again without obtaining basic contact details to contact her at home. He learned she would be working on one of his rest days and asked SGT FLINDALL if he could come in on overtime on a day off to meet with the girl when she was working. PC JACK was advised he can interview the female when he is working next.

I have observed PC JACK call insurance companies regularly when provided with expired insurance slips by drivers. This is something some officers may not always do if the slip is fairly current.s

Does Not Meet Requirements

LEADERSHIP ATTRIBUTES

INITIATIVE

Tries to make a positive difference, improve outcomes and effectively manage problems.

Specific example:

During this evaluation period, PC JACK has made a concerted effort in attempting to arrest an impaired driver. During one of his RIDE stop checks he initiated, he was

RATING

Meets Requirements

<p>successful in locating and arresting an impaired driver. He is encouraged to continue these proactive traffic initiatives and to include his shift mates in meeting these goals.</p>	
<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: SP09164458 - Criminal Harassment - 233-10 documentation on file as indicated in other sections of PCS066.</p> <p>PC JACK has difficulty accepting responsibility for his actions where these actions have either been deemed inappropriate or deficient. In this above noted incident, PC JACK has not taken responsibility for not following the directions of his Sergeant.</p> <p>In the future, PC JACK is expected to take responsibility for his own actions, learn from his mistakes and apply this to his future investigations so that these deficiencies don't happen again.</p>	<p>Does Not Meet Requirements</p>
<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> <p>However, it is viewed that PC JACK cannot multitask. He has difficulty prioritizing what needs to be done on his list.</p> <p>SP09164458 - Criminal Harassment - PC JACK was giving a list of specific instructions for dealing with this call by SGT FLINDALL. They were to have night shift make attempts to locate and arrest suspect; do up brief for this case and submit before going home. Brief to include; synopsis, photocopies of witness statements; summary of victim video statement; show cause hearing report. If not arrested then brief can be submitted for warrant. PC JACK entered a GOR which was not required that evening. He transcribed the video statement which was not required (after leaving the detachment and attending Staples Business Depot and purchasing headphones - to listen to the statement). PC JACK did not complete and submit a bail /warrant brief as he was directed to do by SGT FLINDALL. He requested CST BROCKLEY complete his brief synopsis for him. This reflects his poor time management skills, working on items he wasn't told to do and weren't required at the time</p> <p>On the 17th July 2009 PC JACK was following up on an investigation that he wasn't asked to assist with, while he had his own investigations that required follow-up. PC JACK's notebook for this date refers to his follow-up relating to SP09152940. His task list at the time had a 2 frauds, a theft call, and a neighbour dispute that S/SGT CAMPBELL was requesting he follow-up on.</p>	<p>Does Not Meet Requirements</p>
<p>FLEXIBILITY</p> <p>Adapts to a variety of changing situations, individuals and groups.</p> <p>Specific example: PC JACK has made himself available on numerous occasions to assist other officers in the Detachment by working their shifts. He has also worked many overtime details without complaint.</p>	<p>Meets Requirements</p>

INTERPERSONAL ATTRIBUTES**RATING****INTEGRITY**

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.

Specific example:

PC JACK has never been seen to show bias towards victims or accused and has always demonstrated an ethos in keeping with the Promise of the OPP, Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code.

Meets Requirements

RESPECTFUL RELATIONS

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.

Specific example:

SP09178964 - B&E - Youngs Point - PC JACK and his shiftmates were called to a B&E in progress at an old school in Youngs Point. PC JACK was given direction from his supervisor SGT FLINDALL and PC D'AMICO regarding applicable charges in the case. A couple of days later he spoke to another officer at detachment about the case omitting pertinent details and asking how he could get the charges changed because he felt they were the wrong charges. He did not trust that his supervisor or senior member on shift were directing him properly when in fact they were. PC JACK again spoke with SGT FLINDALL who in turn reiterated what the appropriate charges were. Disregarding this information again, PC JACK again went to another officer, omitting pertinent details. In both cases, both officers came to learn all of the details and vocalized their concern with PC JACK at how he was using them in an attempt to get the charges changed.

Does Not Meet Requirements

SELF-CONFIDENCE

Believes in one's abilities, understands one's own strengths and limitations; able to receive constructive criticism while maintaining professionalism.

Specific example:

During this evaluation period, PC JACK has been involved in numerous situations which has required either disciplinary action or instruction on how to complete tasks properly. It has been found that PC JACK does not take criticism well and will avoid that person for a period of time.

Does Not Meet Requirements

TEAM WORK

Works effectively with others towards a common purpose while putting the group's goals ahead of personal achievement.

Meets Requirements

Specific example:

PC M. JACK is a quiet individual that has had some difficulties assimilating into the platoon team environment. Although he'll readily assist officers, he typically has to be asked to do so. As outlined in "Initiative" above, PC JACK will readily set up RIDE spot checks, but he will do so alone. He is encouraged to involve his peers in meeting objectives like RIDE.

PERSONAL IMPACT

RATING

SELF-AWARENESS

Recognizes and manages personal biases, assumptions and stereotypes that can influence actions, communication, relationships, judgments and decisions.

Specific example:

SP09152940 - Racial Graffiti on a vehicle at Camp MOSHAVA (Jewish Camp). This call was reported on 11th July 2009. PC JACK's scheduled day off and was investigated by another member at the detachment. The investigating officer did not request for anyone to follow-up and simply requested patrols as time permits. On the 17th July 2009 PC JACK attended at Camp MOSAVA after reading about the occurrence. He informed PC PAYNE that he was "irritated" about the call because of his background and thought he would go up and offer his assistance. PC PAYNE commended PC JACK on taking initiative, however he was advised by PC PAYNE that in the future he should speak with the investigating officer before he steps in on a call that has already been dealt with. This is because issues could arise if PC JACK gave contradictory advice to the complainant/victim. Further, it was suggested that because he was "irritated" and it obviously personally affected him, he should have stayed away from the call. He should asked first if he could be of any assistance if he had any expertise to offer. PC PAYNE informed PC JACK that depending on what happened he could put the investigation in jeopardy.

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.

Meets Requirements

DEPORTMENT

Controls emotions, especially when provoked or when facing opposition or hostility. Takes constructive action, deals with situations while maintaining professionalism.

Specific example:

PC JACK remains professional. To date I am unaware of any instance that PC JACK has been faced with a confrontational person.

Meets Requirements

APPEARANCE

Projects a positive and professional image; maintains uniform and equipment.

Specific example:

PC JACK is always early for his scheduled shift. PC JACK continues to attend work with his uniform neat and clean and properly maintained.

Meets Requirements

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:

Employee's Signature:

Refused

Date:

20 Aug 09

Coach Officer Comments:

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

Date:

Accountable Supervisor's Comments (Mandatory):

PC JACK had been progressing positively during his early evaluations, but it is apparent from this current evaluation that he requires continued direct supervision. PC JACK has been spoken to about the deficiencies noted in this evaluation and a series of Work Improvement plans are being created to best assist PC JACK in successfully completing his probationary period.

Accountable Supervisor:

R. FLINDALL

Accountable Supervisor's Signature:

[Signature]

Date: 20 August 2009

Detachment Commander

Comments (Mandatory): *It is readily apparent from this evaluation Cst Jack has needed more supervision & direction that has been provided. In order to ensure he gets the tools & skills to progress he will be assigned to a new coach and go back to a one on one direct supervisor routine.*

Detachment Commander:

Campbell M2J

Detachment Commander's Signature:

M2J [Signature] S/Sgt 6355

Date:

21 Aug 09

Instructions:

At the conclusion of each evaluation period:

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

→ His present coach officer is now gone on parental leave for the remaining time of his probationary period. The work improvement plan needs to be very detailed.

PROBATIONARY CONSTABLE PERFORMANCE EVALUATION REPORT - PCS-066P (Rev. November 2008)

Work plans to follow.

Regional Commander (or designate)

Comments (Mandatory)

Several category ratings were received. Further discussions with Det. Commander [unclear] and Career Development Bureau are required.

Regional Commander (or designate):

Regional Commander's (or designate)
Signature: *[Signature]*

Date:

31 AUG 09

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.

Insp. Dave E. Lee
Manager
Staff Development and Training



Ontario
Provincial
Police

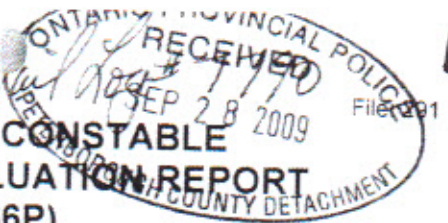
ONTARIO PROVINCIAL POLICE

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14117
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14117
OCT 05 2009

**PROBATIONARY CONSTABLE
PERFORMANCE EVALUATION REPORT**

(PCS-066P)



19

CENTRAL REGION ORILLIA

Probationary Constable Category (select one):	<input checked="" type="checkbox"/> 4 th Class Constable, Probationary Status	Report Month: 8
	<input type="checkbox"/> Experienced Officer	Report Month: select month
	<input type="checkbox"/> Amalgamated Officer	Report Month: select month

ENTERED
14117

Surname: JACK	Given Name: Micheal
Badge: 12690	WIN: 393080
Detachment/Section: Peterborough County	Region/Bureau: Central East
Evaluator: PC S. FILMAN	Badge: 11212
Evaluation Period: (DD/MM/YY) Start: 09 Aug 09	End: 09 Sep 09
Probationary Period Start Date* (DD/MM/YY) 09 Jan 09	
**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 an obvious ability to learn but is not willing to take responsibility for mistakes or accept any disappointments. He has been found to avoid an officer that has given him negative feedback. He has also been argumentative with officers that have given him direction and states that discipline is "humiliating".

Does Not Meet Requirements

PROVINCIAL STATUTES

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

Specific example:

During this evaluation period, PC JACK has only worked 6 shifts due to his holiday schedule. Because of this, the previous evaluation example has been carried over to this evaluation:

SP09175350 - Mental Health Act.

On the 3rd August 2009 PC JACK attended this call with PC CROWDER (who was the back-up officer). The complainant was reporting that people living upstairs had equipment that made her head buzz. PC JACK obtained details from the female. He didn't appear to know what to do. Once outside the residence he asked PC CROWDER how he would have handled the call. PC CROWDER asked PC JACK how he would handle it and what his authorities are under the mental health act. PC JACK stated he would take her to the hospital for an evaluation. PC JACK did not know his apprehension authorities under the mental health act.

From 10th June 2009 to 09 August 2009 PC JACK has issued the following Provincial Offences notices:

HTA : 21 , CAIA : 2

Does Not Meet Requirements

FEDERAL STATUTES

<p>Able to identify, articulate and process applicable elements in Federal Statutes.</p> <p>Specific example: PC JACK completed an Impaired driver investigation SP09191712 during this evaluation period. PC JACK was able to identify the appropriate elements required to make an arrest for this offence. PC JACK also read the appropriate rights, caution and demands rectifying issues that were identified in his previous evaluation.</p>	<p>Meets Requirements</p>
<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 had no incidents in this evaluation period that would apply to this evaluation section. He continues to use CPIC, Email and RMS systems appropriately.</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: During this evaluation period, PC JACK was involved in a traffic related incident in which he was charged with failing to yield to traffic on a through highway. PC JACK's cruiser operations almost resulted in a motor vehicle collision that was witnessed by his Sergeant and a fellow officer on shift. Documentation is on file for this incident. RM09096931</p>	<p>Does Not Meet 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: During this evaluation period, PC JACK has only worked 6 shifts due to his holiday schedule. He has laid only 4 provincial offence notices during this time period in which he investigated 19 non-reportable occurrences and 1 reportable occurrence which was an Impaired Driver SP09191712.</p> <p>During this period, it was discovered that PC JACK has been issuing speeding tickets mainly at 15 km/hr over the speed limit. He has been spoken to about this practice and it is expected to stop.</p>	<p>Meets Requirements</p>

<p>COMMUNICATION SKILLS</p>	<p>RATING</p>
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ORAL

Questions and interviews others appropriately to gain information. Communicates ideas and concepts clearly, effectively and in a professional manner.

Specific example:

PC JACK is professional with the public and is able to speak clearly and effectively with them in order to complete an investigation.

He does however have issue when communicating with his supervisors or shiftmates. When PC JACK is spoken to about various issues, he always indicates he either misunderstood or did not know. He has not been known to request clarification from others so that he has full understanding of the task or direction at hand.

Does Not Meet Requirements

WRITTEN

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.

Specific example:

PC JACK continues to need assistance in the creation of crown brief synopsis's. During this evaluation period, 2 crown briefs were submitted whose synopsis were of insufficient quality and detail to substantiate the offences. Although the offences were made out during the course of his investigation, articulating the information into a crown brief synopsis has been difficult. This is in stark contrast to the detailed general occurrence reports that PC JACK has been know to write.

Does Not Meet Requirements

LISTENING SKILLS

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.

Specific example:

On the 20th of August, a meeting was held with PC JACK in regards to the deficiencies mentioned in his previous evaluation. During this meeting, the deficiencies were identified and PC JACK was asked if he understood or had any questions. PC JACK indicated that he understood and did not have any questions. He was aware that documentation was forthcoming. When the documentation was served upon PC JACK and after his review, he advised that he did not accept what was written in the documentation and refused to sign, even after he was given the opportunity to discuss the matter the day previous.

During this evaluation period, PC JACK has only worked 6 shifts due to his holiday schedule. Because of this, the previous evaluation example has been carried over to this evaluation:

SP09175350 - Mental Health Act.

On the 3rd August 2009 PC JACK attended this call with PC CROWDER (who was the back-up officer). The complainant was reporting that people living upstairs had equipment that made her head buzz. PC JACK obtained details from the female. He didn't appear to know what to do. Once outside the residence he asked PC CROWDER how he would handle the call. PC CROWDER asked PC JACK how he would handle it and what his authorities are under the mental health act. PC JACK stated he would take her to the hospital for an evaluation. PC JACK did not know his apprehension authorities under the mental health act.

Does Not Meet Requirements