

HUMAN RIGHTS TRIBUNAL OF ONTARIO

BETWEEN:

MICHAEL JACK

Applicant

- and -

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO, AS REPRESENTED BY THE
MINISTER OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES AND
OPERATING AS THE ONTARIO PROVINCIAL POLICE**

Respondent

**RESPONDENTS' BOOK OF ARGUABLY RELEVANT
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VOLUME 7 OF 7

January 12, 2012

Ministry of Community Safety and
Correctional Services
Legal Services Branch
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Applicant

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| | 19. September 28, 2009 - email from R. Campbell to R. Flindall and M. Johnston, Re: Additional Remarks by Cst Jack regarding his Evaluation |

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26. August 27, 2009 - email from R. Campbell to R. Flindall, S. Filman, J. Postma and R. Nie, Re: PCS066 for Mike Jack
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44. September 27, 2009 - email from R. Flindall to R. Nie, RE: PC Jack
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70. August 15, 2009 - email from R. Flindall to M. Moran, Re: Untitled
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75. August 6, 2009 - email from R. Flindall to M. Johnston, Re: P/C Michael Jack
76. August 2, 2009 - email from R. Flindall to M. Johnston, Re: Jeff Standaert
77. July 22, 2009 - email from R. Flindall to S. Schroter, Re: Can you look into something for me?
78. June 24, 2009 - email from R. Flindall to R. Campbell, Re: Driving Presentation Class List
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80. June 1, 2009 - email from R. Flindall to M. Jack, Re: DAR's – Paid Duty
81. May 14, 2009 - reply email from R. Flindall to R. Campbell, Re: Jack's next evaluation
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| 87. | March 9, 2009 - email from R. Flindall to M. Jack, Re: Sumilas, Shawn |
| 88. | February 13, 2009 - email from R. Flindall to M. Jack, Re: Talk Lock |
| 89. | February 10, 2009 – follow up email from R. Flindall to R. Campbell, Re: Domestic we spoke about earlier |
| 90. | February 10, 2009 - email from R. Flindall to S. Filman, Re: INC00000216708 Priority 4 – Minimal has been assigned to JUS MSG OPP RMS ADMIN |
| 91. | February 10, 2009 - email from R. Flindall to R. Campbell, Re: Domestic we spoke about earlier |
| 92. | January 30, 2009 - email from R. Flindall to R. Campbell, Re: Enr to a cruise MVC |
| 93. | September 23, 2009 - email from P. Butorac to M. Johnston, A. Crawford, Re: 254009-0173 Internal Complaint – PC Jack |
| 94. | December 24, 2008 - email from K. Chapman to S. Filman, R. Flindall, Re: Gun locker for Michael Jack |
| 95. | December 24, 2008 - email from K. Chapman to M. Jack, Re: Welcome to Peterborough w/ attached Welcome Jack document |
| 96. | July 31, 2009 - email from M. D'Amico to M. Johnston, Re: Jeff Standaert |
| 97. | May 11, 2009 - email from S. Filman to M. Jack and R. Flindall, Re: Jack 4 document |
| 98. | April 21, 2009 – email from S. Filman to R. Flindall, Re: Jack 1 document |
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| 100. | September 3, 2009 – email from S. Gozzard-Gilbert to R. Flindall, Re: Michael Jack's PCS4 |
| 101. | July 6, 2009 - email from S. Gozzard-Gilbert to J. Pollock, M. Jack, Re: Michael Jack working for John Pollock |
| 102. | January 16, 2009 - email from R. Flindall to M. Jack, R. Campbell, Re: Attendance for block training date RE: emergency dental appointment |
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107. August 3, 2009 - email from M. Jack to OPP DL Peterborough County Detachment, Re: Found fishing boat on Stoke Lake at Young's point
108. July 31, 2009 - email from M. Jack to R. Flindall, Re: Overtime SP09164458
109. July 31, 2009 - email from M. Jack to M. Johnston, Re: Jeff Standaert
110. July 29, 2009 - email from M. Jack to jsmith@kpf.ca, Cc'd R. Flindall, Re: Statement from Raoul Rochard Sahip Mohammed
111. July 24, 2009 - email from M. Jack to OPP DL Peterborough County Detachment, Re: RPG for arrest of John Derek Williamson
112. March 9, 2009 - email from M. Jack to C. Laperle, Cc'd R. Flindall, Re: Sumilas, Shawn
113. February 10, 2009 - email from M. Jack to R. Flindall, Re: INC000002167808 Priority 8 – Minimal has been assigned to JUS MSG OPP RMS ADMIN
114. August 15, 2009 - email from J. Payne to R. Flindall, Re: Jack's last evaluation
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116. September 25, 2009 - Cover Memo w/ M. Jack's evaluation response

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K OPP General Information Form Re: Michael Jack, Date: August 15, 2009

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1. September 20, 2009 - email from R. Nie to P. Butorac, Re: PC Jack's 8mth evaluation
 2. September 25, 2009 - email from R. Nie to R. Flindall and P. Butorac, Re: Jack
 3. October 25, 2009 - email from R. Nie to R. Campbell, C. Kohen, P. Salter, P. Butorac, J. Postma and D. Lee, Re: Jack evaluation draft with attached Evaluation Report and Work Improvement Plans
 4. September 14, 2009 - email from M. Johnston to R. Campbell, R. Flindall, R. Nie, C. Kohen, J. Postma, P. Butorac Re: Jack WIP masterc with attached Work Improvement Plan
 5. September 18, 2009 - email from M. Johnston to R. Nie, Ccd P. Butorac, J. Postma, K. Chapman, Re: P/C Jack

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6. September 20, 2009 - email from M. Johnston to P. Butorac, R. Nie, R. Campbell, Re: P/C Jack **URGENT**
7. September 14, 2009 - email from R. Campbell to M. Johnston, Cc C. Kohen, R. Flindall, R. Nie, J. Postma, P. Butorac, Re: Jack WIP (with attached Work Improvement Plan)
8. September 15, 2011 - email from R. Flindall to M. Johnston (forwarded to R. Campbell), Re: Clarification re PC Jack
9. September 1, 2009 email from M. Johnston to R. Flindall, R. Campbell, Re: PC Michael Jack
10. Undated - email from Ron (R. Campbell) to M. Johnston, D. Borton, Re: Moving of Cst. Mike Jack
11. Undated - OPP Briefing Note, Re: Cst. Jack
12. August 24, 2009 - email from J. Postma to R. Campbell, Re: Probationary Constable Michael Jack
13. General Information Form, R. Flindall Re. Cst. Jack
14. Undated – Confidential Duty Report, Submitted by J. Brockley

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 2. August 20, 2009 - email from R. Campbell to B. Lafrenier, R. Flindall, Cc: R. Nie, J. Postma, Re: Constable Mike Jack
 3. August 26, 2009 - email from J. Postma to R. Nie, Re: Probationary Constable Michael Jack
 4. August 27, 2009 - email from J. Postma to R. Campbell, Cc: R. Nie, Re: PC Jack
 5. August 27, 2009 - email from R. Campbell to R. Flindall, S. Filman, J. Postma, R. Nie, C. Kohen, M. Johnston, Re: PCS066 for Mike Jack
 6. August 28, 2009 - email from R. Campbell to J. Postma, Cc: R. Nie; Re: PC Jack
 7. September 8, 2009 - email from R. Campbell to D. McNeely, Cc: M. Jack, J. Postma, R. Nie, P. Butorac, D. Lee, C. Kohen, Re: Driving Assessment, Thursday 10 Sept 2009 – Kingston
 8. September 9, 2009 - email from R. Campbell to R. Flindall, R. Nie, Re: PCS66_Jack (with attached Performance Evaluation Report)
 9. September 9, 2009 - email from R. Campbell to C. Kohen, R. Flindall, Cc: M. Johnston, D. Lee, R. Nie, Re: PCS66_Jack

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10. September 11, 2009 - email from R. Campbell to R. Flindall, Cc: J. Postma, R. Nie, P. Butorac, M. Johnston, Re: Jack
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12. September 14, 2009 - email from R. Campbell to M. Johnston, Cc: C. Kohen, R. Flindall, R. Nie, J. Postma, P. Butorac, Re: Jack WIB masterc.doc
13. September 16, 2009 - email from R. Campbell to D. McNeely, Cc: J. Postma, P. Butorac, R. Nie, M. Johnston, Re: Ron-can you advise if everything is a go for Friday Driving assessment with Michael
14. September 18, 2009 - email from M. Johnston to R. Nie, Cc: P. Butorac, J. Postma, K. Chapman, Re: P/C Jack
15. September 20, 2009 - email from P. Butorac to M. Johnston, R. Nie, Re: P/C Jack **URGENT**
16. September 20, 2009- email from M. Johnston to P. Butorac, R. Nie, R. Campbell, Re: P/C Jack **URGENT**
17. September 24, 2009 - email from R. Flindall's personal email to R. Nie, Re: PC Jack WIP
18. September 29, 2009 - email from R. Campbell to P. Butorac, R. Nie, J. Postma, Re: FW: Driving assessment – Michael Jack – requires remedial driving
19. September 29, 2009 - email from R. Campbell to J. Postma, P. Butorac, R. Nie Re: FW: Driving assessment – Michael Jack – requires remedial driving
20. October 5, 2009 - email from K. Taylor to C. Kohen, Cc: R. Campbell, D. McNeely, R. Nie, Re: PC Michael Jack – Driving Remediation
21. October 5, 2009 - email from R. Campbell to K. Taylor, C. Kohen, D. Lee, R. Nie, P. Butorac, J. Postma, Re: Driving Memo – Michael Jack (with attached Memo dated October 2, 2009 and Driver Competency Assessment)
22. October 5, 2009 - email from C. Kohen to R. Campbell, D. Lee, R. Nie, P. Butorac, J. Postma, Re: Driving Memo – Michael Jack
23. October 5, 2009 - email from D. Lee to C. Kohen, R. Campbell, R. Nie, P. Butorac, J. Postma, P. Salter, Re: Driving Memo – Michael Jack
24. October 5, 2009 - email from R. Campbell to D. Lee, C. Kohen, R. Nie, P. Butorac, J. Postma, P. Salter, Re: Driving Memo – Michael Jack
25. October 5, 2009- email from R. Campbell to C. Kohen, R. Nie, P. Butorac, Re: Driving Memo – Michael Jack
26. October 8, 2009 - email from R. Campbell to C. Kohen, P. Butorac, R. Nie, J. Postma, D. Lee, P. Salter, RE: PC Jack evaluation draft (with attached Performance Evaluation Report-Month 9 and Work Improvement Plan)

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27. October 14, 2009 - email from K. Taylor to M. Jack, Cc: P. Butorac, R. Nie, C. Kohen, Re: Driver Training
28. October 27, 2009 - email from K. Taylor to R. Nie, Cc: R. Campbell, P. Butorac, C. Kohen, M. Jack, Re: Remedial driver training for PC Michael Jack
29. November 10, 2009 - email from R. Campbell to C. Kohen , R. Nie; Cc: D. Lee, D. Borton, P. Butorac, R. Flindall, Re: Prob Jack (with attached Performance Evaluation Report-Month 10 and Work Improvement Plan)
30. November 10, 2009 - email from C. Kohen to R. Campbell, R. Nie, Cc: D. Lee, D. Borton, P. Butorac, R. Flindall, K. Taylor, Re: Prob Jack
31. November 10, 2009 - email from K. Taylor to R. Nie, Cc: R. Campbell, C. Kohen, P. Butorac, M. Vanlanduyt, RE: PC Jack – PCS66P – Police Vehicle Operation
32. November 10, 2009 - email from R. Campbell to R. Nie, P. Butorac, Re: Updated comments. FW: Prob Jack
33. November 15, 2009 - email from P. Butorac to R. Nie, Re: Michael Jack remedial driver training
34. November 18, 2009 - email from J. Postma to R. Campbell, C. Kohen, Cc: P. Butorac, R. Nie, Re: Prob Jack
35. December 1, 2009 email from K. Taylor to D. Beckett, R. Nie, C. Kohen, P. Butorac, M. Jack, Re: Probationary Constable Michael Jack – Remedial driver training completion
36. December 14, 2009 email from C. Kohen to M. Reynolds, D. Lee, Cc: R. Nie, Re: PC Jack (with attached Release from Employment letter dated December 15, 2009)
37. December 16, 2009 email from R. Campbell to R. Nie, Re: Chronology

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| S | Memo to Michael Jack, Re: Performance and Conduct Requirements of a Recruit Constable, dated August 28, 2008 |
| T | Undated - email from M. Reynolds to C. Kohen, D. Lee, Cc: H. Stevenson, Re: Prob Jack Notice Release |

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| U | <ol style="list-style-type: none"> 1. Confidential Duty Report, Submitted on October 24, 2009 2. Will Say, Detective Constable Jamie Brockley |
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Deputy Chief Firearms Officers, M.P. (Mike) Johnston

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| V | <ol style="list-style-type: none"> 1. September 15, 2009 - email from R. Flindall to M. Johnston, Re: Clarification re PC Jack 2. October 2, 2009 - D. McNeely M. Jack Driving Memo to R. Campbell, text format 3. September 23, 2009 - email from M. Johnston to H. Stevenson Re: Com Centre 4. September 29, 2009 - email from R. Campbell to M. Johnston, D. Lee, Re: Driving assessment – Michael Jack – requires remedial driving 5. October 5, 2009 - email from R. Campbell to K. Taylor, C. Kohen, D. Lee, R. Nie, P. Butorac, J. Postma, Re: Driving Memo – Michael Jack (with attached D. McNeely M. Jack Driving Memo, dated October 2, 2009 and Driver Competency Assessment) 6. September 10, 2009 - email from C. Cox to R. Campbell, M. Johnston, Re: I have a question about one of our officers intercepting communications 7. September 23, 2009 - email from H. Stevenson to M. Graham, Cc: K. Smith, M. Armstrong, M. Johnston, RE: Old occurrence involving PC Jack 8. August 27, 2009 - email from R. Campbell to C. Kohen, M. Johnston, Re: PC Jack 9. September 11, 2009 - email from M. Johnston to H. Stevenson, Re: PC Michael Jack 10. September 9, 2009 - email from R. Campbell to R. Flindall, R. Nie, Re: PCS66_Jack8 11. September 11, 2009 - email from M. Graham to K. Smith, P. Beesley, P. Powers, M. Armstrong, H. Stevenson, C. Cox, M. Johnston, Re: PC Michael Jack 12. September 22, 2009 email from R. Flindall to T. Thompson, Cc: M. Johnston, Re: Com Centre 13. September 17, 2009 email from R. Flindall to T. Thompson, Cc: M. Johnston, Re: Com Centre 14. September 10, 2009 email from C. Cox to R. Campbell, M. Johnston, Re: Confidential Inquiry |
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19. August 6, 2009 email from R. Flindall to M. Johnston Re: P/C Michael Jack
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1. August 19, 2009 email from R. Campbell to J. Conway, M. Johnston, R. Flindall, S. Filman, Re: Possible charges against Douglas Anderson
2. September 10, 2009 email from R. Campbell to M. Johnston Re Rob Flindall
3. August 18, 2009 email from R. Campbell to M. Johnston, Re Moving of Cst. Mike Jack
4. January 29, 2009 email from H. Stevenson to M. Johnston, R. Campbell, Re: New Recruits – Special Attention to Prob Period – Jack and Kovacs
5. OPP Briefing Note Re: PC Jack
6. September 14, 2009 - email from R. Campbell to M. Johnston, Cc: C. Kohen, R. Flindall, R. Nie, J. Postma, P. Butorac, Re: Jack WIP masterpc (with attached Work Improvement Plant (Jack))
7. September 20, 2009 - email from M. Johnston to P. Butorac, R. Nie, R. Campbell, K. Chapman, R. Flindall, Re: P/C Jack **URGENT**
8. September 20, 2009 - reply email from M. Johnston to P. Butorac, R. Nie, R. Campbell, K. Chapman, R. Flindall, Re: P/C Jack **URGENT**
9. September 18, 2009 - email from M. Johnston to R. Nie, Cc: P. Butorac, J. Postma, K. Chapman, Re: P/C Jack
10. September 14, 2009 - email from M. Johnston to R. Campbell, R. Flindall, R. Nie, C. Kohen, J. Postma, P. Butorac, Re: Jack WIP masterdc (with attached Work Improvement Plant (Jack))
11. November 19, 2009 - email from R. Nie to C. Kohen, R. Flindall, Cc: P. Butorac, Re: Jack Chronology 09
12. October 7, 2009 - email from R. Nie to R. Campbell, C. Kohen, P. Salter, P. Butorac, J. Postma, D. Lee, Re: PC Jack evaluation (with attached Jack Evaluation Report and WIP)
13. September 25, 2009 - email from R. Nie to R. Flindall, Cc: P. Butorac, Re: Jack

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14. September 20, 2009 - email from R. Nie to P. Butorac, Re: PC Jack's 8mth evaluation

X S/Sgt. Campbell Notes, August - November 2009

PC Jennifer Payne

Y 1. September 10, 2009 - email from R. Campbell to J. Payne, Cc: R. Flindall, M. Johnston, Re: Notes Tracking Cst Jack's duties on A Platoon

2. September 22, 2009 - email from J. Payne to R. Flindall, Re: Read this occurrence tonite (with attached Occurrence Summary (SP05112642))

Z PC Payne Notes, June - August 2009

Chronology Re: PC Michael Jack's performance

AA Chronology #1

BB Chronology #2

ONTARIO PROVINCIAL POLICE ACADEMY (OPPA) DOCUMENTS

VOLUME 4:

1. Ten Code Test, dated December 9, 2008
2. Post Recruit Orientation - Class #411, undated
3. Recruit Orientation Course, Cruiser Familiarization Check List, dated November 31, 2008
4. Provincial Statutes Assignment #1, Answer Sheet, dated December 8, 2008
5. Crime Scene Scenario Handout - Death Scene - Adult
6. Performance Behavior Simulation, dated December 1, 2008
7. Recruit Scenario Evaluation, dated December 18, 2008
8. Ten Code Test, dated January 5, 2009
9. Ten code Test, dated December 29, 2008

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10. Recruit Scenario Evaluation, dated December 11, 2008
11. Basic Constable Training Program Student Evaluation, September 3 – November 27, 2008 (Diploma Awarded)
12. Basic Constable Training Program Student Evaluation, September 3 – November 27, 2008 (Diploma Not Awarded)
13. Ontario Police College Diploma, Basic Constable Training Program
14. Recruit Leadership Assessment Tool
15. December 15, 2008 - Jack Memo to Sgt. Tozser, Re: Failing to sign the 23:00 sign-in sheet on Sunday 14-Dec-08
16. Use of Force Instructor Evaluation Report, dated December 12, 2008 (with attached Gun Safety Rules, signed by PC Jack)
17. C8 Conversion Test
18. Absence Reports:
 - A) Absence Report, August 2008
 - B) Absence Report, September 2008
 - C) Absence Report, October 2008
 - D) Absence Report, November 2008
19. Recruit Progress/Interview Reports:
 - A) Recruit Progress/Interview Report – Week 1, dated September 12, 2008
 - B) Recruit Progress/Interview Report – Week 2, dated September 12, 2008
 - C) Recruit Progress/Interview Report – Week 3, dated September 20, 2008
 - D) Recruit Progress/Interview Report – Week 4, dated September 26, 2008
 - E) Recruit Progress/Interview Report – Week 5, undated
 - F) Recruit Progress/Interview Report – Week 6, dated October 11, 2008
 - G) Recruit Progress/Interview Report – Week 7, dated October 18, 2008
 - H) Recruit Progress/Interview Report – Week 8, dated October 26, 2008
 - I) Recruit Progress/Interview Report – Week 9, dated October 30, 2008
 - J) Recruit Progress/Interview Report – Week 10, dated November 7, 2008
 - K) Recruit Progress/Interview Report – Week 11, dated November 16, 2008 (2 copies – 1 dated, 1 undated)
 - L) Recruit Progress/Interview Report – Week 12, dated November 19, 2008
 - M) Recruit Progress/Interview Report – Week 13, undated

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20. Defensive Tactics Workshop Notification Form, dated November 11, 2008
21. Defensive Tactics Workshop Notification Form, dated October 8, 2008
22. Physical Feedback Profile
23. Documentation, Re: Swipe Card, dated received, September 30, 2008
24. S/Sgt. Colleen Kohen Notebook Notes and Description of Responsibilities

COURT TRANSCRIPTS

VOLUME 5:

1. *Provincial Offences Act* Court Transcript, R. v. Jack, April 1, 2010 and May 27, 2010

CAREER DEVELOPMENT BUREAU DOCUMENTS

VOLUME 6:

1. OPP letter to M. Jack, dated July 18, 2008 (date stamped July 30, 2008)
2. OPP, CDB Memo to Michael Jack, Re: Performance and Conduct Requirements of a Recruit Constable, dated August 25, 2008
3. OPP letter to M. Jack, dated July 18, 2008
4. Uniform Recruitment Applicant Processing Disposition, M. Jack, dated July 4, 2008
5. OPC, Basic Constable Training Program, Student Evaluation, Re: M. Jack, September 3 to November 27, 2008
6. Basic Constable Training Program completion certificate, M. Jack, dated November 27, 2008
7. OPPA Recruit Leadership Assessment Tool, Re: M. Jack
8. MCSCS Absence Reports: September, October and November, 2008
9. M. Jack Memo to Sgt. Tozser, Re: Failing to sign the 23:00 sign-in sheet on Sunday 14-Dec-08, dated December 15, 2008
10. OSMH Memo to Class 411, dated Christmas 2008

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11. Probationary Constable Performance Evaluation Report – 2nd month, Re: M. Jack, dated May 11, 2009
12. Probationary Constable Performance Evaluation Report – 3rd month, Re: M. Jack, dated April 27, 2009
13. Probationary Constable Work Improvement Plans, Re: M. Jack, dated May 11, 2009
 - Radio Communications
 - Flexibility
 - Police Vehicle Operation
14. Probationary Constable Performance Evaluation Report, dated June 11, 2009
15. J. Fantino, OPP letter to C. Condon, University of Liverpool, dated May 26, 2009
16. C. Condon, University of Liverpool to J. Fantino, Re: Research Participation, undated
17. Probationary Constable Performance Evaluation Report, Re: M. Jack – 5th month evaluation, dated August 31, 2009
18. Probationary Constable Performance Evaluation Report, Re: M. Jack – 7th month evaluation, dated August 31, 2009
19. Probationary Constable Performance Evaluation Report, Re: M. Jack – 8th month evaluation, dated October 5, 2009
20. Memo to S/Sgt Campbell, Re: P/C Jack 6 month evaluation (with attached Probationary Constable Performance Evaluation Report)
21. Probationary Constable Performance Work Improvement Plan, Re: P/C Jack, dated October 5, 2009
22. Sgt. D. McNeely Memo to R. Campbell, Re: M. Jack Driver Competency Assessment, dated October 2, 2009 (with attached Driver Competency Assessment)
23. Probationary Constable Performance Evaluation Report, Re: M. Jack – 9th month evaluation, dated October 23, 2009
24. Probationary Constable Work Improvement Plan, Re: M. Jack, dated October 8, 2009
25. Probationary Constable Performance Evaluation Report, Re: M. Jack – 10th month evaluation, dated November 18, 2009
26. Probationary Constable Work Improvement Plan, Re: M. Jack, dated December 14, 2009
27. M. Jack Memo Re: Federal Statutes, Rating: Does Not Meet Requirements, dated November 19, 2009
28. Probationary Constable Performance Evaluation Report, Re: M. Jack – 11th month evaluation, dated December 14, 2009

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29. Probationary Constable Work Improvement Plan, Re: M. Jack, dated December 31, 2009
30. OPP, Career Development Bureau Memorandum to P/C Jack and Peterborough County Detachment, Re: Notice of Proposed Release from Employment, dated December 9, 2009
31. M. Jack Memorandum to Chief Superintendent M. Armstrong, Re: Resignation from the Ontario Provincial Police, dated December 15, 2009
32. August 19, 2008 - email from B. Rathbun to S. Haennel, Re: Mike JACK
33. August 8, 2008 - email from J. Whitney to B. Rathbun, Cc: S. Haennel, Re: JACK, Michael
34. August 15, 2008 - email from S. Haennel to B. Rathbun, Re: Mike JACK
35. September 4, 2008 – email from S. Haenne to B. Rathbun, Re: Michael Jack
36. J. Whitney Memorandum Re: JACK, Michael 080558, dated August 6, 2008
37. August 13, 2008 – email from S. Haennel to D. Traviss, D. Lapalme, Re: Candidate Michael Jack
38. August 5, 2008 – email correspondence between M. Johnston and B. Rathbun, R. Campbell, Cc: S. Thomas, Re: Upcoming recruit
39. August 6, 2008 – email from S. Thomas to S. Haennel, Cc: A. McCollum
40. August 5, 2008 email from S. Thomas to G. Trivett, Cc: S. Haennel, Re: Upcoming Recruit
41. Michael Jack Application, Position of Constable/Cadet, dated April 2, 2008
42. Michael Jack, Police Constable Selection, Confidential Candidate Personal History Form, dated April 28, 2008
43. Jack, Ontario Constable Selection System, Consent and Release of Liability Form, dated March 30, 2008
44. Jack, Checklist of Mandatory Information
45. OPP, Recruitment, Driving Questionnaire, dated May 29, 2008
46. Constable Assessment, Pre-Background Questionnaire, Re: M. Jack, dated May 29, 2008
47. OPP, Career Development Bureau - letter to M. Jack Re: Ontario Association of Chiefs of Police (OACP), Constable Selection System (CSS) Testing Results, dated May 23, 2008 (with attached OACP Certificated of Results)

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48. Police Constable Selection, Applicant Survey Form – M. Jack
49. Michael Jack – Application for Constable/Cadet position, Cover Letter, Resume and References, dated March 31, 2008
50. June 2, 2008 email from M. Jack to S. Haennel, Re: Hello from Michael Jack
51. OPP, Career Development Bureau letter to M. Jack Re: Progression of the Recruitment Process, dated May 30, 2008
52. OPP, Career Development Bureau letter to M. Jack Re: Acknowledgement of Employment Application Receipt and Recruitment Process, dated April 11, 2008
53. OACP, Constable Selection System, Performance Declaration, Re: M. jack, dated may 29, 2008
54. OACP, Constable Selection System, Authorization From, Re: Research Use of Psychological Tests/Interviews/Evaluations – M. Jack, dated May 30, 2008
55. OPP, Corporate Services Confidential Internal Briefing Report, Re: Jack's gun collection, undated
56. Internal Complaint, Re: Jack association with known criminals – Received dated: November 9, 2009
57. Complaint Intake Form, dated September 11, 2009
58. September 23, 2009 - email from P. Butorac to M. Johnston, A. Crawford, Cc: R. Flindall, R. Campbell, Re: 254009-0173 Internal Complaint-PC Jack
59. Memorandum to PC Jack, Re: Notice of Internal Complaint, dated September 23, 2009
60. Professional Standards Bureau Investigation Report 2545009-0173
61. Memorandum to PC Jack, Re: Internal Complaint 2545009-0173, dated November 25, 2009

ONTARIO PROVINCIAL POLICE ORDERS

VOLUME 7:

1. Chapter 2: Law Enforcement, 2.51: Supervision – Member
 - January - December 2008 Policy
 - September 2008
2. Chapter 6: Administration & Infrastructure, 6.4: Human Resources
 - January - December 2008 Policy
 - September 2008 - December 2009 Police Orders Excerpt

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| 3. | Introduction, 0.1: Introduction to Police Orders <ul style="list-style-type: none">▪ December 2009▪ September 2008 |
| 4. | Chapter 2: Law Enforcement, 2.51: Supervision – Member <ul style="list-style-type: none">▪ September 2008▪ December 2009 |
| 5. | Probationary Constable Evaluation Report Guidelines, dated November 2008 |
| 6. | Chapter 6: Administration & Infrastructure, 6.16: OPP Vehicles, September 2008 |
| 7. | Chapter 2: Law Enforcement, 2.2: Communications/Dispatch, September 2008 |
| 8. | Chapter 6: Administration & Infrastructure, 6.4: Human Resources |
| 9. | Chapter 6: Administration & Infrastructure, 6.10: Professionalism in the OPP, September 2008 |
| 10. | Introduction, 0.1: Introduction to Police Orders, September 2008 |
| 11. | Chapter 2: Law Enforcement, 2.51: Supervision – Member, September 2008 |
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| 13. | Chapter 2: Law Enforcement, 2.51: Supervision – Member, December 2009 |
| 14. | Introduction, 0.1 Introduction to Police Orders, December 2009 |



2.51: SUPERVISION—MEMBER

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2.51.1: PERFORMANCE MANAGEMENT PROGRAM

Probationary Constable Performance Evaluation

A coach officer shall complete all monthly performance reviews for a probationary constable assigned to them using information gathered during the evaluation month.

Evaluation Form

Form PCS066P—Probationary Constable Performance Evaluation is available on the OPP CDB intranet website.

Multiple Supervisors

Where a member was supervised by more than one supervisor/coach officer during the evaluation period, the current supervisor, commenting on Form PCS066P—Probationary Constable Performance Evaluation, shall confer with such other supervisors/coaching members to ensure maximum evaluation input.

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Evaluation Report Months

Form PCS066P—Probationary Constable Performance Evaluation has a drop down box for **report month**. This indicates the number of months since the recruit's date of appointment. The first evaluation report (following Ontario Police College (OPC) Basic Constable Training) will therefore be the **fifth** month, second evaluation the **sixth** month, etc. The dates for the evaluations should correspond with the OPP date of appointment for the recruit, e.g., if the date of appointment is August 30th, then the **fifth** month evaluation will be due January 30th, the **sixth** month will be due February 28th, etc.

Disclosure of Evaluation

The immediate supervisor shall meet with the probationary constable to review each evaluation prior to submission to the detachment commander. At the discretion of the supervisor, the coach officer shall also be present at the meeting.

Recommending Permanent Status

All sub-categories in Form PCS066P—Probationary Constable Performance Evaluation, when recommending permanent status (usually the tenth month), shall have a specific example of work performance. It is important that there be sufficient documentation supporting the recommendation for permanency.

Examples for the Form PCS066P may be taken from any of the previous monthly evaluations.

Minimum Achievement

Probationary constables shall achieve **Meets Requirements** in all sub-categories of the Form PCS066P—Probationary Constable Performance Evaluation, in order to be recommended for permanent status.

Review of Evaluation by Regional Commander

The completed Form PCS066P—Probationary Constable Performance Evaluation shall be forwarded to the regional commander, where it shall be reviewed and appropriate comments added.

Member's Comments

Where the contents of the evaluation causes concern, the member who is the subject of the review may outline such concern by commenting on Form PCS066P—Probationary Constable Performance Evaluation.

Filing

A completed Form PCS066P—Probationary Constable Performance Evaluation shall be considered confidential and placed in the employee's individual staff record.

***Annual Inquiry***

An annual inquiry of the most appropriate police information systems including Canadian Police Information Centre (CPIC), Niche Records Management System (Niche RMS), or Provincial Automated Registration Information System (PARIS) shall be conducted on all members. The specifics obtained shall not be referenced on the member's staff personal file/document, including Form PCS066P—Probationary Constable Performance Evaluation.





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6.4: HUMAN RESOURCES

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6.4.8: PROBATIONARY CONSTABLE

Probationary Period

Pursuant to the PSA, each new probationary constable is appointed to the probationary staff by Management Board Secretariat (MBS) for a period not to exceed one year.

Failure to Meet Requirements of Position

Where a probationary constable fails to meet the requirements of their position during the probationary period, they may be released from employment by their bureau/regional commander for failure to demonstrate the required competence.

Posting

A probationary constable shall be posted only to a detachment or RHQ unit commanded by a member of at least sergeant rank. The following table sets out ratio guidelines for probationary constables to provincial constables:

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| PROVINCIAL CONSTABLES | PROBATIONARY CONSTABLES | PROVINCIAL CONSTABLES | PROBATIONARY CONSTABLES |
|-----------------------|-------------------------|-----------------------|-------------------------|
| 6-9 | 1 | 37-43 | 6 |
| 10-16 | 2 | 44-49 | 7 |
| 17-23 | 3 | 50-56 | 8 |
| 24-29 | 4 | 57-63 | 9 |
| 30-36 | 5 | 64-70 | 10 |

The Provincial Commander, Field Operations may vary the guidelines where circumstances require.

Assignment

Daylight

Upon completion of eight weeks service at a detachment, a probationary constable may, subject to meeting requirements on the Form PCS066P—Probationary Constable Performance Evaluation, 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.

Night Time

Upon completion of four months service at a detachment, a probationary constable may, subject to meeting requirements on the Form PCS066P—Probationary Constable Performance Evaluation (and cognizant of two member scheduling, in Police Orders, Chapter 2, Community Patrol) 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.

Variance

The detachment commander, on the advice of the coach officer and accountable supervisor, may waive the above requirements, where previous police experience is involved. Such approval shall be considered only on an



individual basis. The regional commander shall be notified of this decision on a Form PCS066P—Probationary Constable Performance Evaluation.

**Recruit Field
Training
Program—Detach
ment**

The detachment commander is responsible for the success of the Recruit Field Training Program at the detachment. The accountable supervisor and coach officer have further responsibilities associated with the day-to-day coaching, development, and supervision of the probationary constable.

Responsibilities



Supervisor

An immediate supervisor shall:

- be responsible for the supervision of the Recruit Field Training Program and monitoring the coach officer and probationary constable as they progress through the Recruit Field Training Manual;
- ensure that a probationary constable is offered every opportunity to participate actively with their coach officer in all phases of detachment work;
- confer with the respective coach officer when commenting on the probationary constable's Form PCS066P—Probationary Constable Performance Evaluation; and
- ensure the continuing compatibility between the probationary constable and their coach officer. In instances where it becomes clear that an irresolvable conflict exists, the supervisor shall recommend to the detachment commander that the probationary constable be re-assigned to another coach officer forthwith.

**Detachment
Commander**

A detachment commander is responsible for the overall development of each probationary constable and shall:

- select a coach officer utilizing the coach officer competency model;
- assign each probationary constable to a coach officer;
- where advised by an accountable supervisor that an irresolvable conflict exists between the probationary constable and their coach officer, re-assign the probationary constable to another coach officer forthwith;
- ensure that duty schedules are arranged so the coach officer and probationary constable work corresponding shifts, where practical;
- ensure that the Form PCS066P—Probationary Constable Performance Evaluation is completed in accordance with the Probationary Constable Guidelines; and
- review, comment and forward Form PCS066P—Probationary Constable Performance Evaluation to the regional commander each month.

Supplemental Training

An employee in the detachment possessing specific skills/knowledge may be detailed to supplement the training given to a probationary constable, duty schedule permitting.

Review by Region

The regional commander, or designate, shall review/comment/distribute Form PCS066P—Probationary Constable Performance Evaluation. The original



copies shall be forwarded to GHQ to the attention of the Commander, CDB. Copies shall be retained at the detachment and region in a secure location.

**Diversity
Awareness**

Once a probationary constable is posted to a detachment, the detachment commander, the accountable supervisor and coach officer shall ensure that the probationary constable is made aware of the diverse make-up of the community, including, but not limited to First Nations and other diverse groups within a detachment's boundaries. Arrangements shall be considered for the probationary constable to meet and work with as many diverse groups as practicable. This will enable the probationary constable to foster awareness, increase understanding and build relationships of mutual understanding and respect.



Duration

The duration of these assignments shall be for a reasonable period as determined by the detachment commander in consultation with the coach officer and must be completed before the probationary constable's ten-month evaluation.

Noted on PCS066

The coach officer shall indicate on Form PCS066P—Probationary Constable Performance Evaluation that this assignment has been completed.

**Orientation to
Provincial
Communication
Centre**

Once a probationary constable is posted to a detachment, the detachment commander and coach officer shall ensure that the probationary constable attends an orientation day at their respective Provincial Communication Centre (PCC). This will enable the probationary constable to gain first-hand experience in understanding the operations of the PCC and enhance their awareness of the complexity of the operator role and responsibilities.

Duration

The duration of this assignment shall be one shift and shall be completed before the probationary constable is recommended for permanency.

Noted on PCS066

The coach officer shall indicate on Form PCS066P—Probationary Constable Performance Evaluation that this assignment has been completed.

Guidelines

Guidelines for completing Form PCS066P—Probationary Constable Performance Evaluation can be found on the Career Development Bureau Intranet Website and in Police Orders, Performance Management Manual—Probationary Constable.

Coach Officer

Selection

A regional/detachment commander shall, when recommending a member to perform the role of coach officer, consider whether that member:

- demonstrates the desire/willingness/ability to accept the responsibilities of a coach officer as listed in the Recruit Field Training Program and meets the required level for a coach officer in the competency model;
- possesses the desire/ability to transmit their knowledge to others;
- has an awareness of detachment objectives;
- understands OPP policy and relevant statute law;
- has a good reputation with other detachment members and within the community; and
- displays loyalty to the OPP and superior officers.



Responsibility The coach officer shall be responsible for:

- developing a plan of training suited to the probationary constable's needs, and detachment priorities, in accordance with the Recruit Field Training Program;
- completing a monthly Performance Evaluation Report on Form PCS066P—Probationary Constable Performance Evaluation for submission to the probationary constable's immediate supervisor and detachment commander at the end of each month; and
- ensuring the probationary constable is familiar with the OPP Mission Statement contained in Police Orders.



**Probationary
Officer Suitability**

To qualify for certification of suitability, a probationary constable shall meet the following conditions:

- completion of not less than one year of meeting requirements as determined by Form PCS066P—Probationary Constable Performance Evaluation; and
- completion of the Ontario Police College's Constable Training Program with an average mark of 75 per cent or higher in each subject and awarded a certificate.

Appointment—Regular Staff

The appointment of a member to regular staff becomes effective one year from the date of appointment to probationary staff. This is effected through an order-in-council which is issued upon the submission of a certificate of qualification, which in turn is contingent upon a certification of suitability issued by the Commissioner.



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6.4.8: PROBATIONARY CONSTABLE

Probationary Period

Pursuant to the PSA, each new probationary constable is appointed to the probationary staff by Management Board Secretariat (MBS) for a period not to exceed one year.

Failure to Meet Requirements of Position

Where a probationary constable fails to meet the requirements of their position during the probationary period, they may be released from employment by their bureau/regional commander for failure to demonstrate the required competence.

Posting

A probationary constable shall be posted only to a detachment or RHQ unit commanded by a member of at least sergeant rank. The following table sets out ratio guidelines for probationary constables to provincial constables:

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The Provincial Commander, Field Operations may vary the guidelines where circumstances require.

Assignment

Daylight

Upon completion of eight weeks service at a detachment, a probationary constable may, subject to meeting requirements on the Form PCS066P—Probationary Constable Performance Evaluation, 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.

Night Time

Upon completion of four months service at a detachment, a probationary constable may, subject to meeting requirements on the Form PCS066P—Probationary Constable Performance Evaluation (and cognizant of two member scheduling, in Police Orders, Chapter 2, Community Patrol) 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.

Variance

The detachment commander, on the advice of the coach officer and accountable supervisor, may waive the above requirements, where previous police experience is involved. Such approval shall be considered only on an



individual basis. The regional commander shall be notified of this decision on a Form PCS066P—Probationary Constable Performance Evaluation.

Recruit Field Training Program—Detachment

The detachment commander is responsible for the success of the Recruit Field Training Program at the detachment. The accountable supervisor and coach officer have further responsibilities associated with the day-to-day coaching, development, and supervision of the probationary constable.

Responsibilities



Supervisor

An immediate supervisor shall:

- be responsible for the supervision of the Recruit Field Training Program and monitoring the coach officer and probationary constable as they progress through the Recruit Field Training Manual;
- ensure that a probationary constable is offered every opportunity to participate actively with their coach officer in all phases of detachment work;
- confer with the respective coach officer when commenting on the probationary constable's Form PCS066P—Probationary Constable Performance Evaluation; and
- ensure the continuing compatibility between the probationary constable and their coach officer. In instances where it becomes clear that an irresolvable conflict exists, the supervisor shall recommend to the detachment commander that the probationary constable be re-assigned to another coach officer forthwith.

Detachment Commander

A detachment commander is responsible for the overall development of each probationary constable and shall:

- select a coach officer utilizing the coach officer competency model;
- assign each probationary constable to a coach officer;
- where advised by an accountable supervisor that an irresolvable conflict exists between the probationary constable and their coach officer, re-assign the probationary constable to another coach officer forthwith;
- ensure that duty schedules are arranged so the coach officer and probationary constable work corresponding shifts, where practical;
- ensure that the Form PCS066P—Probationary Constable Performance Evaluation is completed in accordance with the Probationary Constable Guidelines; and
- review, comment and forward Form PCS066P—Probationary Constable Performance Evaluation to the regional commander each month.

Supplemental Training

An employee in the detachment possessing specific skills/knowledge may be detailed to supplement the training given to a probationary constable, duty schedule permitting.

Review by Region

The regional commander, or designate, shall review/comment/distribute Form PCS066P—Probationary Constable Performance Evaluation. The original



copies shall be forwarded to GHQ to the attention of the Commander, CDB. Copies shall be retained at the detachment and region in a secure location.

**Diversity
Awareness**



Once a probationary constable is posted to a detachment, the detachment commander, the accountable supervisor and coach officer shall ensure that the probationary constable is made aware of the diverse make-up of the community, including, but not limited to First Nations and other diverse groups within a detachment's boundaries. Arrangements shall be considered for the probationary constable to meet and work with as many diverse groups as practicable. This will enable the probationary constable to foster awareness, increase understanding and build relationships of mutual understanding and respect.

Duration

The duration of these assignments shall be for a reasonable period as determined by the detachment commander in consultation with the coach officer and must be completed before the probationary constable's ten-month evaluation.

Noted on PCS066

The coach officer shall indicate on Form PCS066P—Probationary Constable Performance Evaluation that this assignment has been completed.

**Orientation to
Provincial
Communication
Centre**

Once a probationary constable is posted to a detachment, the detachment commander and coach officer shall ensure that the probationary constable attends an orientation day at their respective Provincial Communication Centre (PCC). This will enable the probationary constable to gain first-hand experience in understanding the operations of the PCC and enhance their awareness of the complexity of the operator role and responsibilities.

Duration

The duration of this assignment shall be one shift and shall be completed before the probationary constable is recommended for permanency.

Noted on PCS066

The coach officer shall indicate on Form PCS066P—Probationary Constable Performance Evaluation that this assignment has been completed.

Guidelines

Guidelines for completing Form PCS066P—Probationary Constable Performance Evaluation can be found on the Career Development Bureau Intranet Website.

Coach Officer

Selection

A regional/detachment commander shall, when recommending a member to perform the role of coach officer, consider whether that member:

- demonstrates the desire/willingness/ability to accept the responsibilities of a coach officer as listed in the Recruit Field Training Program and meets the required level for a coach officer in the competency model;
- possesses the desire/ability to transmit their knowledge to others;
- has an awareness of detachment objectives;
- understands OPP policy and relevant statute law;
- has a good reputation with other detachment members and within the community; and
- displays loyalty to the OPP and superior officers.



Responsibility The coach officer shall be responsible for:

- developing a plan of training suited to the probationary constable's needs, and detachment priorities, in accordance with the Recruit Field Training Program;
- completing a monthly Performance Evaluation Report on Form PCS066P—Probationary Constable Performance Evaluation for submission to the probationary constable's immediate supervisor and detachment commander at the end of each month; and
- ensuring the probationary constable is familiar with the OPP Mission Statement contained in Police Orders.



To qualify for certification of suitability, a probationary constable shall meet the following conditions:

- completion of not less than one year of meeting requirements as determined by Form PCS066P—Probationary Constable Performance Evaluation; and
- completion of the Ontario Police College's Constable Training Program with an average mark of 75 per cent or higher in each subject and awarded a certificate.

Appointment—Regular Staff

The appointment of a member to regular staff becomes effective one year from the date of appointment to probationary staff. This is effected through an order-in-council which is issued upon the submission of a certificate of qualification, which in turn is contingent upon a certification of suitability issued by the Commissioner.



0.1: INTRODUCTION TO POLICE ORDERS

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0.1.2: THE PROMISE OF THE OPP (VALUES AND ETHICS)

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As an organization, the OPP commits to working continually to earn the confidence of the citizens of and visitors to Ontario—a confidence that will not be taken for granted. The OPP fulfils this commitment by providing the best and most professional service possible, and by striving to build a culture of trust, and open and honest dialogue, with the communities it serves and among the people it employs. The organization commits to creating and sustaining a positive working environment in which every employee has equal opportunity to fulfil his/her potential within the profession.

Each OPP employee and volunteer appreciates the vital role he/she plays in protecting the fundamental rights of all people in Ontario. As such, each commits to always putting the interests of the public and the OPP's Vision and Mission before any personal and private interest, and to demonstrate pride in his/her profession and the OPP through personal conduct that reflects a belief in the following OPP values and ethics:

- professionalism;
- accountability;
- diversity;
- respect; and
- excellence.

Diversity Each employee shall:

- seek to understand different perspectives, cultures, lifestyles, creeds and apply that understanding to effect quality policing;
- identify candidates for recruitment to enhance the diversity of the OPP workforce reflective of the communities we serve;
- protect the rights of all people in an equitable and consistent manner;
- maintain an open mind; be impartial and non-judgmental; be aware of and manage his/her personal biases or attitudes, e.g. stereotypes;
- treat others as they would want to be treated: victims and accused (their families and communities), colleagues and staff, regardless of gender, race, ethnicity, ability, age, etc.; enable others to maintain his/her dignity even in the face of adversity;
- adjust the way he/she works (behave and communicate) by appropriately accommodating others' basic human rights; and
- respect the individual dignity and strengths of all people.



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As an OPP employee and volunteer, I appreciate the vital role I play in protecting the fundamental rights of all people in Ontario. I therefore commit to always putting the interests of the public and the OPP's Vision and Mission before any personal and private interest. And I promise that I will always demonstrate pride in my profession and the OPP through personal conduct that reflects my belief in the value of:

- accountability;
- respectful relationships;
- fairness, courage and caring;
- continuous learning; and
- diversity.

Diversity (In Society & My Workplace)

I will:

- seek to understand different perspectives, cultures, lifestyles, creeds and apply that understanding to effect quality policing;
- identify candidates for recruitment to enhance the diversity of the OPP workforce reflective of the communities we serve;
- adjust the way I work (behave and communicate) by appropriately accommodating others' basic human rights; and
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2.51: SUPERVISION—MEMBER

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2.51.1: PERFORMANCE MANAGEMENT PROGRAM**Probationary
Constable
Performance
Evaluation****Evaluation Form****Multiple Supervisors**

A coach officer shall complete all monthly performance reviews for a probationary constable assigned to them using information gathered during the evaluation month.

Form PCS066P—Probationary Constable Performance Evaluation is available on the OPP CDB intranet website.

Where a member was supervised by more than one supervisor/coach officer during the evaluation period, the current supervisor, commenting on Form PCS066P—Probationary Constable Performance Evaluation, shall confer with such other supervisors/coaching members to ensure maximum evaluation input.

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**Evaluation Report
Months**

Form PCS066P—Probationary Constable Performance Evaluation has a drop down box for **report month**. This indicates the number of months since the recruit's date of appointment. The first evaluation report (following Ontario Police College (OPC) Basic Constable Training) will therefore be the **fifth** month, second evaluation the **sixth** month, etc. The dates for the evaluations should correspond with the OPP date of appointment for the recruit, e.g., if the date of appointment is August 30th, then the **fifth** month evaluation will be due January 30th, the **sixth** month will be due February 28th, etc.

**Disclosure of
Evaluation**

The immediate supervisor shall meet with the probationary constable to review each evaluation prior to submission to the detachment commander. At the discretion of the supervisor, the coach officer shall also be present at the meeting.

**Recommending
Permanent Status**

All sub-categories in Form PCS066P—Probationary Constable Performance Evaluation, when recommending permanent status (usually the tenth month), shall have a specific example of work performance. It is important that there be sufficient documentation supporting the recommendation for permanency.

Examples for the Form PCS066P may be taken from any of the previous monthly evaluations.

Minimum Achievement

Probationary constables shall achieve **Meets Requirements** in all sub-categories of the Form PCS066P—Probationary Constable Performance Evaluation, in order to be recommended for permanent status.

**Review of Evaluation
by Regional
Commander**

The completed Form PCS066P—Probationary Constable Performance Evaluation shall be forwarded to the regional commander, where it shall be reviewed and appropriate comments added.

Member's Comments

Where the contents of the evaluation causes concern, the member who is the subject of the review may outline such concern by commenting on Form PCS066P—Probationary Constable Performance Evaluation.

Filing

A completed Form PCS066P—Probationary Constable Performance Evaluation shall be considered confidential and placed in the employee's personnel file 291-00.

***Annual Inquiry***

An annual inquiry of the most appropriate police information systems including Canadian Police Information Centre (CPIC), Niche Records Management System (Niche RMS), or Provincial Automated Registration Information System (PARIS) shall be conducted on all members. The specifics obtained shall not be referenced on the member's personnel file 291-00, including Form PCS066P—Probationary Constable Performance Evaluation.





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Probationary Constable Performance Evaluation

Evaluation Form

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- Niche Records Management System (Niche RMS); and
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The specifics obtained shall not be referenced on the member's personnel file 291-00, including Form PCS066P—Probationary Constable Performance Evaluation.



PROBATIONARY CONSTABLE

EVALUATION REPORT

GUIDELINES
(PCS 066P)

November 2008

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, amalgamated officers, and experienced officers). 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.

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 and receives a copy for their personal records. The original remains in their 291 file.

2008 Changes to Probationary Constable Status (this does not include Experienced Officer or Amalgamated Officers)

The Ontario Provincial Police Association (OPPA) has signed a Memorandum of Agreement with the OPP addressing probationary constable status for new "Recruit Constables". Effective for the August 2008 intake, "Recruit Constables" will be ranked as 5th Class Recruit Constables.

Upon successful completion of the training at both the Ontario Police College and the Provincial Police Academy, the "recruit constable" will progress to 4th class Constable and have probationary status.

With this process change comes a revision to the probationary period for each new Constable. The probationary period will now commence 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.

Fails to 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 or 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).
- Experienced Officers and Amalgamated Officers begin their probationary period on their start date with the OPP.

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)

- **Amalgamated and Experienced Officers Submission Schedule**

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

Month 1

Month 2 Submit PCS66P (combine Month 1 & 2)

Month 3

Month 4

Month 5

Month 6 Submit PCS 066P (combine Months 3,4,5,6)

Month 7

Month 8

Month 9

Month 10 Submit PCS66P (combine Months 7,8, 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)

For All 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 (i.e. if evaluation end date is Jan 30, evaluation to region by Feb 18). 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.

Regional Command Staff and CDB shall be notified as soon as a WIP has been initiated.

The CDB will work closely with Detachment and Regional staff in any situation where it is anticipated that a probationary constable may be released from employment.



6.16: OPP VEHICLES

6.16.4: USE OF OPP VEHICLE

- Safe Operation** An employee shall operate an OPP vehicle in a manner that demonstrates legal, safe and appropriate driving practices to the general public.
- Accountability** Notwithstanding exceptions contained in the Highway Traffic Act (HTA) and operational requirements, employees are always accountable for their driving behaviour and may be called upon to justify deviation from the law.
- Use of Emergency Equipment** A member is legally permitted to exceed the speed limit in response to an emergent occurrence. This of course is not without risk and therefore OPP vehicles are equipped with emergency lights and other related equipment to reduce the danger to the member and the public.

Emergency equipment shall be activated when required by law and when otherwise responding to an emergent occurrence, particularly if the driving practice is a marked departure from what the public would expect to see from a police vehicle on patrol.

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6.4: HUMAN RESOURCES

Introduction

This area of Police Orders pertains to the personnel functions, policies and procedures of the OPP. It comprises such topics as staffing, personnel evaluations, selected employee benefits, personal counselling, employee records and separation procedures. In general, this topic area deals only with those matters most common to the personnel function, or in respect of which the OPP has specific or qualifying policies or procedures. Where a particular subject is not discussed, reference should be made to the respective employee agreement.



The procedures set out here are not intended to replace those contained in the Management Board of Cabinet (MBC) Directives and Guidelines or an employee agreement, but rather, to augment and facilitate the implementation of the procedures required by such manuals and agreements. Where a conflict of policy may arise, a decision shall be sought from the Commander, Career Development Bureau (CDB), as the circumstance may warrant.

An employee shall avoid any conflict of interest as detailed in Police Orders, Chapter 6, Code of Conduct in the OPP.

6.4.1: TOPIC RESPONSIBILITY

The Ministry of Community Safety and Correctional Services (MCSCS) Human Resources and OPP CDB provide personnel services to the OPP, and share general responsibility for this topic.

6.4.2: DUPLICATION MINIMIZATION

To minimize duplication of writing and reference, where policy on a particular subject as contained in the MBC Directives and Guidelines or the Ontario Public Service Employees Union (OPSEU) Collective Agreement or the Ontario Provincial Police Association (OPPA) Memorandum of Understanding (MOU) is acceptable in its published form to the OPP, such policy is integrated in this topic.

6.4.3: EXTRACTED REFERENCES

Where possible, material extracted from other sources will be used verbatim. However, inapplicable material may be deleted, specific OPP terminology substituted or the writing simplified, but the full intent of the extract will remain. The sequential arrangement of material is at OPP discretion, and may vary from that in the reference source. Numbering and structuring are in the Police Orders style, and common OPP terminology is used.

6.4.4: DOCUMENT DISTRIBUTION

Unless otherwise provided, a form or other document required to be submitted by this topic area shall be forwarded through normal channels.



6.4.5: UNIFORM RECRUITMENT

Introduction

The OPP is committed to being representative of the communities it serves and providing a welcoming and diverse work environment by hiring qualified candidates who:

- have integrity;
- are accountable;
- are compassionate and fair;
- demonstrate courage, and
- engage in continuous learning.



Employee Responsibility

All OPP employees can supplement successful recruitment by:

- identifying qualified candidates;
- completing the Employee Reference for OPP Candidate and forwarding it to the CDB, Uniform Recruitment Section;
- providing guidance/direction to potential/interested candidates; and
- communicating a positive image/message about unique and exciting career opportunities within the OPP.

OPP Recruitment Process

Constable Selection System

The OPP administers standardized testing for the selection of constables for policing in Ontario. The Constable Selection System (CSS) was developed by the MCSCS and is managed by the Ontario Association of Chiefs of Police (OACP). Candidates are awarded a Certificate of Results (COR) to recognize successful completion of the CSS testing. A Registration Package is available on the OPP Internet Website.

Application Process

The OPP Application Package is available on the OPP Internet Website for those candidates who have successfully obtained a valid COR. Stages of the application process include:

- pre-screening of OPP Application;
- interview;
- background investigation;
- medical evaluation;
- psychological evaluation; and
- approval by a Final Review Board.

Website

All information pertaining to uniform recruitment can be found on the OPP Internet Website.



6.4.6: SECONDMENT/TEMPORARY ASSIGNMENT

Introduction To meet human resource requirements and/or support learning and development plans it may be necessary to temporarily assign/second an employee to a different position and/or work location.

Open Process The secondment/temporary assignment process shall be open/transparent, accountable, and consistent, enabling a regional/bureau manager/supervisor to track resource commitments and ensure essential services are maintained, while supporting career development goals of all employees to the extent possible.



Terminology Except as otherwise provided in this policy, the terms secondment and temporary assignment are synonymous for the purpose of procedures necessary to obtain approvals and complete necessary documentation.

Application This policy applies to a secondment/temporary assignment that is 30 days in duration or longer.

MOUs/Collective Agreements The provisions of this policy shall be applied in a manner consistent with bargaining group memorandums of understanding/collective agreements.

Review A vacant position filled by a secondment/temporary assignment shall be reviewed regularly with consideration given to filling the position on a permanent basis.

Rank/Classification An employee on secondment/temporary assignment involving a higher rank/classification shall revert back to their original rank/classification level:

- upon expiration of the secondment/temporary assignment and return to their home position and work location; or
- when temporarily recalled to their home position in response to an OPP operational priority, e.g., major incident, provincial emergency, etc.

Exception

Except where a prior agreement has been made, a member who is filling a position in an acting capacity shall not revert to the former rank, where a temporary absence from the secondment/temporary assignment is necessary to attend a training course, court or vacation.

Tracking/Documentation A secondment/temporary assignment of 30 days in duration or longer shall be recorded on the Workforce Information Network (WIN) system as the only approved method of tracking.

WIN Employee Action Request (WEAR) The WIN Employee Action Request (WEAR) form shall be completed for a secondment/temporary assignment in accordance with this policy and any other provisions set out in Police Orders.

Critical Position Staffing Approval A Critical Position Staffing Approval form shall be completed and submitted by the manager/supervisor at the host location for each initial temporary assignment and subsequent extension.

Once approved the manager/supervisor at the host location shall prepare the required WEAR form to temporarily transfer the employee to the temporary assignment or extend the employee in the temporary assignment.



Exception A WEAR form or a Critical Position Staffing Approval form is not required when utilizing a member for duties at a summer detachment or for a short-term specific project less than 30 days.

Advertisement

Assignment—Six Months or Over

Whenever practicable, a temporary assignment six months in duration or longer shall be advertised. If a temporary assignment is longer than six months in duration, a reasonable explanation shall be provided under section 2 of the Critical Position Staffing Approval form to justify not using the competition process.

Assignment—Under Six Months

For a temporary assignment less than six months in duration, a manager/supervisor may forfeit the competition process and appoint an employee to temporarily perform the full duties of that position if:

- a competitive process would otherwise interfere with/undermine the objective of filling the position in a timely manner;
- the employee has demonstrated the ability through work performance, of meeting the position requirements; or
- the employee has requested development in the program area in their learning and development plan.

Financial Responsibility/HR Management

Responsibility for an employee's financial compensation and human resources management on a secondment/temporary assignment shall be agreed upon by the manager/supervisor of the employee's home and secondment/temporary assignment work location and recorded in the required formal agreement.

Temporary Assignment Agreement

A formal agreement utilizing Form PCS 107—Temporary Assignment Agreement, shall be completed and submitted for approval to support a temporary assignment 30 days in duration or longer. The manager/supervisor of the temporary assignment location shall be responsible for facilitating the completion of the form, ensuring all required fields are completed.

Distribution

A temporary assignment agreement shall be distributed as follows:

- temporary assignment location—original;
- assigned member's personal file (291)—copy;
- home location—copy; and
- bureau/regional commander—copy.

Secondment Agreement

A formal agreement utilizing Form PCS 108—Secondment Agreement, shall be completed and submitted for approval to support all secondments 30 days in duration or longer. Such agreements shall be developed in consultation with the Manager, Controllership Services, Business and Financial Services Bureau (BFSB) and the Commander, CDB.



Guidelines Form PCS 109—Secondment Checklist available via the CDB intranet website shall be reviewed by managers/supervisors tasked with developing secondment agreements to ensure all appropriate issues are addressed.

Approvals The Commanders of CDB and BFSB and a representative from the secondment host location shall review and sign the completed agreement prior to forwarding to the respective Provincial Commander for final approval.

Annual Review

A secondment exceeding one year in duration shall be reviewed annually by the Provincial Commander, Corporate Services to ensure it is meeting the needs of the organization.

Distribution

A secondment agreement shall be distributed as follows:

- CDB—copy;
- host/secondment location—original or copy as the case may be;
- seconded member's personal file (291)—copy;
- seconded member's home location—copy;
- bureau/regional commander—copy;
- Commander, BFSB—copy; and
- Provincial Commander—copy or original if developed by the OPP.

Renewal Documentation for the renewal of a secondment/temporary assignment shall be completed at least 30 days prior to the start of the renewal period. This notice shall enable the appropriate modification of information to the Ministry of Government Services, Shared Services Bureau (Corpay) and Workforce Information Network (WIN) reporting systems.

Required Information A renewal shall be supported with a new/amended secondment/temporary assignment agreement and include the rationale for not advertising the assignment.

Expiration of Assignment Upon the expiration of a secondment/temporary assignment, the manager/supervisor of the employee's home position shall complete a WEAR form to return the employee to their home position, except where:

- a secondment/temporary assignment agreement renewal has been submitted and approved;
- a secondment/temporary assignment agreement for a different position has been submitted and approved; or
- the employee is appointed to or has been successful in a competition for the current temporary assignment vacancy or for another vacancy.

Early Termination of Assignment Where a secondment/temporary assignment ends prior to the original date specified on approved documentation, the manager/supervisor of the employee's home location shall complete the WEAR form and submit it to the approving authority.



- Member—Notification of Reversion to Confirmed Rank** A member who has performed the full duties of a position in an acting capacity for a period of 18 months or more shall be given written notice, at least one month prior to being reverted to the former rank.
- Performance Evaluation** A secondment/temporary assignment is regarded as on-the-job development. For that purpose, documentation of performance shall be required.
- Documentation**
- Temporary Assignment—less than 90 days**
 The temporary assignment manager/supervisor shall be responsible for documenting the employee's performance evaluation during the temporary assignment utilizing 233-10—General Information Form, which shall be forwarded to the employee and home location manager through the bureau/ regional commander responsible for the temporary assignment area.
- Temporary Assignment—90 days or longer**
 The manager/supervisor at the host location shall be responsible for completion of the employee's annual performance evaluation. In cases where the assignment does not cover the entire year of the evaluation, there shall be consultation with, and input received from the supervisor from the home location to ensure the evaluation accurately reflects the year reviewed.
- Secondment**
 Requirements/procedures for reporting employee performance during a secondment shall be consistent with OPP Performance Management policies as set out on the CDB intranet website and agreed upon by the manager/ supervisor of the employee's home location and the secondment/temporary assignment work location and recorded in the required formal agreement.
- Timelines** To ensure performance feedback is relevant and timely, all performance evaluation documentation including 233-10—General Information Form shall be completed and distributed within 30 days of the termination of the secondment/temporary assignment, or with respect to an Annual Performance Evaluation, the employee's anniversary date.
- Filing** All documentation relating to a secondment/temporary assignment shall be filed in accordance with the Records Maintenance Manual.

6.4.7: POSITION DESCRIPTION

- Introduction** A position description is an account of the organizational relationships, responsibilities, and specific duties that constitute a given job or position. It defines the scope of responsibility and continuing work assignments that are sufficiently different from those of other jobs or positions to warrant a specific title.
- A position description is essential because it provides the employee with the information on what is expected of them, and it provides management with the information necessary to ensure the proper selection, training and utilization of police personnel.



Responsibility

Member When a member reports for duty upon:

- an original posting;
- a subsequent posting;
- a promotion; or
- a new position,

their superior shall provide them with a copy of the appropriate position description.



6.4.8: PROBATIONARY CONSTABLE

Probationary Period Pursuant to the PSA, each new probationary constable is appointed to the probationary staff by Management Board Secretariat (MBS) for a period not to exceed one year.

Failure to Meet Requirements of Position Where a probationary constable fails to meet the requirements of their position during the probationary period, they may be released from employment by their bureau/regional commander for failure to demonstrate the required competence.

Posting A probationary constable shall be posted only to a detachment or RHQ unit commanded by a member of at least sergeant rank. The following table sets out ratio guidelines for probationary constables to provincial constables:

| PROVINCIAL CONSTABLES | PROBATIONARY CONSTABLES | PROVINCIAL CONSTABLES | PROBATIONARY CONSTABLES |
|-----------------------|-------------------------|-----------------------|-------------------------|
| 6–9 | 1 | 37–43 | 6 |
| 10–16 | 2 | 44–49 | 7 |
| 17–23 | 3 | 50–56 | 8 |
| 24–29 | 4 | 57–63 | 9 |
| 30–36 | 5 | 64–70 | 10 |

The Provincial Commander, Field Operations may vary the guidelines where circumstances require.

Assignment

Daylight Upon completion of eight weeks service at a detachment, a probationary constable may, subject to meeting requirements on the Form PCS066P—Probationary Constable Performance Evaluation, 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.



Night Time Upon completion of four months service at a detachment, a probationary constable may, subject to meeting requirements on the Form PCS066P—Probationary Constable Performance Evaluation (and cognizant of two member scheduling, in Police Orders, Chapter 2, Community Patrol) 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.



Variance

The detachment commander, on the advice of the coach officer and accountable supervisor, may waive the above requirements, where previous police experience is involved. Such approval shall be considered only on an individual basis. The regional commander shall be notified of this decision on a Form PCS066P—Probationary Constable Performance Evaluation.

The detachment commander is responsible for the success of the Recruit Field Training Program at the detachment. The accountable supervisor and coach officer have further responsibilities associated with the day-to-day coaching, development, and supervision of the probationary constable.

Responsibilities

Supervisor

An immediate supervisor shall:

- be responsible for the supervision of the Recruit Field Training Program and monitoring the coach officer and probationary constable as they progress through the Recruit Field Training Manual;
- ensure that a probationary constable is offered every opportunity to participate actively with their coach officer in all phases of detachment work;
- confer with the respective coach officer when commenting on the probationary constable's Form PCS066P—Probationary Constable Performance Evaluation; and
- ensure the continuing compatibility between the probationary constable and their coach officer. In instances where it becomes clear that an irresolvable conflict exists, the supervisor shall recommend to the detachment commander that the probationary constable be re-assigned to another coach officer forthwith.

Detachment Commander

A detachment commander is responsible for the overall development of each probationary constable and shall:

- select a coach officer utilizing the coach officer competency model;
- assign each probationary constable to a coach officer;
- where advised by an accountable supervisor that an irresolvable conflict exists between the probationary constable and their coach officer, re-assign the probationary constable to another coach officer forthwith;
- ensure that duty schedules are arranged so the coach officer and probationary constable work corresponding shifts, where practical;
- ensure that the Form PCS066P—Probationary Constable Performance Evaluation is completed in accordance with the Probationary Constable Guidelines; and



- review, comment and forward Form PCS066P—Probationary Constable Performance Evaluation to the regional commander each month.

Supplemental Training

An employee in the detachment possessing specific skills/knowledge may be detailed to supplement the training given to a probationary constable, duty schedule permitting.

Review by Region



Diversity Awareness

The regional commander, or designate, shall review/comment/distribute Form PCS066P—Probationary Constable Performance Evaluation. The original copies shall be forwarded to GHQ to the attention of the Commander, CDB. Copies shall be retained at the detachment and region in a secure location.

Once a probationary constable is posted to a detachment, the detachment commander, the accountable supervisor and coach officer shall ensure that the probationary constable is made aware of the diverse make-up of the community, including, but not limited to First Nations and other diverse groups within a detachment's boundaries. Arrangements shall be considered for the probationary constable to meet and work with as many diverse groups as practicable. This will enable the probationary constable to foster awareness, increase understanding and build relationships of mutual understanding and respect.

Duration

The duration of these assignments shall be for a reasonable period as determined by the detachment commander in consultation with the coach officer and must be completed before the probationary constable's ten-month evaluation.

Noted on PCS066

The coach officer shall indicate on Form PCS066P—Probationary Constable Performance Evaluation that this assignment has been completed.

Orientation to Provincial Communication Centre

Once a probationary constable is posted to a detachment, the detachment commander and coach officer shall ensure that the probationary constable attends an orientation day at their respective Provincial Communication Centre (PCC). This will enable the probationary constable to gain first-hand experience in understanding the operations of the PCC and enhance their awareness of the complexity of the operator role and responsibilities.

Duration

The duration of this assignment shall be one shift and shall be completed before the probationary constable is recommended for permanency.

Noted on PCS066

The coach officer shall indicate on Form PCS066P—Probationary Constable Performance Evaluation that this assignment has been completed.

Guidelines

Guidelines for completing Form PCS066P—Probationary Constable Performance Evaluation can be found on the Career Development Bureau Intranet Website.

Coach Officer

Selection

A regional/detachment commander shall, when recommending a member to perform the role of coach officer, consider whether that member:

- demonstrates the desire/willingness/ability to accept the responsibilities of a coach officer as listed in the Recruit Field Training Program and meets the required level for a coach officer in the competency model;



- possesses the desire/ability to transmit their knowledge to others;
- has an awareness of detachment objectives;
- understands OPP policy and relevant statute law;
- has a good reputation with other detachment members and within the community; and
- displays loyalty to the OPP and superior officers.



The coach officer shall be responsible for:

- developing a plan of training suited to the probationary constable's needs, and detachment priorities, in accordance with the Recruit Field Training Program;
- completing a monthly Performance Evaluation Report on Form PCS066P—Probationary Constable Performance Evaluation for submission to the probationary constable's immediate supervisor and detachment commander at the end of each month; and
- ensuring the probationary constable is familiar with the OPP Mission Statement contained in Police Orders.

Probationary Officer Suitability

To qualify for certification of suitability, a probationary constable shall meet the following conditions:

- completion of not less than one year of meeting requirements as determined by Form PCS066P—Probationary Constable Performance Evaluation; and
- completion of the Ontario Police College's Constable Training Program with an average mark of 75 per cent or higher in each subject and awarded a certificate.

Appointment—Regular Staff

The appointment of a member to regular staff becomes effective one year from the date of appointment to probationary staff. This is effected through an order-in-council which is issued upon the submission of a certificate of qualification, which in turn is contingent upon a certification of suitability issued by the Commissioner.

6.4.9: CIVILIAN EMPLOYEE

Introduction

The staffing and documentation requirements for a civilian employee is available through the CDB. Items specific to employment with the OPP are contained in this policy.

Pre-employment Check

Where an offer of employment to a prospective employee, including an unclassified or temporary employee, is contemplated, a detachment commander or regional commander, as the case may be, prior to employment shall ensure that reference checks are made with:

- CPIC;
- local police agencies;



- local credit bureau; and
- Manager, Records/Graphics Services Unit, who shall in turn be responsible for additional checks with the Manager, Security Section, Investigation Support Bureau (ISB) and the RCMP.

Concerns Where doubt exists as to whether an offer of employment should be made to a prospective employee, the Commander, CDB shall be consulted before a decision is made.

Documentation

When a new employee reports for duty, a memorandum setting out the results of the pre-employment checks shall be forthwith submitted to the Executive Assistant, Organizational Development Bureau (ODB).

**Human Resource
Personnel Action
Form**

Form PCS071—Human Resource Personnel Action Form, shall be submitted for each request to:

- fill a vacant position;
- appoint to an acting position and subsequent reversion;
- establish a new position;
- increase complement; and
- review the classification of an existing position.

This procedure does not apply to an unclassified or temporary employee.

Distribution For a transaction relating to civilian personnel, a bureau/regional commander shall complete the applicable sections of Form PCS071—Human Resource Personnel Action Form and forward to the Commander, ODB through normal channels.

Area One The purpose of area one of Form PCS071—Human Resource Personnel Action Form is to identify:

- the position, which is the subject of the transaction, by using the descriptors shown in the Corporation Payroll (CORPAY) Position Management Report; and
- the centre code.

Vacancy To request the filling of a vacant position:

- complete areas one, two and six of Form PCS071—Human Resource Personnel Action Form; and
- forward unit one for processing.

**Transfer from
Other Ministry**

Where an employee transfers to the OPP from another ministry, the member-in-charge of the new location of assignment shall be responsible for:

- completing and forwarding to the Commander, CDB the following documents:
 - Form PCS004—Absence Report;



GHQ

- Form LE024—Personal History Form;
- Form LE031—Consent to Security Clearance Investigation;
- Form C 216 C—RCMP Fingerprint Form (non-criminal);
- one 5 cm x 5 cm photograph; and
- Form PCS021—Directory Information Card; and

- ensuring that each required reference check is made with the agencies as listed in Pre-employment Check.

In the case of a new employee at GHQ, the Commander, CDB shall be responsible for the completion of all joining documents with the exception of Form LE024—Personal History Form and Form LE031—Consent to Security Clearance Investigation which shall be the responsibility of the Manager, Security Section.

Identification Code

Prior to a civilian employee reporting for work, the bureau/regional commander shall, where there exists a likely need for the employee to transmit on OPP-owned radio equipment, notify the Commander, CDB by telephone, followed up by memorandum, requesting the assignment of a civilian identification code.

Revision

Where a civilian employee is transferred to another work location, applies for a name change, or no longer has a likely need to transmit on OPP-owned radio equipment, the bureau/regional commander of the work location making the original request for a civilian identification number, shall notify the Commander, CDB by memorandum.

Unclassified & Temporary

Request to Hire

Where a detachment commander requires an unclassified employee, other than a guard, the matter of need shall be discussed with the bureau/regional commander.

Approval

Where a bureau/regional commander concurs with a request to hire an unclassified employee and sufficient funding is available in the regional or bureau salary or wage budget allocation, approval may be given providing the period of employment does not exceed six months.

Termination Extension

The regional commander may extend the termination date for an unclassified guard to one year from the employment commencement date.

Documentation

Where an unclassified employee will be employed for an extended period of time, the following documents shall be forwarded to the Commander, CDB as soon as possible:

- Form LE024—Personal History, typed where possible (submit in duplicate); and
- Form LE031—Consent to Security Clearance Investigation.