

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

**DISCLOSURE AND FILING OF DOCUMENTS
TO BE RELIED UPON**

VOLUME 5 OF 5

April 5, 2012

Ministry of Community Safety and
Correctional Services
Legal Services Branch
655 Bay Street
Suite 501
Toronto, Ontario M7A 0A8

Lynette D'Souza
Tel: (416) 326-1237
Fax: (416) 314-3518

Counsel for the Respondent

TO: Michael Jack
c/o Lloyd Tapp
252 Angeline Street North
Lindsay, Ontario K9V 4R1

Applicant

237

238

Section 1 - EMPLOYEE DATA

Employee ID 33080	Name (Prefix) Jack	Last Name Michael	First Name Michael	Middle Name
Other Ministry ID (Grade/In., Post. Dt., Year of Cal) 12690	Gender	Applicant ID SIN# 530393230	Job Requisition No.	

Section 2 - TYPE OF TRANSACTION

If this transaction requires an update to the employee's WIN or IFIS-related access, complete the "WIN Access Authorization" form 7540-2034 available from the Forms Repository on MyOPS (http://forms.ops.myops.gov.on.ca) for WIN access and the "IFIS User Account Maintenance Request (UAMR)" form that is available through your IFIS Ministry/OSS Enrollment Co-ordinator for IFIS-related access.

<input type="checkbox"/> Leave of Absence	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Unclassified Service Contract
<input checked="" type="checkbox"/> New Hire			<input type="checkbox"/> Return from Leave	<input type="checkbox"/> New or Amended
<input type="checkbox"/> Pay Rate Change			<input type="checkbox"/> Termination	<input type="checkbox"/> Extension of Contract
<input type="checkbox"/> Probationary to Regular Staff			Reason:	<input type="checkbox"/> Temporary Assignment
<input type="checkbox"/> Oath of Allegiance on file			<input type="checkbox"/> Other changes	<input type="checkbox"/> New Assignment
<input type="checkbox"/> Re-assignment to Position			(Indicate details in Section 4 below)	<input type="checkbox"/> Return to Home Position

Section 3 - EMPLOYEE STATUS

Current Status		New Status (identify changes from current status only)	
Ministry/Company Community Safety & Correctional Services	Branch/Section/Unit Name Peterborough County	Ministry/Company	Branch/Section/Unit Name
Work/Mailing Address (or Code) 5520	CORPAY Payroll Account No. 5520B	Work/Mailing Address (or code)	CORPAY Payroll Account No.
Position Title Law Enforcement Officer	Dept. & Position No. (e.g. 169201-00030437) 5522-151828	Position Title	Dept. & Position No. (e.g. 169201-00030437)
Job Code 05600	Job Code Title Probationary Constable	Job Code	Job Code Title
Employee Class Classified	Assignment Condition	Employee Class	Assignment Condition
Appointment Status Classified/Regular	Assignment Type ENTERED	Appointment Status Classified/Regular	Assignment Type
Hours Per Week Hours <input type="checkbox"/> Positive Pay <input type="checkbox"/> Shift/Scheduled	Salary Allowance Code	Hours Per Week Hours <input type="checkbox"/> Positive Pay <input type="checkbox"/> Shift/Scheduled	Salary Allowance Code
Salary \$ 19.97 per	Next Merit Date (yyyy/mm) 1/5/2009	Salary \$ per	Next Merit Date (yyyy/mm) /01
End Date of Temporary Assignment/ Contract/Leave of Absence (yyyy/mm/dd)		End Date of Temporary Assignment/ Contract/Leave of Absence (yyyy/mm/dd)	

Section 4 - COMMENTS (Please indicate Other Changes, Special Status or Circumstances - e.g. red-circled, underfill, etc.)

New Recruit, Class # 411
PRI - 8/25/2008, CSD - 8/25/2008, Vacation Credit Date - 8/25/2008

Section 5 - UNCLASSIFIED SERVICE CONTRACT (This contract includes Sections 1, 2, 3, 6 and Appendix A on Page 2)

The individual named in this contract is hereby expressly appointed as a public servant pursuant to subsection 8.1(2) of the Public Service Act.

This is an individual contract (provided for in Section 6 of Regulation 977/90, R.R.O., 1990, as amended and authorized under ss.8 (1) as amended, of the Public Service Act, R.S.O. 1990 Chapter P.47) between you and the Government of Ontario. Before its date of termination, this contract may be terminated on two weeks notice, or such greater notice as may be required by the Employment Standards Act (ESA), the PSA, any applicable Collective Agreement, Management Board of Cabinet policies and any terms and conditions unique to the Ministry on whose behalf this contract is entered into.

The parties agree that all amounts which the employee is required to repay to the Crown have been repaid and if it is subsequently determined that all amounts have not been repaid, this contract is null and void.

Employee Statements/Signature

A I certify that I AM NOT a classified employee; and understand that I will be entitled only to the benefits set out in Appendix A on Page 2.

I certify that I AM a classified employee and that I have received approval from the Civil Service Commission to work in the Unclassified service. I retain my Civil Servant status while employed in the Unclassified service.

B I understand that my contract is effective FROM (yyyy/mm/dd) TO (yyyy/mm/dd) inclusive, under the terms of employment for: (check one)

Full-Time Management (PSA)

Part-Time Management (PSA)

Collective Agreement - Specify (e.g. OPSEU)

C Employee's Signature _____ Date (yyyy/mm/dd) _____

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Section 6 - AUTHORIZATION

Manager's Name (please print) Insp. Sandy Thomas	Telephone Number 705-329-6722	Signature 	Date (yyyy/mm/dd) AUG 18 2008
Higher Level Manager's Name (if applicable)	Telephone Number	Signature	Date (yyyy/mm/dd)
Contact Name (if different from Manager) Tina Henshall	Telephone Number 705-329-6724		

Section 7 - HR/OSS INFORMATION (as required)

HR - Reviewed by (if applicable)	Date (yyyy/mm/dd)
OSS - Entered to WIN by	Date (yyyy/mm/dd)

The personal information on this form is collected under the Public Service Act, Regulation 971, for the principal purposes of fulfilling the Ministry's statutory duties and contractual obligations with respect to the Workforce Information Network (WIN). For information about the collection of this data, please contact your Ministry's Human Resources Branch.



Application for Direct Deposit

Section I - Employee Identification

Change Existing Data Add Additional Direct Deposit

First Name: JACK Initial: MICHAEL

Branch/Regional Office: OPP

Home Telephone Number (incl. Area Code): 705-740-5765

Section II - Net Pay Commitment (Net pay Deposit Information)

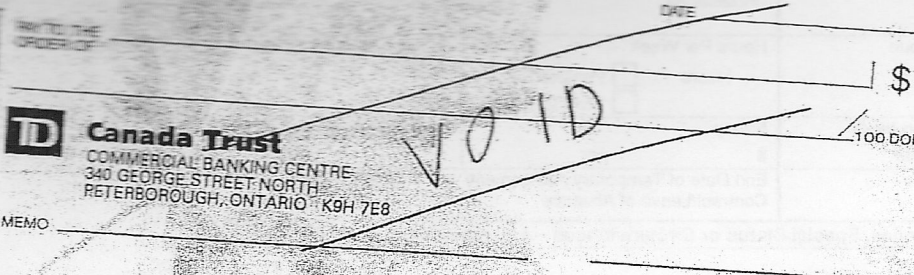
Branch Number: 01091 | 3191312

Account Number: 31191201912

Ministry/OSS Use Only

Cheque Distribution Code:

MR MICHAEL JACK
340 GEORGE STREET NORTH
PETERBOROUGH, ONTARIO



MEMO: ⑈079⑈ ⑆34322⑆004⑆ 0410⑆3192092⑈

Branch Name: _____

Branch Address: _____

Amount: _____ Additional Direct Deposit (circle 1): 1

Institution Number: 0 Branch Number: _____

Account Number: _____

Type of Account (Check One)

Chequing Savings RRSP Credit Union Self-Funded Leave

Name of Financial Institution: _____

Branch Name: _____

Branch Address: _____

C

S

R

U

SFL (Self-Funded Leave) L

Gross To Net Number: _____

Description Code:

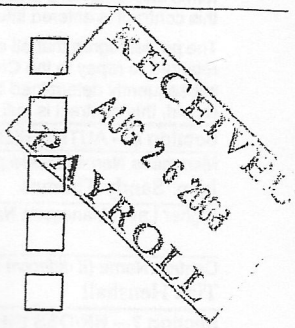
Chequing C

Savings S

RRSP R

Credit Union U

SFL (Self-Funded Leave) L



Until further notice, I authorize direct deposit of payment into the above-designated account(s).

Employee's Signature: [Signature] Date (yyyy-mm-dd): 2008-08-25

Form 1 of _____

APPLICATION FOR DIRECT DEPOSIT(S)

In addition to the direct deposit of net pay, employees are now allowed up to five (5) additional direct deposits. Each additional direct deposit is processed as a deduction from the employee's net pay.

INSTRUCTION TO EMPLOYEES:

- Please print clearly.
- Information must be entered accurately. Incorrect information could cause delays in processing.
- If form is being submitted as change of existing information, **DO NOT CLOSE** your old account until your direct deposit arrives at your new account.

1. NET PAY DIRECT DEPOSIT:

- Complete Section "A".
- Attach a blank personal cheque/deposit slip with 'VOID' written on it AND complete Section "B";
 - OR if you do not have a voided cheque/deposit slip, have Section B completed by your financial institution.
 - Your account can be a savings or chequing account with any financial institution in Canada.

2. ADDITIONAL DIRECT DEPOSIT(S):

- Complete Section "A".
- Attach a blank personal cheque/deposit slip with 'VOID' written on it AND complete Section "C" Circle the Direct Deposit number;
 - OR if you do not have a voided cheque/deposit slip, have Section "C" completed by your financial institution.
 - Your account can be a chequing, savings, RRSP, credit union or self-funded leave account. **This is the description that will be printed on the pay stub.**
- This form can accommodate up to two (2) additional direct deposits. Up to five (5) direct deposits are allowed. If you want more than 2 additional direct deposits simply use another form **AND** forward the forms to your ministry's Payroll/HR office with **precise instructions**.

INSTRUCTIONS TO OSS Pay & Benefits:

Use this form as the source document when entering the employee's data into the WIN CORPAY Direct Deposit panel.

Field Name	DESCRIPTIONS/CODES	ONLINE EDITS
Part 1: HEADING INFORMATION		
CHEQUE DISTRIBUTION CODE	Enter Department Number for cheque distribution.	
Part 2: NET PAY DIRECT DEPOSIT		
CP TRANSIT #/BANK	Required if direct deposit. 9 - character alphanumeric: Pos. 1 = 0 (Constant = Zero) Pos. 2 - 4 = Financial Institution No. Pos. 5 - 9 = Branch Number	<ul style="list-style-type: none"> • Must be found in Financial Inst. Table • The combination of Transit No. and Account No. must not be the same combination used in any of the Additional Direct Deposit entries.
ACCOUNT NUMBER	Required if direct deposit. 12-character alphanumeric. Enter employee's Account Number	See above edit on Transit No.
Part 3: ADDITIONAL DIRECT DEPOSIT		
GTN NUMBER	Required if direct deposit. 3-character alphanumeric. Values: A.D.D. = 181 to 184 CSB = 185 SFL = 112	A GTN Number cannot be used on more than one additional direct deposit.
DESCRIPTION CODE	Required C = Chequing; S = Savings; R = RRSP; U = Credit Union; L = Self-Funded Leave	
CP TRANSIT NUMBER & ACCOUNT NUMBER	SAME AS ABOVE	

7540-1385 (04/2005)

The personal information you have provided on this form is necessary for the proper administration of the Payroll Payments Operating Policy (February 1997), and will be used for the sole purpose of processing payments to the employee. Questions regarding the collection of this information should be directed to the Ontario Shared Services, Pay and Benefits Representative for your Ministry.



Canada Revenue Agency

Agence du revenu du Canada

2008 PERSONAL TAX CREDITS RETURN

TD1

Read the back before completing this form. Complete this form based on the best estimate of your circumstances.

Last name JACK	First name and initial(s) MICHAEL	Date of birth (YYYY/MM/DD) 1972/12/16	Employee number
Address including postal code 1049 PRIMROSE LANE RR#4 PETERBOROUGH, ON K9J 6X5		For non-residents only - Country of permanent residence	Social insurance number 53 03 93 23 0

1. Basic personal amount - Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2008, see "Completing the TD1" on the back. If you are a non-resident, see "Non-residents" on the back.	9,600
2. Child amount - If a child born in 1991 or later resides with both parents throughout the year, either parent (but not both) may claim \$2,038 per child. Any unused portion can be transferred to that parent's spouse or common-law partner. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the amount for an eligible dependant can claim the child amount.	
3. Age amount - If you will be 65 or older on December 31, 2008, and your net income for the year from all sources will be \$31,524 or less, enter \$5,276. If your net income for the year will be between \$31,524 and \$66,697 and you want to calculate a partial claim, get the TD1-WS, <i>Worksheet for the 2008 Personal Tax Credits Return</i> and complete the appropriate section.	
4. Pension income amount - If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$2,000 or your estimated annual pension income, whichever is less.	
5. Tuition, education and textbook amounts (full time and part time) - If you are a student enrolled at a university, college, or educational institution certified by Human Resources and Social Development, and you will pay more than \$100 per institution in tuition fees, complete this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus \$400 for each month that you will be enrolled, plus \$65 per month for textbooks. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus \$120 for each month that you will be enrolled part time, plus \$20 per month for textbooks.	
6. Disability amount - If you will claim the disability amount on your income tax return by using Form T2201, <i>Disability Tax Credit Certificate</i> , enter \$7,021.	
7. Spouse or common-law partner amount - If you are supporting your spouse or common-law partner who lives with you, and whose net income for the year will be less than \$9,600, enter the difference between \$9,600 and his or her estimated net income. If your spouse's or common-law partner's net income for the year will be \$9,600 or more, you cannot claim this amount.	
8. Amount for an eligible dependant - If you do not have a spouse or common-law partner and you support a dependant relative who lives with you, and whose net income for the year will be less than \$9,600, enter the difference between \$9,600 and his or her estimated net income. If your eligible dependant's net income for the year will be \$9,600 or more, you cannot claim this amount.	
9. Caregiver amount - If you are taking care of a dependant who lives with you, whose net income for the year will be \$13,986 or less, and who is either your or your spouse's or common-law partner's: <ul style="list-style-type: none"> parent or grandparent (aged 65 or older), or relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$4,095. If the dependant's net income for the year will be between \$13,986 and \$18,081 and you want to calculate a partial claim, get the TD1-WS, <i>Worksheet for the 2008 Personal Tax Credits Return</i> and complete the appropriate section.	
10. Amount for infirm dependants age 18 or older - If you support an infirm dependant age 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be \$5,811 or less, enter \$4,095. You cannot claim an amount for a dependant you claimed on line 9. If the dependant's net income for the year will be between \$5,811 and \$9,906 and you want to calculate a partial claim, get the TD1-WS, <i>Worksheet for the 2008 Personal Tax Credits Return</i> and complete the appropriate section.	
11. Amounts transferred from your spouse or common-law partner - If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition, education and textbook amounts, disability amount or child amount on his or her income tax return, enter the unused amount.	
12. Amounts transferred from a dependant - If your dependant will not use all of his or her disability amount on his or her income tax return, enter the unused amount. If your or your spouse or common-law partner's dependent child or grandchild will not use all of his or her tuition, education and textbook amounts on his or her income tax return, enter the unused amount.	
13. TOTAL CLAIM AMOUNT - Add lines 1 through line 12. Your employer or payer will use this amount to determine the amount of your tax deductions.	9600

Form continues on the back →

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Complete this form only if:

- you want to change amounts you previously claimed;
- you have a new employer or payer and you will receive salary, wages, commissions, pensions, Employment Insurance benefits, or any other remuneration;
- you want to claim the deduction for living in a prescribed zone; or
- you want to increase the amount of tax deducted at source.

Sign and date it and give it to your employer or payer.

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another TD1 form for 2008, you can choose not to claim them again. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, enter "0" on line 13 on the front page and do not complete lines 2 to 12.

If you do not complete a TD1 form, your new employer or payer will deduct taxes after allowing the basic personal amount only.

Total income less than total claim amount

Check this box if your total income for the year from all employers and payers will be less than your total claim amount on line 13. Then your employer or payer will not deduct tax from your earnings.

Non-residents

Are you a non-resident of Canada who will include 90% or more of your world income when determining your taxable income earned in Canada in 2008? If you are unsure of your residency status, call the International Tax Services Office at 1-800-267-5177.

- If yes, complete the front page.
- If no, enter "0" on line 13 and do not complete lines 2 to 12, as you are not entitled to the personal tax credits.

Provincial or territorial personal tax credits return

If your claim amount on line 13 is more than \$9,600, you also have to complete a provincial or territorial personal tax credit return. If you are an employee, use the TD1 form for your province or territory of employment. If you are a pensioner, use the TD1 form for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial TD1 form to determine the amount of your tax deductions.

If you are claiming the basic personal amount only (your claim amount on line 13 is \$9,600), your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

Note: If you are a Saskatchewan resident supporting children under 18 at any time during 2008, you may be able to claim the child amount on the TD1SK, 2008 Saskatchewan Personal Tax Credits Return. Therefore, you may want to complete the TD1SK form even if you are only claiming the basic personal amount on this form.

Deduction for living in a prescribed zone

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed northern zone for more than six months in a row beginning or ending in 2008, you can claim:

- \$7.50 for each day that you live in the prescribed northern zone, or
- \$15 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction.

\$

Employees living in a prescribed intermediate zone can claim 50% of the total of the above amounts.

For more information, get Form T2222, Northern Residents Deductions, and the Publication T4039, Northern Residents Deductions - Places in Prescribed Zones.

Additional tax to be deducted

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or Old Age Security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, complete a new TD1 form.

\$

Reduction in tax deductions

You can ask to have less tax deducted if on your income tax return you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a Registered Retirement Savings Plan (RRSP), child care or employment expenses, and charitable donations). To make this request, complete Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Certification

I certify that the information given in this return is, to the best of my knowledge, correct and complete.

Signature

[Handwritten Signature]

Date

2008/AUG/25

It is a serious offence to make a false return.

2008 ONTARIO PERSONAL TAX CREDITS RETURN

io

When completing this form, Complete this form based on the best estimate of your circumstances.

First name and initial(s) MICHAEL	Date of birth (YYYY/MM/DD) 1972/12/16	Employee number Social insurance number 51310319312131
For non-residents only - Country of permanent residence		

1000000
 1000000
 ROSE LAKE RR#4
 DRUMHONVILLE ON K9J 6X5

1. Amount - Every person employed in Ontario and every pensioner residing in Ontario can claim this amount. If you have more than one employer or payer at the same time in 2008, see the section called "Completing the form" on the back page. 8,681

2. Amount - If you will be 65 or older on December 31, 2008, and your net income from all sources will be \$31,554 or less, if your net income will be between \$31,554 and \$59,814 and you want to calculate a partial claim, get the Worksheet for the 2008 Ontario Personal Tax Credits Return, and complete the appropriate section.

3. Amount - If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$1,201 or your total pension income, whichever is less.

4. Education amounts (full time and part time) - If you are a student enrolled at a university, college, or institution certified by Human Resources and Social Development, and you will pay more than \$100 per month in tuition fees, complete this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus \$468 for each month that you will be enrolled. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus \$468 for each month that you will be enrolled part time.

5. Amount - If you will claim the disability amount on your income tax return by using Form T2201, Disability Tax Credit, enter \$7,014.

6. Spouse or common-law partner amount - If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be \$737 or less, enter \$7,371. If his or her net income for the year will be between \$737 and \$8,108 and you want to calculate a partial claim, get the TD1ON-WS, Worksheet for the 2008 Ontario Personal Tax Credits Return, and complete the appropriate section.

7. Amount for an eligible dependant - If you do not have a spouse or common-law partner and you support a dependant who lives with you, and whose net income for the year will be \$737 or less, enter \$7,371. If his or her net income for the year will be between \$737 and \$8,108 and you want to calculate a partial claim, get the TD1ON-WS, Worksheet for the 2008 Ontario Personal Tax Credits Return, and complete the appropriate section.

8. Caregiver amount - If you are taking care of a dependant who lives with you, whose net income for the year will be \$737 or less, and who is either your or your spouse's or common-law partner's:

- spouse or grandparent (aged 65 or older), or
- parent (aged 18 or older) who is dependent on you because of an infirmity, or
- child (aged 18 or older) whose net income for the year will be between \$13,999 and \$18,091 and you want to calculate a partial claim, get the TD1ON-WS, Worksheet for the 2008 Ontario Personal Tax Credits Return, and complete the appropriate section.

9. Amounts transferred from your spouse or common-law partner - If you are supporting an infirm dependant aged 18 or older who is your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be \$737 or less, enter \$4,091. You cannot claim an amount for a dependant you claimed on line 8. If the dependant's net income for the year will be between \$5,817 and \$9,908 and you want to calculate a partial claim, get the TD1ON-WS, Worksheet for the 2008 Ontario Personal Tax Credits Return, and complete the appropriate section.

10. Amounts transferred from a dependant - If your dependant will not use all of his or her disability amount on his or her income tax return, enter the unused amount. If your or your spouse or common-law partner's dependent child or grandchild will not use all of his or her tuition and education amounts, or disability amount on his or her income tax return, enter the unused amount.

11. **TOTAL CLAIM AMOUNT** - Add lines 1 through line 11. Enter your claim amount to determine the amount of your provincial tax deductions.

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 AUG 2008
 TAX SERVICE

Form continues

Completing the Ontario TD1ON form

Complete this form only if you are an employee working in Ontario or a pensioner residing in Ontario and any of the following apply:

- you want to change amounts you previously claimed;
- you have a new employer or payer and you will receive salary, wages, commissions, pensions, Employment Insurance benefits, or any other remuneration;
- you want to increase the amount of tax deducted at source.

Sign and date it and give it to your employer or payer.

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Ontario TD1ON form for 2003, you can choose not to claim them again. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, enter "0" on line 12 on the front page and do not complete lines 2 to 11.

If you do not complete an Ontario TD1ON form, your new employer or payer will deduct taxes after allowing the basic personal amount only.

Why is there an Ontario TD1ON form?

Your employer or payer uses the personal tax credit amounts you claim on your TD1ON form to calculate how much provincial tax to deduct from each payment.

Total income less than total claim amount

Check this box if your total income for the year from all employers and payers will be less than your total claim amount on line 12. Then your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you wish to have more tax deducted, complete the section called "Additional tax to be deducted" on the federal TD1 form.

Reduction in tax deductions

You can ask to have less tax deducted if on your income tax return you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a Registered Retirement Savings Plan (RRSP), child care or employment expenses, and charitable donations). To make this request, complete Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

You can get forms and publications on our Web site at www.cra.gc.ca/forms or by calling 1-800-959-2221.

Certification

I certify that the information given in this return is, to the best of my knowledge, correct and complete.

Signature

[Handwritten Signature]

Date

2008/AUG/25

It is a serious offence to make a false return.



Human Resources
Development Canada

Développement des
ressources humaines Canada

SOCIAL
INSURANCE
NUMBER

NUMÉRO
D'ASSURANCE
SOCIALE

530 393 230

MICHAEL JACK

SIGNATURE

- SIGN THIS CARD.
- KEEP ON YOUR PERSON.
- TO CHANGE YOUR NAME AS SHOWN ON THIS CARD, OBTAIN THE NECESSARY FORM FROM ANY CANADA HUMAN RESOURCE CENTRE.
- SIGNEZ CETTE CARTE.
- GARDEZ-LA SUR VOUS.
- POUR FAIRE CHANGER LE NOM APPARAISSANT SUR CETTE CARTE, DEMANDEZ LE FORMULAIRE APPROPRIÉ À TOUT CENTRE DE RESSOURCES HUMAINES DU CANADA.

NAS 2683 (01-97) B(07-99-3)

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AUG 26 2001
PAYROLL

TOTAL CLAIM AMOUNT - Add lines 1 through line 11.

No. 55

CERTIFICATION OF DECLARATION

MARK GUTHARTS
ADVOCATE - NOTARY
TEL-AVIV, HAALIA 12

I the undersigned,
Notary, of

hereby certify that on 25 OCT 1998

there appeared before me at my office Mr./Mrs./Miss
Hait Ellada

אישור הצהרה
מדק גוטהארט

אני החימ, מר האיט אלדא
התל-אביב, דתי העליח 12
מאשר בזה כי ביום

נוטריון

ויצבנה לפני במשרדי-מרות) חא.יט. אלדא

who is known to me personally, (whose identity was proved to me by his/her certificate of identity No. 310407309

הידועה לי אישית (שזהותונה) הוכחה לי על פי תעודת זהות(ה)

Passport No. Issued by Ministry of Interior

מס' 310407309 (זרכון מס' משרד הפנים

and being satisfied that he/she knows the Hebrew, Ukrainian, Russian, English language and read in my presence the declaration attached hereto and marked "A".

ולאחר שנוכחתי שהוא יודע את השפות: רוסית, אוקראינית אנגלית ועברית וקרא בנוכחותי את ההצהרה המצורפת

(the declaration appearing overleaf) and after I translated the declaration attached hereto and marked "A" (the declaration appearing overleaf) into the language which he/she knows).

המסומנת באות "א" (מעבר לדף) ולאחר שתרגמתי לונה) לשפה שהוא/היא יודע אותה את ההצהרה המצורפת והמסומנת באות "א" (מעבר לדף)

and after Mr./Mrs./Miss Hait Ellada

ולאחר שטרגב' חא.יט. אלדא

who is known to me personally (whose identity was proved to me by

הידוע לי אישית (שזהותו) הוכחה לי על פי

and after I translated to him/her the declaration attached hereto and marked "A" (the declaration appearing overleaf) into the language which he/she knows)

(הצהרה) והשולט להנחת דעתי בשפה (שפה ההצהרה) תרגם לו/לה לשפה שהוא (היא) יודע אותה את ההצהרה המצורפת והמסומנת באות "א" (מעבר לדף)

and after I enquired and satisfied myself that the above named Mr. (Mrs., Miss) Hait Ellada

ולאחר שביררתי ונוכחתי כי מרגב' חא.יט. אלדא

understood the above-mentioned declaration,

הניל הבין את חוכן ההצהרה הנ"ל, נשבע כחוק

and after I declared by oath (declared) (declared by

והצהיר (בזן צדק) על אמתות ההצהרה הנ"ל

with of the above declaration. hereto set my signature

25 OCT 1998

ולראיה באחי על החתום בזהימה ידי ובחתימי היום לחודש

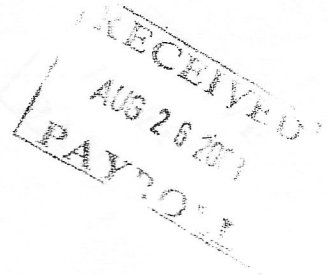
שכר בסך שקל שולב.

חתימת
Notary's Seal

Handwritten signature



חתימה
Signature



Translated from Russian

BIRTH CERTIFICATE

Citizen Jack Michael Yuryevich
was born on 16.12.1972

Place of birth: Leningrad city, RSFSR

Birth registration was made according to the Law, on 02.01.1973.

Parents :

Father (Last name, first name, patronymic): Jack Yury Alexandrovich
(Nationality): Byelorussian

Mother (Last name, first name, patronymic): Jack Tatyana Vladimirovna
(Nationality): Russian

Registration place : Kirovsky district Registry Office, Leningrad city

Date issued: 28.12.1989

Director of Registry Office Department (signature)

DIZ I-AK No. 013814

Seal of Registry Office

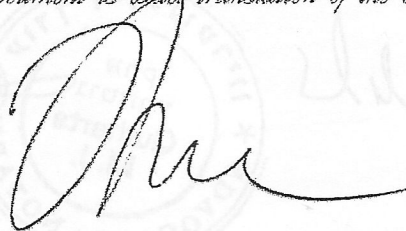
The present document is legalized in the Representatives of the Ministry
of the Interior of the USSR on 28.12.1989 under No.572/8526.

Signature of the Representative in Leningrad city/ seal

TRUE TRANSLATION
OF THE ORIGINAL DOCUMENT
MAG - TRANSLATIONS

Affidavit

*I, the undersigned, Havit Ellada, holder of ID Card No. 310407309 from MAG
Translations Office, Allenby st. 130, Tel-Aviv, fluent in Russian, Ukrainian, English and
Hebrew languages, hereby declare that this document is exact translation of the original.*



RECEIVED
AUG 26 2000
PAYEE

СВИДЕТЕЛЬСТВО О РОЖДЕНИИ

Гражданин (ка)

Мат. *Светлана Ивановна*

рождён (лась) *16.12.1943* г. в *г. Ленинград*

по документам *Татьяна Ивановна*
цифрами и прописью
Виктория Владимировна

Место рождения

РСФСР
(республика, край, область, автономная республика, город федерального значения)

Регистрация рождения произведена

в соответствии с Законом 19 *43* года

16 января *44* года

РОДИТЕЛИ

Отец

Иван Иванович
Иван Иванович

Национальность

Мать *Женя*

Татьяна Владимировна
(наименование)

Национальность

Место регистрации

Куровское районо
(наименование)



RECEIVED
AUG 26
PAY

5520

Section A - Employee Identification


WIN Employee ID: 3913080 New Application Change Existing Data Add Additional Direct Deposit

Last Name: Jack First Name: Michael Initial: []

Ministry: Community Safety Branch/Regional Office: Peterborough CR

Business Telephone Number (incl. Area Code and Ext.): [] Home Telephone Number (incl. Area Code): []

Section B - Net Pay Disbursement (Net pay Deposit Information)

Institution Number	Branch Number	Ministry/OSS Use Only Cheque Distribution Code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 
Account Number		
Name of Financial Institution		
Branch Name		
Branch Address		

Section C - Additional Direct Deposit(s) (This section does not apply to pensioners)

Amount: 500.00	Additional Direct Deposit (circle 1): 1	Gross to Net Number
Institution Number: 0828	Branch Number: 20272	Description Code
Account Number: 000015282711		Chequing <input type="checkbox"/>
Type of Account (Check <input checked="" type="checkbox"/> One)		Savings <input type="checkbox"/>
<input type="checkbox"/> Chequing <input type="checkbox"/> Savings <input type="checkbox"/> RRSP <input checked="" type="checkbox"/> Credit Union <input type="checkbox"/> Self-Funded Leave		RRSP <input type="checkbox"/>
Name of Financial Institution: OPPA Credit Union		Credit Union <input type="checkbox"/>
Branch Name: Barrie		SFL (Self-Funded Leave) <input type="checkbox"/>
Branch Address: 123 Ferris Lane, Barrie, ON L4M 2Y1		

Amount	Additional Direct Deposit (circle 1): 1	Gross To Net Number
Institution Number	Branch Number	Description Code
Account Number		Chequing <input type="checkbox"/>
Type of Account (Check <input checked="" type="checkbox"/> One)		Savings <input type="checkbox"/>
<input type="checkbox"/> Chequing <input type="checkbox"/> Savings <input type="checkbox"/> RRSP <input type="checkbox"/> Credit Union <input type="checkbox"/> Self-Funded Leave		RRSP <input type="checkbox"/>
Name of Financial Institution		Credit Union <input type="checkbox"/>
Branch Name		SFL (Self-Funded Leave) <input type="checkbox"/>
Branch Address		

Until further notice, I authorize direct deposit of payment into the above-designated account(s).

Employee's Signature: *Michael Jones* Date (yyyy-mm-dd): Dec 23/08

Severance Pay and Death Benefit Calculation

Mr./Mrs. Ms/Miss Michael Jack		Employee Name		Surplus Notice Date:			Pension Credit Date:			
				Day	Month	Year	Day	Month	Year	
				0	1	1900	25	8	2008	
Ministry 41		Branch/Organization Unit 41			Bargaining Unit: OPP-Uniform					
Program Unit Code 5520b		Reason For Separation: Other			OPSEU Management or SMG		AMAPCEO or PEGO Code:			
Severance Credit Date		Separation Date		Total Unused Attendance Credits Remaining	Employee's Job Title	Final Bi-Weekly salary	Final Weekly Rate of Pay			
Day	Month	Year	Day		Month	Year				\$
25	8	2008	14	12	2009	0.00	Constable	\$	2,084.82	\$ 1,042.41
						Employee's Classification	Final Annual Salary			
						5602	\$	54,391.00		

1. Calculation of Attendance Gratuity

(A) Basic Calculation:	(Total Unused Attendance Credit(s))	x	(Final Annual Salary)	=	(A) Basic Calculation
	2		261		\$ -
(B) Half Annual Salary	0.00		0		(B) Half Annual Salary
					\$ 27,195.50
(C) Attendance Gratuity is the Smaller of (A) or (B) above					(C) Attendance Gratuity
					\$ -

2. Calculation of Severance Pay

Note: If the date of commencement of continuous service is prior to October 1, 1965, the employee is only entitled to accrue severance pay from the date the employee was covered by the Short Term Sickness Plan. Where the employee transferred between management and bargaining units special care should be taken to determine severance pay entitlements.

In Calculating the total period of continuous service for severance pay in the period ending December 31, 1969, or commencing January 1, 1970, any part of a month that is 15 calendar days or more is to be counted as a full month, and any period less than 15 calendar days is to be disregarded.

(A) Calculation for Period Ending December 31, 1969 (if applicable)

Date of Commencement of Continuous Service on or after October 1, 1965	To	December 31, 1969	Period of Service	Weekly Rate	Calculations for Severance Pay
Day Month Year			Year(s) Month(s)		A) For period ending December 31, 1969
			12	2	= \$ -

(B) Calculation for Period Commencing January 1, 1970

Date of Commencement of Continuous Service on or after January 1, 1970	To	Date of Separation	Period of Service	Weekly Rate	Calculations for Severance Pay
Day Month Year		Day Month Year	Year(s) Month(s)		B) For period commencing January 1, 1970
25 8 2008		14 12 2009	1 4 12	\$1,042.41	= \$ -

(F) Net Severance Pay

Total Severance Pay (A) + (B) (if applicable)	n	= \$ -
Net Severance Pay		= \$ -

3. Termination Pay Entitlements

Note: Total Of Attendance Gratuity Plus Regular Severance pay (A+B), may not exceed half Annual Salary

Attendance Gratuity (if applicable)	= \$ -
Severance Pay (Net)	= \$ -
Total	= \$ 0

Date: Jan 29/10	Signature of Authorized Ministry Official:	Title
Date: 29-Dec-09	Completed by: Jeff Potts	Team Lead, Pay & Benefits, OSS
		Pay & Benefits Specialist, OSS

CALCULATION OF OTHER TERMINATION ENTITLEMENTS

PAY-IN-LIEU

Applicable? Y/N:

Employee's last day at work			Last day of Notice Period		
Day	Month	Year	Day	Month	Year
0	1	1900	0	1	1900

Number of Work Weeks

0

Weekly Rate in Home Position

x

Pay-in-lieu Lump Sum Amount

\$

-

OPSEU?

AMAPCEO?

MGMT/Excl.?

SMG?

OPP-CIV?

OPP-UNIF?

Not Retiring with unreduced pension

ENHANCED SEVERANCE

Severance Credit Date			Separation Date		
Day	Month	Year	Day	Month	Year
25	8	2008	14	12	2009

Completed Years of Service

0

Employee's Final Weekly Rate

\$1,042.41

Enhanced Severance

\$

-

TOTAL OF SEVERANCE AND ENHANCED SEVERANCE

Date December 29, 2009	Signature of Authorized Ministry Official	Title Team Lead, Pay & Benefits, OSS
---------------------------	---	---

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Détachement du comté de Peterborough

P.O. Box 477
453 Lansdowne Street East
Peterborough ON K9J 6Z6

C.P. 477
453, rue Lansdowne
Peterborough ON K

Tel: (705) 742-0401
Fax: (705) 742-9247

Tél. : (705) 742-040
Télééc. : (705) 742-9

File Reference: 291

December 23, 2009

Human Resources Services
Management Information Unit
Attn: File Room
Ontario Provincial Police
Central Region
777 Memorial Ave.
Orillia, Ontario
L3V 7V3

RE: Resignation for Probation Constable # 12690
JACK, Michael
WIN # 393080
Peterborough County Detachment
Effective: Dec 15, 2009

Please find enclosed Michael's 291 file. His final credit balances, as of 15th December, 2009 is as follows:

Vacation Balance:	18.25
Stat Bank:	67.00(16hrs deducted for Christmas Stat's)
CTO Bank:	96.00
Floater Bank:	27.50
Shift Premium:	40.00

SHF

If you have any further questions please call.

Robert Flindall
Sgt. R. FLINDALL # 9740
Operation Manager

Encl.

/sgg

cc: Sheila WHITMELL (Region)
Corpay

83
16

Section 1 - EMPLOYEE DATA

Employee ID 393080	Name Prefix Mr	Last Name JACK	First Name Michael	Middle Name
Other Ministry ID (Badge No., Prof. Dt., Year of Call) 12690	Gender M	Applicant ID		Job Requisition No.

Section 2 - TYPE OF TRANSACTION

If this transaction requires an update to the employee's WIN or IFIS-related access, complete the "WIN Access Authorization" form 7540-2034 available from the Forms Repository on MyOPS (<http://intra.ops.myops.gov.on.ca>) for WIN access and the "IFIS User Account Maintenance Request (UAMR)" form that is available through your IFIS Ministry/OSS Enrolment Co-ordinator for IFIS-related access.

<input type="checkbox"/> Leave of Absence	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Unclassified Service Contract
<input type="checkbox"/> New Hire	<input type="checkbox"/> Return from Leave	<input checked="" type="checkbox"/> Termination	<input type="checkbox"/> New or Amended	<input type="checkbox"/> Extension of Contract
<input type="checkbox"/> Pay Rate Change	Reason: Resignation		<input type="checkbox"/> Temporary Assignment	<input type="checkbox"/> New Assignment
<input type="checkbox"/> Probationary to Regular Staff	<input type="checkbox"/> Other changes	(indicate details in Section 4 below)		
<input type="checkbox"/> Oath of Allegiance on file			<input type="checkbox"/> Return to Home Position	
<input type="checkbox"/> Re-assignment to Position				

Section 3 - EMPLOYEE STATUS

Current Status		New Status (identify changes from current status only)	
Ministry/Company 41	Branch/Section/Unit Name Central Region-Peterborough	Ministry/Company	Branch/Section/Unit Name
Work/Mailing Address (or Code) 453 Lansdowne St. E. Peterborough K9J 6Z6	CORPAY Payroll Account No. 5520B	Work/Mailing Address (or code)	CORPAY Payroll Account No.
Position Title Probationary	Dept. & Position No. (e.g. 189201-00030437) 5520-151828	Position Title	Dept. & Position No. (e.g. 189201-00030437)
Job Code 05600	Job Code Title Prob Cst	Job Code	Job Code Title
Employee Class Classified	Assignment Condition	Employee Class	Assignment Condition
Appointment Status Classified/Regular	Assignment Type	Appointment Status Classified/Regular	Assignment Type
Unclassified		Unclassified	
Hours Per Week 40 Hours <input type="checkbox"/> Positive Pay <input type="checkbox"/> Shift/Scheduled	Salary Allowance Code	Hours Per Week Hours <input type="checkbox"/> Positive Pay <input type="checkbox"/> Shift/Scheduled	Salary Allowance Code
Salary \$ 26.06 per Hourly	Next Merit Date (yyyy/mm) /01	Salary \$ per	Next Merit Date (yyyy/mm) /01
End Date of Temporary Assignment/ Contract/Leave of Absence	(yyyy/mm/dd)	End Date of Temporary Assignment/ Contract/Leave of Absence	(yyyy/mm/dd)

Section 4 - COMMENTS (Please indicate Other Changes, Special Status or Circumstances - e.g. red circled, underfill, etc.)

Resigned during Probation

54391 stopped Dec 22 2009
DEC 22 2009
PAIDROLL

Section 5 - UNCLASSIFIED SERVICE CONTRACT (This contract includes Sections 1, 2, 3, 6 and Appendix A on Page 2)

<p>The individual named in this contract is hereby expressly appointed as a public servant pursuant to subsection 8.1(2) of the Public Service Act.</p> <p>This is an individual contract (provided for in Section 6 of Regulation 977/90, R.R.O., 1990, as amended and authorized under ss.8 (1) as amended, of the Public Service Act, R.S.O. 1990 Chapter P.47) between you and the Government of Ontario. Before its date of termination, this contract may be terminated on two weeks notice, or such greater notice as may be required by the <i>Employment Standards Act (ESA)</i>, the <i>PSA</i>, any applicable Collective Agreement, Management Board of Cabinet policies and any terms and conditions unique to the Ministry on whose behalf this contract is entered into.</p> <p>The parties agree that all amounts which the employee is required to repay to the Crown have been repaid and if it is subsequently determined that all amounts have not been repaid, this contract is null and void.</p>	Employee Statements/Signature	
	A	<input type="checkbox"/> I certify that I AM NOT a classified employee; and understand that I will be entitled only to the benefits set out in Appendix A on Page 2. <input type="checkbox"/> I certify that I AM a classified employee and that I have received approval from the Civil Service Commission to work in the Unclassified service. I retain my Civil Servant status while employed in the Unclassified service.
	B	I understand that my contract is effective FROM (yyyy/mm/dd) TO (yyyy/mm/dd) inclusive, under the terms of employment for: (check <input checked="" type="checkbox"/> one) <input type="checkbox"/> Full-Time Management (PSA) <input type="checkbox"/> Part-Time Management (PSA) <input type="checkbox"/> Collective Agreement - Specify (e.g. OPSEU)
C	Employee's Signature	Date (yyyy/mm/dd)

Section 6 - AUTHORIZATION

Manager's Name (please print) A/Inspector Michael REYNOLDS	Telephone No. (705) 742-0401	Signature	Date (yyyy/mm/dd) 2009/12/16
Higher Level Manager's Name (if applicable) Insp. Dave E. Lee	Telephone No.	Signature	Date (yyyy/mm/dd) DEC 16 2009
Contact Name (if different from Manager)	Telephone No.		

Section 7 - HR/OSS INFORMATION (as required)

HR - Reviewed by (if applicable)	Date (yyyy/mm/dd) 2009/12/17
OSS - Entered to WIN by	Date (yyyy/mm/dd) Dec 24/2009

The personal information on this form is collected under the Public Service Act, Regulation 977, for the principal purposes of fulfilling the Ministry's statutory duties and contractual obligations with respect to the Workforce Information Network (WIN). For information about the collection of this data, please contact your Ministry's Human Resources Branch.

Last Name: JACK
 First name: Michael
 WSN Employee ID No.: 393080
 Branch name: Central Region
 Location: Peterborough County
 Reason for completion:

Employee transferred
 Employee terminated
 Employee no longer requires assets
 Repayment of repayable award

Assets issued		Assets returned		Assets issued		Assets returned	
Yes	No	Yes	No	Yes	No	Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I.D. card		BAGGE & WARRANT CARDS TURNED OVER TO CSUPT. APPROVED		Petty cash		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit card - Gas		<input type="checkbox"/>	<input type="checkbox"/>	Accountable advance		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer/Manuals		<input type="checkbox"/>	<input type="checkbox"/>
Credit card - Corporate		<input type="checkbox"/>	<input type="checkbox"/>	Printer		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lap Top/Manuals		<input type="checkbox"/>	<input type="checkbox"/>
Credit card - Telephone		<input type="checkbox"/>	<input type="checkbox"/>	Fax machine		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle		<input type="checkbox"/>	<input type="checkbox"/>
Inter-City telephone card		<input type="checkbox"/>	<input type="checkbox"/>	Job accommodation devices		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tools		<input type="checkbox"/>	<input type="checkbox"/>
Purchasing card		<input type="checkbox"/>	<input type="checkbox"/>	Uniforms		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parking permit		<input type="checkbox"/>	<input type="checkbox"/>	PADLOCK - VSZ 34271978		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Smart Card		<input type="checkbox"/>	<input type="checkbox"/>
Pager		<input type="checkbox"/>	<input type="checkbox"/>	50133973		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Cellular phone		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Security pass		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Legislative pass		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Keys		<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

Action to be Taken

By Employee and Manager

Email password (All-in-one)
 Telephone password
 Computer files
 Safe combination
 Dial up access
 Internet/Intranet

By Manager

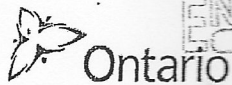
Signing authority
 LAN ID
 Telephone
 ID cards - destroyed
 Security pass cancelled/re-issued
 Parking permit - destroyed
 Keys - retained/re-issued
 HR documents/Benefits
 Payroll - notification

When returned

At time of issue: Employee's signature _____ Date (yyyy/mm/dd) _____
 Issued by (Dept. Head or Supervisor's signature) _____ Date (yyyy/mm/dd) _____
 Employee's signature _____ Date (yyyy/mm/dd) _____
 Received by (Dept. Head or Supervisor's signature) _____ Date (yyyy/mm/dd) _____
Boeffel SGT 978 15 DECC

Advice to Corporate Financial Services: The attached items indicated below are returned by the above noted employee.

Credit Cards	Recovery of Funds
<input type="checkbox"/> Yes <input type="checkbox"/> No Gas <input type="checkbox"/> Yes <input type="checkbox"/> No Corporate <input type="checkbox"/> Yes <input type="checkbox"/> No Telephone	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ _____ Explanation _____ Cheque no. _____ Date of cheque _____ Date _____
Authorized signature _____	



ENTERED

2009/01/11 SW

CONFIDENTIAL

WIN - Employee Action Request

EFFECTIVE DATE
(yyyy/mm/dd)
2009/01/11

Section 1 - EMPLOYEE DATA

Employee ID 330380 ✓	Name Prefix Mr	Last Name JACK	First Name Michael	Middle Name
Other Ministry ID (Badge No., Prof. Dt., Year of Call) 12690	Gender M	Applicant ID 580 393 230	Job Registration No.	

Section 2 - TYPE OF TRANSACTION

If this transaction requires an update to the employee's WIN or IFIS-related access, complete the "WIN Access Authorization" form 7540-2034 available from the Forms Repository on MyOPS (http://intra.ops.myops.gov.on.ca) for WIN access and the "IFIS User Account Maintenance Request (UAMR)" form that is available through your IFIS Ministry/OSS Enrolment Co-ordinator for IFIS-related access.

<input type="checkbox"/> Leave of Absence	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Unclassified Service Contract
<input type="checkbox"/> New Hire	<input type="checkbox"/> Return from Leave	<input type="checkbox"/> Termination	<input type="checkbox"/> Extension of Contract	<input type="checkbox"/> Temporary Assignment
<input checked="" type="checkbox"/> Pay Rate Change	<input type="checkbox"/> Other changes (indicate details in Section 4 below)	<input type="checkbox"/> Return to Home Position		
<input type="checkbox"/> Probationary to Regular Staff				
<input type="checkbox"/> Oath of Allegiance on file				
<input type="checkbox"/> Re-assignment to Position				

Section 3 - EMPLOYEE STATUS

Current Status		New Status (identify changes from current status only)	
Ministry/Company 41	Branch/Section/Unit Name Central Region-Peterborough	Ministry/Company	Branch/Section/Unit Name
Work/Mailing Address (or Code) 453 Lansdowne St. E. Peterborough K9J 6Z6	CORPAY Payroll Account No. 55208	Work/Mailing Address (or code)	CORPAY Payroll Account No.
Position Title Probationary Constable	Dept. & Position No. (e.g. 189201-00030437) 5520-151828 ✓	Position Title	Dept. & Position No. (e.g. 189201-00030437)
Job Code 05600 ✓	Job Code Title Probationary Constable ✓	Job Code	Job Code Title
Employee Class Classified ✓	Assignment Condition	Employee Class	Assignment Condition
Appointment Status Classified/Regular	Assignment Type	Appointment Status Classified/Regular	Assignment Type
Hours Per Week Hours <input type="checkbox"/> Positive Pay <input type="checkbox"/> Shift/Scheduled	Salary Allowance Code	Hours Per Week Hours <input type="checkbox"/> Positive Pay <input type="checkbox"/> Shift/Scheduled	Salary Allowance Code
Salary \$ 41,684 ✓ per Annually	Next Merit Date (yyyy/mm) /01	Salary \$ 53,148 ✓ per Annually	Next Merit Date (yyyy/mm) 2010/01/01
End Date of Temporary Assignment/ Contract/Leave of Absence	(yyyy/mm/dd)	End Date of Temporary Assignment/ Contract/Leave of Absence	(yyyy/mm/dd)

Section 4 - COMMENTS (Please indicate Other Changes, Special Status or Circumstances - e.g. red-circled, underfill, etc.)

According to Memorandum, dated July 18/09, recruits are entitled to merit increase upon successful completion of training. (please find Memo attached) MERIT EFFECTIVE JAN 1/2009. PROBATIONARY PERIOD STARTS JAN 9/2009 & IS EXPECTED TO END JAN 9/2010

Section 5 - UNCLASSIFIED SERVICE CONTRACT (This contract includes Sections 1, 2, 3, 6 and Appendix A on Page 2)

The individual named in this contract is hereby expressly appointed as a public servant pursuant to subsection 8.1(2) of the Public Service Act.

This is an individual contract (provided for in Section 6 of Regulation 977/90, R.R.O., 1990, as amended and authorized under ss.8 (1) as amended, of the Public Service Act, R.S.O. 1990 Chapter P.47) between you and the Government of Ontario. Before its date of termination, this contract may be terminated on two weeks notice, or such shorter notice as may be required by the Employment Standards Act (ESA), the PSA, any applicable Collective Agreement, Management Board of Cabinet policies and any terms and conditions unique to the Ministry on whose behalf this contract is entered into.

The parties agree that all amounts which the employee is required to repay to the Crown have been repaid and if it is subsequently determined that all amounts have not been repaid, this contract is null and void.

Employee Statements/Signature

A I certify that I AM NOT a classified employee; and understand that I will be entitled only to the benefits set out in Appendix A on Page 2.

I certify that I AM a classified employee and that I have received approval from the Civil Service Commission to work in the Unclassified service. I retain my Civil Servant status while employed in the Unclassified service.

B I understand that my contract is effective FROM (yyyy/mm/dd) TO (yyyy/mm/dd) inclusive, under the terms of employment for: (check one)

Full-Time Management (PSA)

Part-Time Management (PSA)

Collective Agreement - Specify (e.g. OPSEU)

C Employee's Signature _____ Date (yyyy/mm/dd)

Section 6 - AUTHORIZATION

Manager's Name (please print) Inspector Mike JOHNSTON	Telephone No. (705) 742-0401	Signature 	Date (yyyy/mm/dd) 2009/01/19
Higher Level Manager's Name (if applicable) Insp. Dave E. Lee	Telephone No. 329-7400	Signature 	Date (yyyy/mm/dd) JAN 28 2009
Contact Name (if different from Manager) 	Telephone No. 329-7400		

Section 7 - HR/OSS INFORMATION (as required)

Reviewed by (if applicable)	Date (yyyy/mm/dd)
OSS - Entered to WIN by	Date (yyyy/mm/dd)

The personal information on this form is collected under the Public Service Act, Regulation 977, for the principal purposes of fulfilling the Ministry's statutory duties and contractual obligations with respect to the Workforce Information Network (WIN). For information about the collection of this data, please contact your Ministry's Human Resources Branch.

Credits Summary:

Employee's Name: MICHAEL JACIC	Employee's WIN ID #: 393160
--	---------------------------------------

Effective Date Of	
-------------------	--

A Type of Credits	B WIN Balance as of:		C Days to be used, not recorded in WIN	D Credits to be forfeited or earned for the balance of the year		E Balance to be paid, recovered or forfeited (B - C - D = E)
	Days	Days		Days Forfeited	Days Earned	
Short Term Sickness Plan (STSP) 100% (NO Payout)	118.125	Days		 	 	118.125
Attendance Credits (pre STSP)	-	Days		 	 	
Teacher's School Board Transferred Credits (SBCT) (NO Payout)		Days		 	 	
Vacation Credits	Vacation Days Assigned for the CURRENT Year →					
	18.250	Days		-	Days Forfeited	18.250
Excess Vacation (NO Payout)		Days		 	 	
(Management) Compensation Option (MCO)		Days			Days Forfeited	
Compensating Overtime Credits (CTOOVT)	96.000	Hours			Hours Earned	96.000
CTOSTH (CTO - Stat Hol - Hours)	83.000	Hours	16.000		Hours Earned	67.000
CTOSTD (CTO - Stat Hol - Days)		Days			Days Earned	
CTOTRA (Travel - Hours)		Hours			Hours Earned	
Pilots Allowance		Days			Days Forfeited	
Geologists Allowance (NO Payout)		Days			Days Forfeited	
Probation Officers Allowance (NO Payout)		Days		 	 	
Time Banking Option		Days		 	 	
Other Credits:						

Completed By: Robert Flindall

Date: December 15, 2009

Vacation
Jack, Michael Employee EmpID: 393080 Empl Rcd#: 0

Accrual Information View All First 1 of 1 Last

Company: OPS Benefit Plan: VACOPP
 Entitlement Process Date: 2009/01/01
 Days Carried Over: 6.250
 Current Period Entitlement: 15.000 Days Booked/Taken: 3.000
 Total Entitlement: 21.250 Days Remaining: 18.250

Absence Details View All First 1 of 1 Last

*Start Date: 2009/03/02 *Absence Code: Vacation Leave
 *End Date: 2009/03/04
 Request Date: 2009/03/13
 Reason: days owed for Christmas 2008
 Approval Approved Date: 2009/03/13 By: 173960
 Status:

Sched. Hrs	Duration Days	Credits Used
8.00	3.000	3.000

Save Return to Search Refresh

CTO - Overtime Hours		Employee	EmplID: 393080	Empl Rcd#: 0
Accrual Information		View All First 1 of 1 Last		
Company:	OPS	Benefit Plan:	CTOOVT	
Entitlement Process Date::	2009/01/01			
Hours Carried Over:	0.000			
Current Prd Entitlement::	126.000	Hours Booked/Taken:	30.000	
Total Entitlement:	126.000	Hours Remaining:	96.000	
CTO Details		View All First 1 of 10 Last		
*Start Date:	2009/12/02	*Absence Code:	CTO Banked Overtime Earned	
*End Date:	2009/12/15		Duration Hours 14.250	
Request Date:	2009/12/23			
Reason:	update			
Approval Status:	Approved	Date:	2009/12/23	By: 173960

CTO - Statutory Hours

Jack, Michael

Employee

EmplID: 393080

Empl Rcd#: 0

Accrual information View All First 1 of 1 Last

Company: OPS Benefit Plan: CTOSTP

Entitlement Process Date: 2009/11/19

Hours Carried Over: 0.000

Current Prd Entitlement: 131.000 Hours Booked/Taken: 48.000

Total Entitlement: 131.000 Hours Remaining: 83.000

CTO Details View All First 1 of 6 Last

*Start Date: 2009/10/12 *Absence Code: CTO Banked Stat(Hour) Earned

*End Date: 2009/10/12 Duration Hours
6.000

Request Date: 2009/11/19

Reason: update

Approval Status: Approved Date: 2009/11/19 By: 173960

[Faded form content with various checkboxes and fields]

[Signature]

[Date]

Last Name: JACK
 Branch name: Central Region
 Reason for completion: Employee transferred Employee terminated Employee no longer requires assets Repayment of repayable award

First name: Michael
 Unit no.:
 Location: Peterborough County
 WIN Employee ID No.: 393080

Assets Issued

Yes	No	Assets returned	Yes	No	Assets issued	Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*BASE F WARRANT CARDS
TURNED OVER TO
CAPT. APOSTROPH*

88/23

*PADLOCK - V52 3427197E
Smart Card
50133973*

Action to be Taken

By Employee and Manager	By Manager
<input type="checkbox"/> Email password (Ad-In-One) <input type="checkbox"/> Telephone password <input type="checkbox"/> Computer files <input type="checkbox"/> Safe combination <input type="checkbox"/> Dial up access <input type="checkbox"/> Internet/intranet	<input type="checkbox"/> Signing authority <input type="checkbox"/> LAN ID <input type="checkbox"/> Telephone <input type="checkbox"/> ID cards - destroyed <input type="checkbox"/> Security pass cancelled/re-issued <input type="checkbox"/> Parking permit - destroyed <input type="checkbox"/> Keys - retained/re-issued <input type="checkbox"/> HR documents/benefits <input type="checkbox"/> Payroll - notification

At time of issue

Employee's signature: _____ Date (yy/mm/dd): _____

When returned

Employee's signature: _____ Date (yy/mm/dd): _____

Issued by (Dept. Head or Supervisor's signature): _____ Date (yy/mm/dd): _____

Received by (Dept. Head or Supervisor's signature): *[Signature]* Date (yy/mm/dd): *15 DEC 08*

Advice to Corporate Financial Services: The attached items indicated below are returned by the above noted employee.

Credit Cards	Recovery of Funds
<input type="checkbox"/> Yes <input type="checkbox"/> No Gas <input type="checkbox"/> Yes <input type="checkbox"/> No Corporate <input type="checkbox"/> Yes <input type="checkbox"/> No Telephone	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ Explanation: Cheque no.: _____ Date of cheque: _____ Date: _____
Authorized signature: _____	

Final Payment Entitlements

Michael Jack
530-393-230

8282
03

Jack, Michael

Absence Type /
Absence Code

Short Term sickness Plan /Paid
S1 -> Short Term Sickness Plan

Short Term sickness Plan /Paid
S1 -> Short Term Sickness Plan

530-393-230 393080 0 1.00 OPP UniforMed

Start Date End Date

2009-11-29 2009-11-29

2009-12-11 2009-12-12

Duration Days Sched Hours Hourly pay Pay Level Pay Reduction Review Ind Reason

1.00 11.00 26.06 75.00 71.67 UPDATE

2.00 12.00 26.06 75.00 156.36 update

Regular/Classified		OPP UniforMed		RPPB Eligible Funds	
Start Date	End Date	Start Date	End Date	Eligible Funds	Non-Pensionable
2009-11-29	2009-11-29	2009-11-29	2009-11-29	0	0.00
2009-12-11	2009-12-12	2009-12-11	2009-12-12	0	0.00

Jeff Potts
on *Jan 29/2010*
Dec-December 29, 2009

Service Systems Branch / MBS
CORPAY Payroll Reconciliation System
Pay List Report of Jan 26, 2010

Employee: 530393230 JACK, MICHAEL
From: 887 12/24/2009 Down To: 886 12/10/2009

887	12/24/2009	CUR	A	5520B	PETERBOROUGH COUNTY (CR) UNI	A059810	4Y		
	Gross Pay:	2,188.66		EI Gross:	0.00	CPP Gross:	2,188.60	PE Gross:	2,084.82
	Net Pay:	1,051.10		EHT Gross:	2,188.60	FWT Gross:	2,188.66	Advanced:	0.00
005	OPP LIFE DED	6.20		019	OPPA SUPPL DED	4.02	062	PSPF	182.42
063	PSPF CONT	182.42		C 066	OPP SPP	41.70	067	OPP SPP CONT	41.70
090	INC TAX	355.92		118	OPPA DUES	46.20	132	EMPR HLTH TAX	42.68
181	DIRECT DEPOSIT	500.00		191	CHARIT1	1.00			
5520B	112	05600	SHF	103.84	12/13/2009	118.00			
5520B	111	05602	REG	2,084.82	12/13/2009	80.00			

886	12/10/2009	CUR	A	5520B	PETERBOROUGH COUNTY (CR) UNI	A059898	4Y		
	Gross Pay:	2,006.64		EI Gross:	0.00	CPP Gross:	2,006.60	PE Gross:	2,084.82
	Net Pay:	931.55		EHT Gross:	2,006.60	FWT Gross:	2,006.64	Advanced:	0.00
005	OPP LIFE DED	6.20		019	OPPA SUPPL DED	4.02	062	PSPF	182.42
063	PSPF CONT	182.42		C 066	OPP SPP	41.70	067	OPP SPP CONT	41.70
090	INC TAX	293.45		118	OPPA DUES	46.20	132	EMPR HLTH TAX	39.13
181	DIRECT DEPOSIT	500.00		191	CHARIT1	1.00			
5520B	111	05602	REG	-78.18	11/29/2009	-3.00			
5520B	111	05602	TOP	78.18	11/29/2009	3.00			
5520B	111	05602	REG	2,084.82	11/29/2009	80.00			

Final Payment Entitlements

Michael Jack

530-393-230

WIN ID: 393080

Date of Termination: 14-Dec-09

Salary Calculations

Annual	54,391.00	/
Bi-Weekly	2,084.82	/
Weekly	1,042.41	/
Daily	208.48	/
Hourly	26.06	/
Hrs/day	8.00	/

Earn. Code	#	of:	at:	total value to be paid	long form name
REG	0.00	hours	26.06	208.48	Regular Pay
OTS	96.00	hours	26.06	2,501.76	Overtime - Straight Time
OT1	0.00	hours	26.06		Overtime - Time & one-half
SPA	0.00	dollars			Service Pay Allowance
CLO	0.00	dollars			Clothing Allowance
ISO	0.00	dollars			Isolation Pay
VPT	18.250	days	208.48	3,804.76	Vacation Pay at Termination
HOL	67.00	hours	26.06	1,746.02	Holiday Pay
SHF	40.00	shift hours	0.44	17.60	Shift Premium OPPA <i>WIA</i>
SH1	0.00	shift hours	0.52		Shift Premium 5PM - 12AM
SH2	0.00	shift hours	0.62		Shift Premium 12AM - 7AM
SH3	0.00	shift hours	1.00		COR Shift Premium 5PM - 12AM
SH4	0.00	shift hours	1.50		COR Shift Premium 12AM - 7AM
SH7	0.00	shift hours	0.78		shift bonus-OPSEU
SH8	0.00	shift hours	0.88		OPPA Civilian Shift Bonus
SH9	0.00	shift hours	3.00		OPSEU bonus
Pre-STSP	0.00				Pre-STSP
SPN or SPT				0.00	
AGN or AGT				0.00	Attendance Gratuity
SEP				0.00	
EPN or EPT				0.00	

RRSP Eligible Funds	
Pensionable	Non-Pensionable
31-Dec-95	Bought Back Service? Y
25-Aug-08 (Pension Vesting Date)	31-Dec-88
0 x 2000/yr = 0.00	0 x 1,500/yr = 0.00
Total Eligible for transfer: 0.00	

Approved by: [Signature]

On: Jan 29/2010

Calculated by: Jeff Potts

On: December 29, 2009

Jeff Potts



Termination of Membership Notice

Public Service Pension Plan

A Termination of Membership Checklist (OPB 1053) and required documents must be included with this form

1. Member Information

Last Name Jack	First Name and Initials Michael	Client Number id 393080	Home Tel. No.
Address: Street No. and Name 1049 Primrose Lane RR#4	Apt. No.	City/Town Peterborough	Province On Postal Code K9J 6X5

2. Termination Information - write dates in yyyy/mm/dd format

Termination Date 2009/12/14	Pension Credit Date 2008/08/25	Membership Date 2008/08/25	Continuous Employment Date 2008/08/25
Reason for Termination: <input type="checkbox"/> Retiring with an immediate pension <input checked="" type="checkbox"/> Terminating membership <input type="checkbox"/> Divestment <input type="checkbox"/> Transfer to OPT <input type="checkbox"/> Joining employer with MOPPS, reciprocal transfer or Quebec agreement <input type="checkbox"/> Disability pension <input type="checkbox"/> Death of member (see 4)			
Employer Community Safety	Location Peterborough	Member's Position Title Constable	
Last Day Worked 2009/12/14	Final Annual Salary Rate \$ 54391.00	Salary Note Type*	Salary Note Rate \$
Pension adjustment for termination year \$	LOA periods where no contributions made		
RPT Ratio: %	Periods of regular part-time service:		
Periods of seasonal/unclassified service (specify):			
Date of disability:	LTIP effective date:	LTIP termination date:	
Salary rate at disability date: \$	Effective date:	WSIB Claim? <input type="checkbox"/> Yes <input type="checkbox"/> No	
*E.g., badge allowance (this is any additional payment(s) the OPB deems as pensionable earnings)			
Employer official's signature <i>[Signature]</i>		Title 705-329-7241	Tel. No. Dec 29/09
		Date	Ext.

3. Member's Declaration

By signing below, I advise the Ontario Pension Board (OPB) of my termination of membership in the Public Service Pension Plan on the above Termination Date. I understand that my pension entitlements cannot be processed until the OPB receives all required documents and information.

Signature: *[Signature]* for Michael JACK Date: Dec 29/09

4. Death of Member - This section was completed by Member's Spouse Estate Trustee Employer

I have advised the Ontario Pension Board (OPB) of the death of the above-named member who died on the above Termination Date. It is understood that all required documents must be submitted to the OPB along with proof of death before benefits can be processed.

Mailing address of spouse or estate trustee: _____

Signature: _____ Date: _____

Personal information on this form is being collected, used and maintained under the authority of the Public Service Pension Act in order for OPB to provide full pension services. Information may be disclosed to third parties under contract to assist OPB in providing these services. The information provided in this form will not be used for any purpose other than administering pension benefits. Any questions or concerns with regard to the OPB Privacy Policy should be directed to the OPB Privacy Officer at (416) 364-5035.

Return original to OPB and provide a copy to member





Human Resources and Skills Development Canada

Ressources humaines et Développement des compétences Canada

393 230

Protected B

41-5520

PROVINCE OF ONTARIO MINISTRY OF GOVERNMENT
MACDONALD BLOCK MAIL FACILITY
77 WELLESLEY ST. W.
P.O. BOX 500 TORONTO, O1 M7A 1N3

Sudbury HRCC 3529
19 Lisgar ST
Sudbury ON
P3E 6L1
(800) 206-7218 (Enquiries)
www.servicecanada.gc.ca

JAN 25 2010
PAYROLL

January 18, 2010

To whom it may concern,

We are writing to inform you that we have approved the claim for benefits of your former employee MICHAEL JACK.

We have made this decision based on the Employment Insurance Act because we consider that the reason(s) for losing his/her employment does not constitute misconduct.

You are responsible for advising us if you are required to pay your former employee any wages, pension, severance payments or damages for wrongful dismissal. If this occurs, please contact us prior to the payment of these monies to determine if you must deduct and remit directly to us a portion of these monies to repay any Employment Insurance benefits paid to the claimant now covered by this settlement.

If you have additional information which could change this decision or wish to discuss this matter further please contact us.

If you disagree with our decision, which is based on the Employment Insurance Act and its Regulations, **you have 30 days following the receipt of this notice to file an appeal in writing.** If you wish to appeal, please refer to the information attached. For more details on the appeal process and the Appeal form, visit www.ei-ae.gc.ca or contact us at either 1 800 206-7218 or your Service Canada Centre.

Yours sincerely,

PL Costante
Insurance Agent



FILING AN APPEAL OF AN HRSDC EMPLOYMENT INSURANCE DECISION

If, as a **claimant** or an **employer**, you disagree with this Human Resources and Skills Development Canada (HRSDC) decision, you have the right to appeal to a Board of Referees. There is no cost to file an appeal but you must do so in writing. You have 30 days, following the receipt of this notice or following the date you were verbally notified of the decision, to file an appeal. HRSDC will need your Social Insurance Number (SIN) or, if you are an employer, your CRA Employer Business Number (BN), your current address and signature to proceed with the appeal. If you do not file in time (within the 30-day period), you must provide special reasons for the delay.

Do your best to explain why you are appealing the decision(s) and include any additional information relating to your case. If there is more than one decision on your claim, be sure to identify all the decisions you want to appeal. If you are not sure what decision(s) was (were) made, check with your local HRSDC or call the information toll-free Employment Insurance information number.

Once HRSDC receives your appeal, it will send you an Acknowledgement of Receipt indicating which sections of the Employment Insurance Act or Regulations are involved. HRSDC may also call you and ask for more information. Give as much information as you can. Based on the facts you present, HRSDC may allow your claim and an appeal might not be necessary. If the appeal proceeds, HRSDC will prepare an appeal docket to be presented to all the interested parties and to the Board of Referees. The appeal docket contains all the documents used to make the decision and explains how HRSDC arrived at its decision.

Ensure you are familiar with the appeal docket and its content so you can discuss it with the Board. Bring the docket with you to the hearing and make a list of the points you want to raise with the Board. If you have new information that you want to present, send it to us before the hearing or bring it with you. Any witnesses you want to be present should attend the hearing with you. If your appeal involves harassment and you are uncomfortable providing information regarding the circumstances in front of the other party, the Board can hear the parties separately.

The Board of Referees is an independent and impartial administrative body consisting of three members of the community. They are not employees of HRSDC. They are knowledgeable in the Employment Insurance Act and are trained to provide fair hearings. They will make every possible effort to make you feel at ease.

Although your attendance at the hearing is voluntary, it is in your best interest to attend the hearing either in person or by telephone. You can have someone (i.e., a friend, union representative, community legal representative or lawyer) attend the hearing with you or represent you. HRSDC will not pay any fees/expenses you have if you hire a representative or lawyer. In some locations, there are community and claimant help groups that can assist you. Contact your local HRSDC for information on these groups. Please note that representatives must obtain your written consent.

If you do not speak either English or French, you should bring someone with you who can interpret. It will be at your own expense. If you have a hearing or a visual impairment, HRSDC will pay for either a sign language interpreter or your docket can be sent to you in Braille - let HRSDC know. If you cannot attend a hearing either in person or via the telephone, you can state your case in writing. Make sure your reasons are sent to the Board of Referees before the hearing date.

If you wish to appeal, you can simply write a letter informing us of your intention to appeal. However, for your convenience, there is a "Notice of Appeal to the Board of Referees" form available to you. More details on the appeal process and the Appeal form can be found at www.ei-ae.gc.ca. You may also call us at 1-800-206-7218 or contact your Service Canada Centre.

TERMINATION FILE COMPLETION CHECKLIST

Employee Name: MICHAEL JACK
 SIN: 530393230
 WIN: 393080
 Termination Date: Dec 14/2009
 Cost Centre (PUN): 552013

Team Lead to complete		
Handdrawns paid out		
Earn Code	Date	Cheque #
Deferred Payments		

Team Lead	
PBR	

INCLUDE LOOSELY INSIDE FILE

HD's, AP for final payment entitlements, DS for final deductions letters to employee
 ROE W12490590

OPP ✓

HOLE PUNCH AND ATTACH IN FILE IN THE ORDER OF:

- Final Payment Entitlements (to be stapled to the inside left cover)
- Data Input Summary Sheet (to be stapled to the inside left cover)
- WEAR form
- Severance Calculation Sheet
- Credits Summary
- Recovery of Assets/Clearance form received and signed by manager
- RRSP direction signed by employee
- Copy of "DA" - bucket adjustment (if required)
- Ensure DU for 005 & 019 deduction is done (OPPA only) *none 558*
- Unclassified employees - stop the BEN % screen
- Ensure 125 deduction made from HD's if required
- Notify Benefits area of Termination
- SPA Payout for OPPA Civilians (SBA and SPA 5 year P.E. Sheets)

Review On-line:

- Corpay screens - review on line for:
 - '003 (must show status "T", correct term, Date, and pension election code)
 - '004 (to show end date at top and on account line)
 - '005 (address must be the same as that noted on termination checklist)
 - '022 (if there are any, see your Team Lead immediately for direction)
 - '023 (to show dist. Code is "XWEB")
 - '027 (should be nothing in suspense)
 - '002 - Benefits screen review for pension and health benefits
 - '011 - review for termination date of benefits
- Final pay - 55 screen - review online for correct final payments & deductions
- Check tax taken on VPT paid (via HD-or AP)
- WIN screens for all A&L plans:
 - Forfeit unearned credits
 - Confirm A&L Plans are Terminated
 - Zero out balance

2009-12-15
2008 08 31

13 20

OPP 75% sts keyed late.

CHECK FOR:

- LOA's *none*
- Calculations of all payments *NIA*
- T4 and T4A earnings are on sep. pays
- GTN #'s are correct (Tax - 090, 092, 127/OPSEU dues 115 (on T4 HD))
- Membership Termination 1012

fts PBS

Completed by: [Signature]
(PBR)

Reviewed by: [Signature]
(Team Lead)

Comments:



Phone: (705) 329-6663

225 - 080558

Ontario Provincial Police

Career Development Bureau
Bureau de l'avancement professionnel

18 July 2008

Mr. Michael Jack

Dear Michael,

ONTARIO PROVINCIAL POLICE
CAREER DEVELOPMENT BUREAU
JUL 30 2008
RECEIVED

Congratulations! On behalf of the Commissioner, I am pleased to inform you that as a successful candidate for appointment to the Ontario Provincial Police, you are invited to report to the OPP Headquarters, Provincial Police Academy, 777 Memorial Avenue, Orillia on Sunday August 24, 2008 between 1700 and 2100 hours.

- You will attend the Provincial Police Academy for Orientation Training from Monday August 25, 2008 until Friday August 29, 2008.
- You will then be required to report to the Ontario Police College at Aylmer, Ontario on Tuesday September 2, 2008 between 1600 and 2200 hours for Level II Recruit Training starting Wednesday September 3, 2008 until Thursday November 27, 2008.
- You will then report to the Provincial Police Academy on Sunday November 30, 2008 between 1600 and 2200 hours to complete Orientation Training from Monday December 1, 2008 to Friday January 2, 2009, after which you will join your assigned detachment which has been identified as Peterborough County located in Central Region.
- Upon commencement of your employment with the OPP, you will be classified as a 5th Class Recruit Constable. After successfully completing the requirements of the initial period of training at the Ontario Police College and the Provincial Police Academy, you will be promoted to a 4th Class Recruit Constable with a corresponding wage increase unless otherwise affected by a pre-existing OPS contract.
- Your probationary period will begin on the day that you report to your detachment/home location upon successful completion of your training and will last for 1 year from that reporting date.
- All OPP officers must be willing to serve anywhere in the province of Ontario. By accepting this offer you are also accepting this condition as part of your employment.

JOINING INSTRUCTIONS ARE ENCLOSED AND SHOULD BE READ CAREFULLY.

Please complete the acknowledgement and immediately return one copy of this invitation in the pre-addressed envelope. Retain the originals for your reference.

S. Thomas
Sandy Thomas
Inspector
Manager, Uniform Recruitment

- Note: This offer of employment is revocable should any information detrimental to your file come to our attention between this date and the end of your probationary period.
- Note: A Medical Evaluation received by the Ontario Provincial Police after an offer of employment, that does not support your appointment, will impact on your continued employment.

ACKNOWLEDGEMENT: Mark the appropriate box with an (X)

I *M Jack* agree with the conditions of appointment
Signature

Date of Signature: 24-JUL-08 will report

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Career Development Bureau
Bureau de l'avancement professionnel

777 Memorial Ave.
Orillia, ON L3V 7V3

777, av. Memorial
Orillia ON L3V 7V3

Tel: (705) 329-6725
Fax: (705) 329-6188

Tél: (705) 329-6725
Télé: (705) 329-6188

Reference No/N° de dossier:

August 25, 2008

MEMORANDUM TO:

Michael Jack
Badge #12690

**Re: PERFORMANCE AND CONDUCT REQUIREMENTS
OF A RECRUIT CONSTABLE**

On behalf of Commissioner Julian Fantino, I welcome you to the Ontario Provincial Police (OPP) as one of our newest Policing Services Constables. It is the intent of the OPP to give our new employees every opportunity to succeed and we feel that clearly stated expectations of performance and conduct are fundamental ingredients in this process.

This memorandum describes the OPP's performance and conduct requirements for all recruit constables. Performance and conduct matters include academic performance, performance in an operational setting, and conduct both on and off duty. A position description for Policing Services Constable is attached for your reference.

As described in your Offer of Employment, you will hold the rank of 5th Class Recruit Constable until you successfully complete the training requirements of the Ontario Police College (OPC) and the Provincial Police Academy (PPA).

Successful completion of all components of the Basic Constable Training Program at the Ontario Police College is a mandatory requirement for every recruit constable. **It is important to note that the OPP will be seeking your release from employment should any of the following circumstances arise:**

- If you do not achieve a passing grade (75% or higher) in three or more examinations, a recommendation will be made to the Commander, Career Development Bureau, that you be released from employment.
- If you do not achieve a passing grade (75% or higher) in one or two examinations, you will be allowed one opportunity to re-write those examinations to obtain a passing grade of 75% or higher. If you do not achieve a passing grade (75% or higher) on these examination re-writes, a recommendation will be made to the Commander, Career Development Bureau, that you be released from employment.

- If you do not achieve the required standard in Police Vehicle Operations (PVO), you will be allowed one additional testing opportunity to achieve this standard. If you do not achieve the required standard in PVO during the re-test, a recommendation will be made to the Commander, Career Development Bureau, that you be released from employment.
- If you do not achieve the required standard in Firearms, Defensive Tactics, or the Physical Readiness Evaluation for Police (PREP) test, you will be allowed one additional testing opportunity to achieve this standard. If you do not achieve the required standard during this re-test, a recommendation will be made to the Commander, Career Development Bureau, that you be released from employment.

When you successfully complete all of the requirements of both OPC and PPA training, you will proceed to your assigned detachment. Your one-year probation period will commence and you will be promoted to a 4th Class Recruit Constable status with a corresponding wage increase (unless otherwise affected by a pre-existing OPS contract).

Your performance and conduct will be assessed and documented by a Coach Officer. Performance evaluations will assess your development and performance as a recruit constable. All of these evaluations will be shared with you and any performance rating in the "Does not meet" category will be brought to your attention. You will be given every opportunity to improve any identified performance deficiencies.

In order for your employment with the OPP to be confirmed beyond the probationary period, the evaluation of your work performance and conduct must demonstrate that you meet the requirements of this position. A recommendation to confirm your appointment as a Provincial Constable will be made after the tenth (10) month of your probationary period.

Pursuant to the Public Service of Ontario Act, a recommendation that you be released from employment for failure to meet the requirements of your position, based on unsatisfactory work performance or inappropriate conduct, may be made at any time during your training and probation period.

I extend my very best wishes for a successful and fulfilling career.

Nora M. Skelding
 Nora M. Skelding
 Chief Superintendent
 Bureau Commander

ACKNOWLEDGEMENT

I, MICHAEL JACK have read, understand and accept the contents of this memorandum "PERFORMANCE AND CONDUCT REQUIREMENTS OF A RECRUIT CONSTABLE", Rev: Aug 2008.

Michael Jack
 Employee
Wm St John
 Witness

25/08/08
 Date
25/08/08
 Date



Your Pension. Our Promise.

Membership Enrolment

Public Service Pension Plan

Class 411

All employers (CORPAY and non-CORPAY) must complete all sections in full

Client Number (for OPB use only)

Member Information – write all dates in yyyy/mm/dd format

Social Insurance Number 530 303 230	Last Name JACK	First Name and Initials MICHAEL	<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Other:
Sex: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Spousal Status: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Common-law <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed		Birth Date 16-DEC-72
Address: Street No. and Name 1049 PRIMROSE LANE RR#4	Apt. No.	City/Town PETERBOROUGH	Province ON
Home Tel. No. 705-740-5765	Spouse's last name	First name and Initials	Postal Code K9J 6K5
		Spouse's Birth Date	

Attach: proof of birth dates for member and spouse (if applicable) a Beneficiary Designation Form (OPB 1015)
 a Declaration of Spousal Status (OPB 3007) copy of marriage certificate (if applicable)

Employment & Salary Information

Ministry/Agency/Board/Commission MCS & CS - OPP	Plan Membership Date 2008/08/25	Continuous Employment Date* 2008/08/25
Member's bargaining agent: <input type="checkbox"/> ALOC <input type="checkbox"/> AMAPCEO <input type="checkbox"/> OCAA <input type="checkbox"/> OPDPS <input checked="" type="checkbox"/> OPPA <input type="checkbox"/> PEGO <input type="checkbox"/> N/A		
Employment Type <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Unclassified (works irreg. hrs)	Standard full-time hours per week: 40	Reg. part-time ratio: %
Regular Salary Rate \$ 41,684.00 hr/bi-wkly/yr	Start Date 2008/08/25	Salary Note Rate** \$ hr/bi-wkly/yr
Member left OPSEU Pension Plan and joined PSPP with no break in employment <input type="checkbox"/> Yes <input type="checkbox"/> N/A		Last day in OPSEU Pension Plan

* First day of employment as a regular or contract employee. May be earlier than the plan membership date if contract employee.
 ** E.g., badge allowance (this is any additional payment(s) the OPB deems as pensionable earnings).

Employer official's signature: Date: Aug. 29/08 Tel. No. (705) 329-6707/6706 Ext.
 Name (please print): S. Atkinson / D. Duncan Title: Benefits Assistant

Member: please complete

Important! You can increase your pension by purchasing or transferring in eligible past employment or plan membership - but there are time limits to apply for these options. We will send you an enrolment package containing this and other important information about your pension. If you don't receive this package, please call us.

Personal information on this form is being collected, used and maintained under the authority of the *Public Service Pension Act* in order for OPB to provide full pension services. Information may be disclosed to third parties under contract to assist OPB in providing these services. The information provided in this form will not be used for any purpose other than administering pension benefits. Any questions or concerns with regard to the OPB Privacy Policy should be directed to the OPB Privacy Officer at (416) 364-5036.

Signature: Date: 29-AUG-08

Return original to OPB and provide a copy to member

**INDUCTION INTERVIEW – Ontario Provincial Police Association (OPPA)
Uniform Officers - Full Time**

Employee Record Information

Name: JACK, MICHAEL	Start Date: August 25, 2008
Badge Number: 12690 FILE COPY	S.I.N.: 530 393 230 WIN: 393080 Expiry Date: Note: A valid authority to work in Canada and a valid SIN are required by law. Certified true copies of these documents must be retained in the HR File.
Recruit Class Number: 411	Birth date: 16-DEC-72

Welcome and congratulations on becoming a member of the Ontario Provincial Police with the Ontario Ministry of Community Safety and Correctional Services.

Ontario Shared Services

The Ontario Shared Services (OSS) provides Financial, General Administration, Human Resources Service Delivery and Strategic Procurement services for the Ontario Public Service (OPS). The Payroll Operations Branch within the OSS administers employees pay, pension and benefit entitlements. The following is a brief overview of your pay, benefits & pension entitlements:

WIN

The Ontario Public Service uses a common Human Resources Management Information System called Workforce Information Network (WIN). If you have been granted access, WIN enables employees to update their address, emergency contact and phone information as well as view their job and benefit information. The Attendance & Leave module allows employees' to enter their short term (less than 30 days) absences and update their credit sequence for Short Term Sick Plan purposes.

Employees must register to access the WIN system. Employees will automatically receive the WIN Starter Kit at their home address within 4 to 6 weeks of commencing employment, providing their Pay and Benefits Specialist has received all required employment documents/information. The WIN Starter Kit will include PKI information required to register. PKI registration instructions are on the WIN web site @ <http://intra.ops.myops.gov.on.ca/>. **If you do not receive the WIN Starter Kit within the time frame above, you must contact the OSS Contact Centre @ (416) 326-9300 or 1-866-979-9300, or by e-mail @ askoss@mbs.gov.on.ca.**

Previous Ontario Public Service (OPS) Employment

Re-employment may affect an employee's pension and benefits based on the reason they terminated from the OPS. Please notify your Pay and Benefits Specialist if you were previously employed by an OPS employer and provide the current status of any pension payments or repayment of monies, if applicable.

Previous surplus employees who took pay in lieu of notice who are re-appointed to a classified/unclassified position with the OPS during the original notice period or within 24 months after the original lay off date, will be required to repay certain payments prior to commencement of employment (lump sum payments). For more detailed information, refer to the applicable policy, i.e. Memorandum of Understanding/Collective Agreement.

*As part of the Information Security and Privacy Classification (ISPC) system, this document is classified at a medium sensitivity level.

INDUCTION INTERVIEW – Ontario Provincial Police Association (OPPA)
Uniform Officers - Full Time

Notice of Collection, Use and Disclosure of Personal Information

Collection of the information on this form is necessary for the processing, assessment and verification of Human Resources information and the administration, planning and coordination of the Human Resources program. Access to this information is restricted to staff authorized by Ontario Shared Services, Human Resources Transactional Services Division who require it to perform their duties. The authority for the collection, use and disclosure of this information is the *Public Service Act R.S.O. 1990, c. P47; R.R.O. 1990, Reg. 997.s.7 (1) and s.17*. For information about collection, use and disclosure practices, call (416) 326-9300 or write to the Director, Payroll Operations Branch, Human Resources Transactional Services Division, Ontario Shared Services, c/o Macdonald Block Mail Facility, 77 Wellesley St. W., PO Box 500, Toronto, ON M7A 1N3.

Benefit Unit

Benefits are administered by the Benefits office located at the OPP GHQ, 777 Memorial Ave., 1st floor, Orillia, Ontario L3V 7V3. Questions regarding your benefits should be directed to the **Benefits Representatives** below:

Shawna Atkinson	(705) 329-6707	Shawna.Atkinson@ontario.ca
Diane Duncan	(705) 329-6706	Diane.Duncan@ontario.ca
Nancy Hammond	(705) 329-6704	Nancy.Hammond@ontario.ca

Acting Benefits Advisor – Joanne MacInnes (705) 329-6705

Group Insurance Benefits

Participation is mandatory under Basic Life and Long Term Income Protection (LTIP) below. **Participation is optional** under the Supplementary Life Insurance, Dependent Life, Supplementary Health and Hospital Insurance (SH&H), Vision and Hearing Aid Plan and the Dental Plan. Employees may be exempt from the mandatory coverage only if they are covered as a dependent of a spouse insured under a plan provided by the Ontario Government. Employees who are covered as a dependent of a spouse may coordinate their benefits coverage. **The employer pays all premiums for Basic Life Insurance, Supplementary Health and Hospital, Vision and Hearing Aid, Dental and Long Term Income Protection.**

Great West Life Assurance Company (1-800-874-5899) is the carrier for all your group insurance benefits. The policy number for Supplementary Health and Hospital, Vision, Hearing Aid, and Dental coverage is **44501**. Employee's WIN Number is their ID Number for Insured Benefits.

Protecting the privacy of your personal information is important to the Ontario Government. To help protect your personal information, **your WIN ID number**, is your ID Number for Insured Benefits.

Employee's who choose to enrol in **Supplementary Life and Dependent Life Insurance** within 31 days of date of hire, marriage, or birth or adoption of a child, are not required to complete the Evidence of Insurability form. If the request is made after 31 days of the above noted events, then the "Evidence of Insurability" form, located on the back of the Application for Group Insurance or Change Form (GI), must be completed. Employees should seal the Evidence of Insurability in an envelope, attached it to the GI and send to your Benefits Representative. They will forward the package to Great West Life who will approve or decline your application. If the application is approved, the purchase of the applicable life insurance will be effective the month following the approval.

Employee's who choose not to enroll in the **SH&H, Vision and Hearing Aid and Dental Plans** at this time will have the option to enroll in December of any year, with coverage being effective January 1 of the following year. However, if benefits of an employees spouse are terminated within the calendar year, the employee may enroll at this time, but must provide proof that the termination of benefits and coverage will be effective the first of the following month.

*As part of the Information Security and Privacy Classification (ISPC) system, this document is classified at a medium sensitivity level.

INDUCTION INTERVIEW – Ontario Provincial Police Association (OPPA)
Uniform Officers - Full Time

The attached **Application for Group Insurance or Change Form (GI)** must be completed. If elected, your group insurance benefits will be effective **Nov. 1, 2008**. As of the effective date of your group insurance benefits you are eligible to make claims for expenses. Employees may access on-line services provided by Great West Life @ www.gwl.ca, to view claim history, health and wellness information, etc.

Please note that the beneficiary (ies) named on the GI is for Basic and Supplementary Life insurance through your employer only. The Ontario Provincial Police Association (OPPA) also has mandatory and optional life insurance. Please contact the OPPA directly at (705) 728-6161 or 1-800-461-4282 or by e-mail @ www.oppa.on.ca.

For more detailed information on coverage for the following group insurance benefits, please refer to the attached Benefit Brochure. Claim forms are available through the WIN Employees Suite, Orillia Benefit Unit, OPP Connections website @ <http://oppweb.sgc.gov.on.ca> or your detachment.

If the request for the following Supplementary Life and Dependent Life Insurances is made within 31 days of date of hire, marriage, or birth or adoption of a child, no Evidence of Insurability is required.

If the request is made after 31 days of the above noted events, then the "Evidence of Insurability" form, located on the back of the Application for Group Insurance or Change Form (GI), must be completed. Employees should seal the Evidence of Insurability in an envelope, attached it to the GI and send to your Benefits Representative who will forward the package to Great West Life who will approve or decline your application.

Basic Life Insurance

Coverage is 100% of your annual salary at the time of death. Premiums paid by the employer are considered a taxable benefit.

Supplementary Life Insurance

Employees at their option may purchase Supplementary Life Insurance in the amount of one, two or three times their annual salary. The employee pays the full monthly premium for this coverage. The current rate as of April 1, 2005 is \$0.10 per \$1,000.00 coverage.

Approximate Monthly Premiums: 1 X salary - \$40,000 - \$4.00 1 X salary - \$60,000 - \$6.00

Dependent Life Insurance

Employees at their option may purchase life insurance for dependents, i.e. \$1,000 for each dependent child and/or \$2,000 for their spouse. The employee pays the full monthly premium for this coverage. Below are the current rates as of June 1, 2003:

One dependent (spouse or child): \$0.08 per month
More than one dependent (spouse and child (ren)): \$0.15 per month

Supplementary Health and Hospital Insurance

Prescription coverage includes 90% of the cost of prescription drugs (maximum \$8.00 dispensing fee), including mandatory generic substitution and pricing clause.

OPPA members are supplied with a "DRUG CARD" for the purchase of prescription drugs. This card **cannot be used for anything other than prescription drugs.**

**INDUCTION INTERVIEW – Ontario Provincial Police Association (OPPA)
Uniform Officers - Full Time**

Vision Care & Hearing Aid Plan

Coverage is \$340.00 per person in a 24-month period, which begins the day you make a purchase for prescribed eyewear, contact lenses, laser surgery or eye exam. Hearing Aid coverage is \$1,000.00 towards the purchase of, repair to, a hearing aid in any consecutive 3-year period.

Dental Plan

Coverage includes 90% of the current Ontario Dental Association schedule of fees for reimbursement of basic dental procedures, fillings, extractions, cleaning, etc. and 60% for services related to dentures, orthodontics (braces, etc) and major restorative services (crowns, caps, etc.) to a maximum of \$2,000 per family per calendar year. Recall for examinations are every 9 (nine) months, except dependent children 12 (twelve) years of age and under are every 6 (six) months. **If you require major services, the carrier requires that you submit a "pre-determination" for approval before beginning any work.**

Long Term Income Protection Plan

Provides income protection of 66 2/3 of the employees' salary on the last day at work including retroactive entitlements effective prior to last day at work should the employee become totally disabled from performing his/her job beyond six calendar months.

All short term sickness plan credits, vacation credits and stat bank credits are based on an eight (8) hour day:

Example: 10 hour shift = 1.25 credit 12 hour shift = 1.5 credit

Short Term Sickness Plan

New employees must complete **20 consecutive working days** to be eligible to use sick leave credits.

Under the Short Term Sickness Plan (STSP), an employee is entitled to 130 sick leave credits per calendar year with 6 days at 100% regular salary and 124 days at 75% of regular salary. The 124 days at 75% of regular salary may be topped up to 100% salary with the use of vacation credits or accumulated overtime credits (CTO), if applicable.

STSP credits are not carried over from one calendar year to the next. If an absence due to illness continues from one calendar year to the next, the employee must complete 20 consecutive working days to re-qualify for next year's STSP credits.

In order to supplement salary to 100% after the 6 days of STSP are used, indicate below the credit sequence to be used, in the order of use, i.e. 1, 2, 3, N/A:

- I am opting not to Top Up (e.g., no credits will be used to supplement my STSP pay to 100%). I understand that no Top Up means my salary will be reduced to 75% pay once I have used up the first six days of STSP credits.
- I wish to Top Up. I understand this means my salary will be supplemented by other credits once I have used up the first six days of STSP credits. The order of credit usage for topping is:

- Vacation Credits
- CTO Credits
(compensating overtime credits)

If credit sequence above is not completed, employees credit sequence will default to "No Top Up".

*Medium Sensitivity

INDUCTION INTERVIEW – Ontario Provincial Police Association (OPPA)
Uniform Officers - Full Time

Attendance

able premium time (overtime, etc) must be completed on the appropriate form. Premium time must also be authorized and approved by your Detachment Commander/Manager and indicate payment or compensating time. Details on eligibility and entitlements please refer to the Memorandum of Understanding. Please see your detachment/work location for more details about reporting your attendance.

Vacation

Vacation leave credits are accrued on a calendar year basis. Employees are given 1.25 days per month/15 days per year for the first 8 years of continuous service. Vacation credits may be taken after the employee has completed six months of service. Employees can carryover one year's entitlement into the following year. Vacation credits will increase after employees have completed eight years of continuous service in the following manner:

- For 8 years (1 2/3) days per month/20 days per year
- For 16 years (2 1/12) days per month/25 days per year
- For 24 years (2 1/2) days per month/30 days per year

Employees may opt to receive one week's pay in lieu of five days (40 hours) vacation, which must be approved by the Detachment Commander or Section Manager by November 1 (Memorandum of Understanding - Article 13.07 & 13.08).

Statutory Holiday Bank

In January of each year, employees are assigned 96 hours in their "Stat Hour Bank", which are based on 12 eight-hour days. Please refer to Article 14 of the Memorandum of Understanding for more details.

Pension Plan – Ontario Pension Board

Participation in this plan is mandatory for classified employees.

The Ontario Pension Board (OPB) administers the PSPP. Protecting the privacy of your personal information is important to the OPB. To help protect your personal information, the OPB assigns each member with a "Client Number", which is used as your ID Number with the OPB. The OPB provides new members with their Client Number with their information package, which is sent approximately 1-2 months after becoming a member.

To comply with the regulations of the plan, pension forms must be completed and copies of the following are required:

- Birth Certificates for self, and if applicable, spouse, and eligible dependents
- Marriage Certificate or affidavit stating common law relationship/same sex relationship

New members have the opportunity to apply to purchase eligible past service during the first 24-month period after joining the pension plan. Transfers into the Ontario Pension Board must be initiated within a specific time period.

It is the employee's responsibility to follow up with the appropriate pension plan/s to determine eligibility and to ensure completion of transfers or buy back within the appropriate time frames.

For more detailed information, you may visit the Ontario Pension Boards web-site at www.opb.on.ca, or contact the Ontario Pension Board directly @ (416) 364-5035 or 1-800-668-6203 toll-free in Canada & USA.

INDUCTION INTERVIEW – Ontario Provincial Police Association (OPPA)
Uniform Officers - Full Time

Document

A certified true copy of your social insurance card is required and you will be paid by the name indicated on your card. If the social insurance number begins with "9" the card must have a valid expiry date as required by the Employment Insurance Act.

Formal proof of legal entitlement to work in Canada must be provided, e.g., certified copy of birth certificate, Canadian Citizenship, Passport, Landed immigrant status or work permit.

No employee can be placed on the payroll without all the required documents.

Payments are issued on a bi-weekly basis. You will receive your first pay on **Sept. 18, 2008** pay date, which covers the pay period **Aug. 25 – Sept. 7/08**. Payments are issued by **direct deposit only** for all employees; a void cheque and completed direct deposit form must be forwarded to your Pay & Benefits Representative before you can be put on the payroll.

Mandatory statutory deductions of CPP, EI & Income Tax and dues will be deducted from your pay.

Eligible premium time (overtime, etc.) must be recorded on the appropriate form, authorized and approved by your Detachment Commander/Manager. For details on eligibility and entitlements, please refer to your Memorandum of Understanding.

Probation Period

There is a probation period of one year from the date of appointment to the classified service for employees with no prior service in the Ontario Public Service. On successful completion of this period you will be recommended for appointment to regular staff.

Conflict of Interest

Conflict of interest is defined as any situation where an individual's private interests may be incompatible or in conflict with their public service responsibilities. It is the employee's responsibility to identify to the Deputy Minister, through your Detachment Commander/Manager, any possible conflicts of interest. For more detailed information visit the Corporate Policy Conflict of Interest and Post-Service Directive http://intra.pmed.mbs.gov.on.ca/mbc/pdf/Conflict_of_Interest&Post_Service-Dir.pdf (Employees who do not have access to a computer should be provided a copy of the "Conflict of Interest and Post-Service Directive".)

Obligation to Take the Oaths:

Oath of Office

As per the Public Service of Ontario Act Regulation 373/07, all employees must take the **Oath of Office**. The Oath is administered by the employee's Manager on the first day of employment. If the employee has not taken the oath, the employee must speak with his/her Manager.

Oath of Allegiance

Employees of the Ontario Public Service are required to sign the **Oath of Allegiance**. Employees may swear or solemnly affirm, as applicable (for religious reasons). Employees who are not Canadian Citizens may decline to sign this oath to protect their citizenship with their home country. Employees who do not complete the Oath of Allegiance will remain on probation. For employees who are not Canadian Citizens, it is their responsibility to seek information regarding the implications of signing the oath.

INDUCTION INTERVIEW – Ontario Provincial Police Association (OPPA)
Uniform Officers - Full Time

Workplace Safety Insurance Board

Any injury incurred during working hours must be reported immediately to your Detachment Commander/Manager.

Employee Assistance Program

All Ontario Public Service employees and their families are eligible to access the Employee Assistance Program (EAP) for confidential counselling and information. The service is available 24 hours a day at 1-800-268-5211 (English) or 1-800-363-3872 (French). Refer to attached brochure for more detailed information.

Workplace Discrimination and Harassment Policy (WDHP) assistance is available through the EAP program. Employees may contact the EAP provider above for access to a WDHP counsellor.

Association Dues

It is compulsory to pay union dues to the Ontario Provincial Police Association (OPPA). The current deduction is \$45.40 per pay.

Attachments

The following brochures and forms are attached for your information:

- Dental Insurance and Supplementary Health and Hospital Insurance forms (available online)
- Appropriate Attendance Form (if applicable) (available online form # 7540-3002)
- Pay Calendar (available online)

This document is for information purposes only. In all cases, the terms of the Memorandum of Understanding, Public Service Act and the Public Service Pension Plan will apply.

I acknowledge that I was informed of options to purchase or transfer any previous pensionable service with the Ontario Pension Board, which may be available to me and was provided with all necessary forms.

I acknowledge that it is my responsibility to follow up with the appropriate pension plan/s to determine eligibility and to ensure completion of transfers or buy back.

I have read and understand the information provided in this document.

MICHAEL JACK

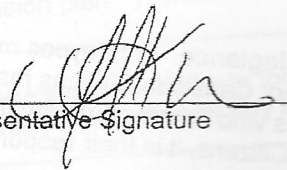
Employee Name



Employee Signature

29-AUG-08

Date



Benefits Representative Signature

**INDUCTION INTERVIEW – Ontario Provincial Police Association (OPPA)
Uniform Officers - Full Time**

Name: JACK, Michael Date: Sep 2 - Nov 27, 2008
 Service: Ontario Provincial Police Class: BC-0828

Helpful Websites

<http://intra.ops.myops.gov.on.ca/myops/published.nsf>My OPS - main Ontario Government web-site

<http://intra.infogo.gov.on.ca>.....Government phone information

<http://www.opb.on.ca>Ontario Pension Board

<http://oppweb.sgc.gov.on.ca/opp>Ontario Provincial Police

<http://intra.hropenweb.gov.on.ca>Human Resources Information

<http://intra.forms.ssb.gov.on.ca>Ontario Govt Forms (claim forms)

www.oppa.on.caOntario Provincial Police Association

www.gwl.caGreat West Life Assurance Co.

	Met Standard	Score
Federal Law (Closed Book) <i>Arrest / Criminal Offences / Evidence / Drugs / YCJA</i>	90.2	91.1
Traffic Law / Federal Law (Open Book) <i>Arrest / Criminal Offences / Drugs / YCJA / Highway Traffic Act / Criminal Driving Offences</i>	86.0	86.1
Police Vehicle Operations (Closed Book) <i>Legal Responsibilities / Vehicle Dynamics / Environmental Factors / Suspect Apprehension Pursuits Regulation</i>	95.0	95.8
Provincial Law (Closed Book) <i>POA / MHA / LLA / Child and Family Services Act / Ontario Law Reform Act / Family Law Act / Trespass to Property Act / ITA / Police Services Act</i>	90.3	88.2
Use of Force/Officer Safety (Closed Book) <i>Defensive Tactics / Firearms / Officer Safety / Police Regulations / Law of Force / Study Guide / Use of Force Manual</i>	98.7	99.1
Average	91.8	91.5

Physical Training		
Defensive Tactics	SPC/Training/Officer Safety/Police Regulations	Passed
Firearms	SPC/Training/Officer Safety/Police Regulations	Passed
Police Physical Training	SPC/Training/Officer Safety/Police Regulations	Passed
Police Vehicle Operations	SPC/Training/Officer Safety/Police Regulations	Passed

Revised Police Vehicle Operations December 17, 2008

*As part of the Information Security and Privacy Classification (ISPC) system, this document is classified at a medium sensitivity level.



BASIC CONSTABLE TRAINING PROGRAM
Student Evaluation

15

FILE

Name JACK, Michael
Service Ontario Provincial Police

Date Sep 3 – Nov 27, 2008
Class BC-0828

The wide variety of subject areas in Basic Constable Training have been grouped into various categories (see attached BCT Program specifications). Certain aspects of each subject area that require pen and paper testing are assessed in midterm and final examinations, the overall pass mark being 75% in each of the seven examinations listed below.

Examination	Student Mark (%)	Course Average (%)
Community Policing (Closed Book) <i>Ethics / Community Policing / Anti-Racism / Domestic Violence / Death Notification / CPIC / Crime Scene Preservation</i>	Met Standard	
Federal Law (Closed Book) <i>Arrest / Criminal Offences / Evidence / Drugs / YCJA</i>	90.2	81.1
Traffic Law / Federal Law (Open Book) <i>Arrest / Criminal Offences / Drugs / YCJA / Highway Traffic Act / Criminal Driving Offences</i>	86.0	84.1
Police Vehicle Operations (Closed Book) <i>Legal Responsibilities / Vehicle Dynamics / Environmental Factors / Suspect Apprehension Pursuits Regulation</i>	95.0	86.8
Provincial Law (Closed Book) <i>POA / MHA / LLA / Child and Family Services Act / Children's Law Reform Act / Family Law Act / Trespass to Property Act / HTA / Police Services Act</i>	90.3	82.2
Use of Force/Officer Safety (Closed Book) <i>Defensive Tactics / Firearms / Officer Safety / Tactical Communications / Use of Force / Study Guide / Use of Force Model</i>	96.7	89.1
Average	91.6	81.5

Physical Skills Training		
Defensive Tactics	<i>Skill Components / Applied Scenarios</i>	Passed
Firearms	<i>Skill Components / Applied Scenarios</i>	Passed
Police Physical Training	<i>PREP</i>	Passed
Police Vehicle Operations	<i>Skill Components / Applied Scenarios</i>	Passed

Retested Police Vehicle Operations

December 17, 2008



General Comments

Comments pertaining to training issues are generally reserved for those students who either demonstrated outstanding capabilities or experienced significant difficulties in various training activities. Lack of written comments in the training areas listed below indicates that the candidate performed satisfactorily in these components and progressed steadily throughout the course.

Defensive Tactics

This student has successfully completed an Aerosol Weapon exam to comply with Police Services Act Regulations and Policing Standards guidelines.

Firearms

Police Physical Training

All Basic Constable Training students are given the opportunity to test for and receive the Ontario Police Fitness Award. This candidate is to be commended for receiving a perfect score of 100% on this fitness test.

The Physical Training Department recognizes this student for demonstrating a high proficiency level in both the Ontario Police Fitness Award and the PREP test.

Police Vehicle Operations

Special Mention

Comments

Diploma Awarded.

Physical Skills Training	Defensive Tactics	Firearms	Police Physical Training	Police Vehicle Operations
800 Components / Applied Scenarios	800 Components / Applied Scenarios	800 Components / Applied Scenarios	PREP	800 Components / Applied Scenarios
Passed	Passed	Passed	Passed	Passed

December 17, 2008



BASIC CONSTABLE TRAINING PROGRAM Student Evaluation

Name JACK, Michael
Service Ontario Provincial Police

Date Sep 3 – Nov 27, 2008
Class BC-0828

The wide variety of subject areas in Basic Constable Training have been grouped into various categories (see attached BCT Program specifications). Certain aspects of each subject area that require pen and paper testing are assessed in midterm and final examinations, the overall pass mark being 75% in each of the seven examinations listed below.

Examination	Student Mark (%)	Course Average (%)
Community Policing (Closed Book) <i>Ethics / Community Policing / Anti-Racism / Domestic Violence / Death Notification / CPIC / Crime Scene Preservation</i>	Met Standard	
Federal Law (Closed Book) <i>Arrest / Criminal Offences / Evidence / Drugs / YCJA</i>	90.2	81.1
Traffic Law / Federal Law (Open Book) <i>Arrest / Criminal Offences / Drugs / YCJA / Highway Traffic Act / Criminal Driving Offences</i>	86.0	84.1
Police Vehicle Operations (Closed Book) <i>Legal Responsibilities / Vehicle Dynamics / Environmental Factors / Suspect Apprehension Pursuits Regulation</i>	95.0	86.8
Provincial Law (Closed Book) <i>POA / MHA / LLA / Child and Family Services Act / Children's Law Reform Act / Family Law Act / Trespass to Property Act / HTA / Police Services Act</i>	90.3	82.2
Use of Force/Officer Safety (Closed Book) <i>Defensive Tactics / Firearms / Officer Safety / Tactical Communications / Use of Force / Study Guide / Use of Force Model</i>	96.7	89.1
Average	91.6	81.5

Physical Skills Training		
Defensive Tactics	<i>Skill Components / Applied Scenarios</i>	Passed
Firearms	<i>Skill Components / Applied Scenarios</i>	Passed
Police Physical Training	<i>PREP</i>	Passed
Police Vehicle Operations	<i>Skill Components / Applied Scenarios</i>	Failed



General Comments

Comments pertaining to training issues are generally reserved for those students who either demonstrated outstanding capabilities or experienced significant difficulties in various training activities. Lack of written comments in the training areas listed below indicates that the candidate performed satisfactorily in these components and progressed steadily throughout the course.

Defensive Tactics

This student has successfully completed an Aerosol Weapon exam to comply with Police Services Act Regulations and Policing Standards guidelines.

Firearms

Police Physical Training

All Basic Constable Training students are given the opportunity to test for and receive the Ontario Police Fitness Award. This candidate is to be commended for receiving a perfect score of 100% on this fitness test.

The Physical Training Department recognizes this student for demonstrating a high proficiency level in both the Ontario Police Fitness Award and the PREP test.

Police Vehicle Operations

This candidate demonstrated acceptable proficiency in each of the driving skill components, but did experience significant difficulty when attempting to apply some of these skills in a motor vehicle pursuit simulation. At a later date, this candidate was given an opportunity to repeat this exercise and again was unable to operate the vehicle in a reasonably safe and proficient manner. Therefore, this candidate has not successfully completed this area of training. Further instruction and evaluation will be made available upon your request.

Special Mention

Comments

Diploma Not Awarded.

Component	Result
Defensive Tactics	Passed
Firearms	Passed
Police Physical Training	PREP
Police Vehicle Operations	Failed



THE ONTARIO POLICE COLLEGE WITH APPROVAL OF
THE MINISTER OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES.

PROVINCE OF ONTARIO.

HAS CONFERRED UPON

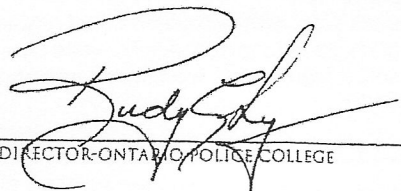
Michael JACK

THE ONTARIO POLICE TRAINING SYSTEM DIPLOMA
ATTESTING TO SUCCESSFUL COMPLETION OF THE

BASIC CONSTABLE TRAINING PROGRAM

November 27, 2008




DIRECTOR-ONTARIO POLICE COLLEGE



Ontario Provincial Police

ONTARIO PROVINCIAL POLICE RECEIVED
MAY 15 2009
MAIL LOG # 7725
PETERBOROUGH COUNTY DETACHMENT

ONTARIO PROVINCIAL POLICE RECEIVED

File: 291

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

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

[Handwritten signature]

Surname:	Jack	Given Name:	Micheal
Badge:	12690	WIN:	393080
Detachment/Section:	Peterborough County	Region/Bureau	Central East
Evaluator:	Filman	Badge:	11212
Evaluation Period:	(DD/MM/YY) Start: 09 Apr 09	End:	09 May 09
Probationary Period Start Date*	(DD/MM/YY) 25 Aug 08	<i>Sano</i>	

**4th Class Constables begin their probation period on the date of their graduation from the Provincial Police Academy

** Experienced Officers and Amalgamated Officers begin their probationary period on their start date with the OPP

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

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

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

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

PERFORMANCE ASSESSMENT

The Performance Assessment Criteria have been developed to provide a standardized rating for levels of performance. **Probationary Constables must achieve "Meets Requirements" in all categories in order to be recommended for permanent status.**

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

JOB KNOWLEDGE & SKILLS	RATING
<p>ATTITUDE TOWARDS LEARNING</p> <p>Able to re-evaluate personal opinions, judgments and assumptions based on new information and experiences; able to learn from mistakes and accept disappointments as well as successes.</p> <p>Specific example: PC JACK has a positive attitude towards learning. He still asks appropriate questions as required but these are coming up less frequently</p>	Meets Requirements
<p>PROVINCIAL STATUTES</p> <p>Able to identify, articulate and process applicable elements in Provincial Statutes.</p> <p>Specific example: PC JACK has issued several Provincial offences notices for a variety of different offences. PC JACK has demonstrated no issues in identifying and processing the offences.</p> <p>Between April 9th and May 9th PC JACK issued the following Provincial Offence notices :</p> <ul style="list-style-type: none"> 2 x Drive motor vehicle no currently validated permit 10 x Fail to properly wear seat belt 1 x Passenger fail to properly wear seatbelt 8 x Speeding 2 x Follow too closely 	Meets Requirements
<p>FEDERAL STATUTES</p> <p>Able to identify, articulate and process applicable elements in Federal Statutes.</p> <p>Specific example: As the result of a traffic complaint about a possible impaired driver, PC JACK stopped a vehicle and was able to properly facilitate demands and made an appropriate arrest for over 80. PC JACK was able to identify the appropriate evidence and elements of the offence SPO9071899</p>	Meets Requirements

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

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

persons. The statements are positive and adequate for court purposes. I have found that PC JACK is cautious and detailed when conducting his interviews SP09087157

WRITTEN

Expresses self clearly and concisely in writing. Documents information accurately in a timely manner and includes all necessary information that is required for reports utilizing electronic forms such as RMS.

Specific example:

During this evaluation period, PC JACK has responded to 42 calls for service, 18 of which have been reportable. The reports have been done in a timely manner and are detailed and accurate SP09087157

Meets Requirements

LISTENING SKILLS

Expresses active listening skills; accurately understands and attends to the facts and feelings of the sender. Able to clarify and re-frame the message with the sender in a professional manner.

Specific example:

PC JACK has demonstrated that he has effective listening skills. As indicated above, he has performed several video interviews gathering appropriate information and using that to complete accurate reports.

Meets Requirements

NON-VERBAL

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

Specific example:

Meets Requirements

RADIO COMMUNICATIONS

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

Specific example:

PC JACK is now patrolling on his own. His communication skills are improving greatly. PC JACK is aware that he has a thick accent and makes an effort to speak clearly and concisely.

Meets Requirements

COMMUNITY FOCUS

RATING

COMMUNITY FOCUS

Demonstrates a desire to help and serve others; works to discover and meet community needs; demonstrates a customer service orientation towards the public; develops culturally appropriate contacts that can provide support to victims of crime.

Specific example:

PC JACK is always sure that he satisfies complainants requests and conducts a detailed investigation. In one instance a defense lawyer reported that his client who was in custody had items stolen from his residence by his former spouse. PC JACK conducted a very detailed investigation, much on his own time and found that there in fact was no offence and that the

Meets Requirements

<p>accused former spouse had every right to the property SP09085209</p> <p>VALUING DIVERSITY</p> <p>Works effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances.</p> <p>Specific example: PC JACK has never displayed any bias during his time at Peterborough Detachment</p>	<p>Meets Requirements</p>
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PROBLEM SOLVING SKILLS	RATING
<p>DECISIVE INSIGHT</p> <p>Uses knowledge and training to effectively problem solve situations and make the best decision at the most appropriate time.</p> <p>Specific example: PC JACK conducted a very detailed investigation into a reported theft of property by an estranged spouse in a domestic situation. Much of this was done on his own time. PC JACK found that there in fact, was no offence and that the accused former spouse had every right to the property SP09085209</p>	<p>Meets Requirements</p>
<p>ANALYTICAL THINKING</p> <p>Demonstrates logical cause and effect thinking; systematically identifies basic patterns or connections between situations, persons or events; identifies key elements in complex situations.</p> <p>Specific example: PC JACK attended to a fraud complaint involving a fraudulent credit card. SP09087157. PC JACK completed a detailed investigation including a photo line up. This investigation will likely result in several charges over multiple jurisdictions. PC JACK has since turned the investigation over to the regional intelligence officer.</p>	<p>Meets Requirements</p>
<p>RESOLUTION</p> <p>Selects the most effective problem-solving strategy and (when appropriate) implements this strategy involving the community.</p> <p>Specific example: PC JACK responded to a neighbor dispute SP09087909. In this incident the neighbors had arguments over their driving behavior and use of the road. PC JACK completed a detailed investigation and then provided both sides with appropriate advice after coming to the conclusion that there were no grounds for charges.</p>	<p>Meets Requirements</p>
<p>FOLLOW-UP ORIENTATION</p> <p>Conducts appropriate follow-up as required to complete a thorough investigation.</p> <p>Specific example: PC JACK has had several calls that required follow-up if only to notify the complainants of what action has transpired. PC JACK is very thorough in all investigations. Even traffic act investigations, I have observed PC JACK to call insurance companies regularly when provided with expired slips by drivers. This is something some officers may not always do if the slip is fairly current but is positive.</p>	<p>Meets Requirements</p>

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

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

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

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

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

Meets Requirements

Specific example:

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

COMMENTS AND SIGNATURES

Evaluation Meeting

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

Employee's Comments: NO COMMENTS

Employee's Signature: *[Signature]*

Date: 14-MAY-09

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

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

Date: 15 ~~Apr 09~~ MAY 09

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

Accountable Supervisor: R. FLINDALL

Accountable Supervisor's Signature: *[Signature]*

Date: 13 MAY 09

Detachment Commander

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

Detachment Commander: Campbell M27

Detachment Commander's Signature: *[Signature]*

Date: 11May 09

Instructions:

At the conclusion of each evaluation period:

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

Regional Commander (or designate)

Comments (Mandatory)

Progress Noted

Regional Commander (or designate):

m. Reynolds

Regional Commander's (or designate)

Signature:

[Signature]

Date:

11 JUN 09

Instructions:

At the conclusion of the evaluation period:

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

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

Western Region
 Provincial Constable J.L. (Jennifer) Chan
 Provincial Constable T.L. (Timothy) Graham
 Provincial Constable S.D. (Sean) MacKinnon
 Provincial Constable N.Y. (Nicole) Millour
 Provincial Constable S.A. (Scott) Mead
 Provincial Constable B.H. (Brian) Sant
 Provincial Constable H. (Henry) Van Dyk
 Provincial Constable P.J. (Patrick) Waddick

North East Region
 Provincial Constable J.T. (Joshua) Kingsley
 Provincial Constable M.B. (Matthew) Roberts
 Provincial Constable S.R. (Steven) Townsend

North West Region
 Provincial Constable S.P. (Sean) Amelung
 Provincial Constable K.R. (Kylie) Mack
 Provincial Constable A.M. (Amanda) Schuch
 Provincial Constable K.A. (Kenneth) Sutherland
 Provincial Constable J.E. (Joel) Sime

OFFICERS TO BE COMMENDED

Highway Safety Division

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

Central Region

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

Eastern Region

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

Western Region

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

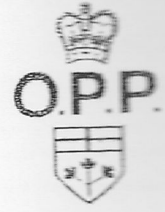
North East Region

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

North West Region

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

Ontario Provincial Police



Police provinciale de l'Ontario

Julian Fantino

Commissioner Le Commissaire

File #: 252-14 / 291-00

May 26, 2009

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

Dear Ms. Condon:

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

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

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

Once again, thank you for writing.

Yours truly,

Julian Fantino

/rj

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

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



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



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

School of Psychology

Eleanor Rathbone Building
Bedford Street South
Liverpool
L69 7ZA

T 0151 794 2957
F 0151 794 2945

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

Commissioner Fantino:

Given Name: Michael

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

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

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

Kind regards,

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



ONTARIO PROVINCIAL POLICE
 RECEIVED
 AUG 20 2009
 MAIL ROOM #7777
 PETERBOROUGH COUNTY DETACHMENT

ONTARIO PROVINCIAL POLICE

RECEIVED

13920
AUG 6 2009

File: 291

**PROBATIONARY CONSTABLE
 PERFORMANCE EVALUATION REPORT**

(PCS-066P) CENTRAL REGION ORILLIA

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

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

** 4th Class Constables begin their probation period on the date of their graduation from the Provincial Police Academy

** Experienced Officers and Amalgamated Officers begin their probationary period on their start date with the OPP

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

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

ENTERED

PERFORMANCE ASSESSMENT

The Performance Assessment Criteria have been developed to provide a standardized rating for levels of performance. Probationary Constables must achieve "Meets Requirements" in all categories in order to be recommended for permanent status.

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

JOB KNOWLEDGE & SKILLS	RATING
<p>ATTITUDE TOWARDS LEARNING</p> <p>Able to re-evaluate personal opinions, judgments and assumptions based on new information and experiences; able to learn from mistakes and accept disappointments as well as successes.</p> <p>Specific example: PC JACK has an obvious desire to learn and takes his own initiative to do so. Having said this however, his ability to take advice or correction from experienced officers is sometimes met with an "I know" response which has lead to some questions to his attitude from these officers.</p>	Meets Requirements
<p>PROVINCIAL STATUTES</p> <p>Able to identify, articulate and process applicable elements in Provincial Statutes.</p> <p>Specific example: From 09 May 09 - 09 Jun09 PC JACK issued the following Provincial offences notices: 20 - Sec. 128 HTA, 3 - Sec. 7(1)(a) HTA, 1 - Sec. 106(3)(a) HTA, 1 - Sec. 106(3)(b) HTA, 1 - Sec. 12(1)(d) HTA, 2 - Sec. 2(1)(a) CAIA, 1 - Sec. 31(4) LLA,</p>	Meets Requirements
<p>FEDERAL STATUTES</p> <p>Able to identify, articulate and process applicable elements in Federal Statutes.</p> <p>Specific example: As the result of a traffic complaint about a possible impaired driver, PC JACK stopped a vehicle and was able to properly facilitate demands and made an appropriate arrest for over 80. PC JACK did error in the time he read the accused's Rights to Counsel but was made aware of the error and acknowledged the mistake. SP09148553</p>	Meets Requirements
<p>POLICE ORDERS/PROCEDURES/TECHNICAL SKILLS</p>	

<p>Able to identify, locate, articulate and demonstrate applicable elements of Police Orders pertaining to policy, procedure, and guidelines. Able to utilize CPIC, E-mail, RMS Systems.</p> <p>Specific example: PC JACK has versed himself well in using the OPP systems and has even taken it upon himself to get the proper training manuals and review them in his own personal time.</p>	<p>Meets Requirements</p>
<p>POLICE VEHICLE OPERATION</p> <p>Drives a motor vehicle in compliance with traffic laws in a safe and proficient manner. Employs appropriate pursuit and emergency driving strategies in compliance with policy. Able to multitask effectively.</p> <p>Specific example: PC JACK has been patrolling day and night on his own and attending to emergency calls for service. There have been no issues during this time and he is arriving at his destinations in a safe and timely manner</p>	<p>Meets Requirements</p>
<p>TRAFFIC ENFORCEMENT</p> <p>Able to maintain a consistent level of proactive visible deterrence patrol in conjunction with enforcement and motorist contacts. Generates a level of productivity and enforcement quantity consistent with a conscientious effort balanced against the requirements of other duties. Takes ownership of Road Safety, participates in initiatives, ensures data integrity, seeks and identifies solutions to problems, and shares relevant information/ideas.</p> <p>Specific example: As listed in Provincial Statutes above, PC JACK has issued Provincial Offences notices through investigation of several different offences.</p> <p>The downfall is PC JACK has not demonstrated an initiative to identify solutions to problems in the area.</p> <p>Also, although PC JACK has participated in mandated initiatives he has not shown initiative in initiating RIDE spot checks, etc which would be desirable.</p>	<p>Meets Requirements</p>

COMMUNICATION SKILLS	RATING
<p>ORAL</p> <p>Questions and interviews others appropriately to gain information. Communicates ideas and concepts clearly, effectively and in a professional manner.</p> <p>Specific example: PC JACK has continued to receive detailed statements from witnesses, victims and accused persons. The statements are positive and adequate for court purposes. I have found that PC JACK is cautious and detailed when conducting his interviews. SPO9148553.</p>	<p>Meets Requirements</p>

<p>WRITTEN</p> <p>Expresses self clearly and concisely in writing. Documents information accurately in a timely manner and includes all necessary information that is required for reports utilizing electronic forms such as RMS.</p> <p>Specific example: During this evaluation period PC JACK has responded to 44 calls for service and assisted to an additional 13 calls for service. The reports have been done in a timely manner and are detailed and accurate SP09146471</p>	<p>Meets Requirements</p>
<p>LISTENING SKILLS</p> <p>Expresses active listening skills; accurately understands and attends to the facts and feelings of the sender. Able to clarify and re-frame the message with the sender in a professional manner.</p> <p>Specific example: PC JACK is fully capable of receiving proper information and attending to the facts. To date his statements have been very detailed. PC JACK attended to an assault SP09146471, although charges weren't laid in the matter the statement taken was proper and had the relevant facts in issue required if it were to be used in court.</p>	<p>Meets Requirements</p>
<p>NON-VERBAL</p> <p>Uses appropriate body language, gestures, and demeanor; is aware of their effect on others.</p> <p>Specific example: PC JACK has demonstrated proper body language and posturing when dealing with a variety of individuals. He has been observed using the interview stance when dealing with both complainants and accused parties.</p>	<p>Meets Requirements</p>
<p>RADIO COMMUNICATIONS</p> <p>Uses appropriate and respectful language when utilizing the communications system, communicates effectively, uses 10 codes.</p> <p>Specific example: PC JACK is now patrolling on his own his communications skills are improving greatly. PC JACK is aware that he has a thick accent and makes an effort to speak clearly and consisely.</p>	<p>Meets Requirements</p>

COMMUNITY FOCUS	RATING
<p>COMMUNITY FOCUS</p> <p>Demonstrates a desire to help and serve others; works to discover and meet community needs; demonstrates a customer service orientation towards the public; develops culturally appropriate contacts that can provide support to victims of crime.</p> <p>Specific example: This attribute has not been displayed during this evaluation period.</p>	<p>No Basis For Rating</p>

<p>VALUING DIVERSITY</p> <p>Works effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances.</p> <p>Specific example:</p>	<p>Meets Requirements</p>
<p>PROBLEM SOLVING SKILLS RATING</p>	
<p>DECISIVE INSIGHT</p> <p>Uses knowledge and training to effectively problem solve situations and make the best decision at the most appropriate time.</p> <p>Specific example:</p>	<p>No Basis For Rating</p>
<p>ANALYTICAL THINKING</p> <p>Demonstrates logical cause and effect thinking; systematically identifies basic patterns or connections between situations, persons or events; identifies key elements in complex situations.</p> <p>Specific example:</p>	<p>No Basis For Rating</p>
<p>RESOLUTION</p> <p>Selects the most effective problem-solving strategy and (when appropriate) implements this strategy involving the community.</p> <p>Specific example: PC JACK attended to a stand by keep the peace during this evaluation. Part of the problem in this incident was that PC JACK did not request a second officer. While on scene at the incident one of the parties involved contacted PCC and requested another officer attend as things were not progressing. A second officer attended and the matter was resolved. PC JACK explained that he was unaware of the acts that legislated over trailer parks and that was the main problem. PC JACK was given advice should this happen in the future.</p>	<p>Meets Requirements</p>
<p>FOLLOW-UP ORIENTATION</p> <p>Conducts appropriate follow-up as required to complete a thorough investigation.</p> <p>Specific example: PC JACK has had several calls that required follow-up if only to notify the complainants of what action has transpired. PC JACK is very thorough in all investigations. Even traffic act investigations, I have observed PC JACK to call insurance companies regularly when provided with expired slips by drivers. This is something some officers may not always do if the slip is fairly current but is positive.</p>	<p>Meets Requirements</p>
<p>LEADERSHIP ATTRIBUTES RATING</p>	

<p>INITIATIVE</p> <p>Tries to make a positive difference, improve outcomes and effectively manage problems.</p> <p>Specific example:</p>	<p>No Basis For Rating</p>
<p>PERSONAL ACCOUNTABILITY</p> <p>Takes responsibility for one's own actions and consequences and willingly deals with any identified performance deficiencies.</p> <p>Specific example:</p>	<p>Meets Requirements</p>
<p>PLANNING & ORGANIZING</p> <p>Sets priorities, co-ordinates and schedules each task in a logical manner while exercising time management skills.</p> <p>Specific example: PC JACK is a very organized person. He usually comes to work with a pre-written task list.</p>	<p>Meets Requirements</p>
<p>FLEXIBILITY</p> <p>Adapts to a variety of changing situations, individuals and groups.</p> <p>Specific example:</p>	<p>Meets Requirements</p>

INTERPERSONAL ATTRIBUTES	RATING
<p>INTEGRITY</p> <p>Demonstrates courage of convictions and ethical standards as set out in The Promise of the OPP. Protects the rights of all persons (inclusive of victims, accused persons and marginalized persons) consistent with the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code.</p> <p>Specific example: PC JACK conducts himself in a manner in keeping with the OPP Promise.</p>	<p>Meets Requirements</p>
<p>RESPECTFUL RELATIONS</p> <p>Exercises the skill and willingness to react sensitively; to be empathic, compassionate and sincere. Recognizes the positive contributions of others; demonstrates trust in others by acknowledging their strengths, skills and expertise.</p> <p>Specific example: PC JACK has shown that he values the experience of other officers and recognizes</p>	<p>Meets Requirements</p>

<p>when they are giving him positive assistance.</p>	
<p>SELF-CONFIDENCE</p> <p>Believes in one's abilities, understands one's own strengths and limitations; able to receive constructive criticism while maintaining professionalism.</p> <p>Specific example: PC JACK understands his position within the organization and understands he is in a steep learning curve. He recognizes his limitations due to his inexperience and seeks out others for assistance.</p>	<p>Meets Requirements</p>
<p>TEAM WORK</p> <p>Works effectively with others towards a common purpose while putting the group's goals ahead of personal achievement.</p> <p>Specific example: PC JACK is a relatively quiet and reserved officer. He is encourage to build his teamworking skills with his peers.</p>	<p>No Basis For Rating</p>

PERSONAL IMPACT	RATING
<p>SELF-AWARENESS</p> <p>Recognizes and manages personal biases, assumptions and stereotypes that can influence actions, communication, relationships, judgments and decisions.</p> <p>Specific example: I have yet to observe a circumstance where PC JACK has shown a bias or jumped to a conclusion about anyone or anything. PC JACK will attack an issue head on, he is frank in his manners and doesn't appear to make judgement ahead of time.</p>	<p>No Basis For Rating</p>
<p>DEPORTMENT</p> <p>Controls emotions, especially when provoked or when facing opposition or hostility. Takes constructive action, deals with situations while maintaining professionalism.</p> <p>Specific example: PC JACK remains professional. To date I am unaware of any instance that PC JACK has been faced with a confrontational person.</p>	<p>Meets Requirements</p>
<p>APPEARANCE</p> <p>Projects a positive and professional image; maintains uniform and equipment.</p> <p>Specific example: PC JACK is always early for his scheduled shift, PC JACK continues to attend work with his uniform neat and clean, all uniform is properly maintained</p>	<p>Meets Requirements</p>

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COMMENTS AND SIGNATURES

Evaluation Meeting

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

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

Employee's Signature: *[Signature]* Date: 19-AUG-09

Coach Officer Comments:

Coach Officer's Signature (Performance has been observed that supports the rating assigned for each category): *[Signature]* Date: 16 AUG 09

Accountable Supervisor's Comments (Mandatory): PC JACK is encouraged to continue working with his peers and building his teamworking skills. He is progressing positively through this evaluation period.

Accountable Supervisor: FLINDALL, R SGT. Accountable Supervisor's Signature: *[Signature]* Date: 16 Aug 09

Detachment Commander

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

Detachment Commander: Campbell MCT Detachment Commander's Signature: *[Signature]* Date: 17 AUG 09

Instructions:

At the conclusion of each evaluation period:

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

Regional Commander (or designate)

Comments (Mandatory)

Progress Noted.

Regional Commander (or designate):
Dave E. Lee
Manager, Staff Development and Training

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

Date: *31 AUG 09*

Instructions:

At the conclusion of the evaluation period:

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

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

Probationary Constable Start Date: (Primary) 01 Jan 09

* Class Candidates begin their probation period on the day of their graduation from the Provincial Police Academy

* Experienced Officers and Amalgamated Officers begin their probationary period on their start date with the OPP

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

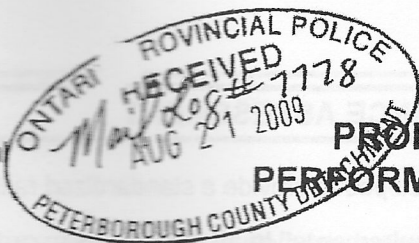
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Provincia
Police



ONTARIO PROVINCIAL POLICE
RECEIVED
File: 291

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

Probationary Constable Category (select one):	<input checked="" type="checkbox"/> 4 th Class Constable, Probationary Status	Report Month: 07
	<input type="checkbox"/> Experienced Officer	Report Month: select month
	<input type="checkbox"/> Amalgamated Officer	Report Month: select month

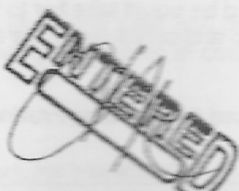
Surname: JACK	Given Name: Micheal
Badge: 12690	WIN: 393080
Detachment/ Section: Peterborough County	Region/Bureau: Central
Evaluator: CST FILMAN	Badge: 11212
Evaluation Period: (DD/MM/YY) Start: 09 June 2009 End: 09 August 2009	
Probationary Period Start Date* (DD/MM/YY) 09 Jan 09	
**4 th Class Constables begin their probation period on the date of their graduation from the Provincial Police Academy	
** Experienced Officers and Amalgamated Officers begin their probationary period on their start date with the OPP	

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PERFORMANCE ASSESSMENT

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

JOB KNOWLEDGE & SKILLS	RATING
<p>ATTITUDE TOWARDS LEARNING</p> <p>Able to re-evaluate personal opinions, judgments and assumptions based on new information and experiences; able to learn from mistakes and accept disappointments as well as successes.</p> <p>Specific example: PC JACK has an obvious desire to learn and takes his own initiative to do so. However, having said this, his ability to take advice or constructive criticism or direction from experienced officers is sometimes met with "I know". This has led to some question about his attitude from these officers.</p> <p>SP09148553 - As the result of a traffic complaint about a possible impaired driver PC JACK located and stopped the vehicle. He appropriately issued a roadside demand and when the subject failed the roadside he arrested the driver and issued the Demand for the intoxilyzer. PC JACK however, did not issue the rights to counsel and caution to the accused until he was back at the detachment after I questioned him about this time. PC JACK acknowledged the mistake and immediately corrected the issue.</p>	<p>Meets Requirements</p>
<p>PROVINCIAL STATUTES</p> <p>Able to identify, articulate and process applicable elements in Provincial Statutes.</p> <p>Specific example: SP09175350 - Mental Health Act.</p> <p>On the 3rd August 2009 PC JACK attended this call with PC CROWDER (who was the back-up officer). The complainant was reporting that people living upstairs had equipment that made her head buzz. PC JACK obtained details from the female. He didn't appear to know what to do. Once outside the residence he asked PC CROWDER how he would have handled the call. PC CROWDER asked PC JACK how he would handle it and what his authorities are under the mental health act. PC JACK stated he would take her to the hospital for an evaluation. PC JACK did not know his apprehension authorities under the mental health act.</p> <p>From 10th June 2009 to 09 August 2009 PC JACK has issued the following Provincial Offences notices: HTA : 21 , CAIA : 2</p>	<p>Does Not Meet Requirements</p>

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

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

TRAFFIC ENFORCEMENT

Able to maintain a consistent level of proactive visible deterrence patrol in conjunction with enforcement and motorist contacts. Generates a level of productivity and enforcement quantity consistent with a conscientious effort balanced against the requirements of other duties. Takes ownership of Road Safety, participates in initiatives, ensures data integrity, seeks and identifies solutions to problems, and shares relevant information/ideas.

Specific example:

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

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

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

Meets Requirements

COMMUNICATION SKILLS

RATING

ORAL

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

Specific example:

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

Meets Requirements

WRITTEN

Expresses self clearly and concisely in writing. Documents information accurately in a timely manner and includes all necessary information that is required for reports utilizing electronic forms such as RMS.

Specific example:

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

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

RE: Timely manner:

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

Meets Requirements

SP09124113 Fraud (from 10 June 09)

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

LISTENING SKILLS

Expresses active listening skills; accurately understands and attends to the facts and feelings of the sender. Able to clarify and re-frame the message with the sender in a professional manner.

Specific example:

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

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

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

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

Does Not Meet Requirements

NON-VERBAL

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

Specific example:

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

Meets Requirements

RADIO COMMUNICATIONS

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

Specific example:

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

Does Not Meet Requirements

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

PA

5

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

COMMUNITY FOCUS	RATING
<p>COMMUNITY FOCUS</p> <p>Demonstrates a desire to help and serve others; works to discover and meet community needs; demonstrates a customer service orientation towards the public; develops culturally appropriate contacts that can provide support to victims of crime.</p> <p>Specific example: PC JACK attends both Community Policing Offices in his zone on a daily basis to complete paperwork and follow up related matters. In doing so, PC JACK routinely makes himself available to the public. This approach will certainly assist him in the future as he gains the communities trust.</p>	<p>Meets Requirements</p>
<p>VALUING DIVERSITY</p> <p>Works effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances.</p> <p>Specific example: PC JACK has no issues working within a diverse community in which Peterborough County Detachment polices.</p>	<p>Meets Requirements</p>

PROBLEM SOLVING SKILLS	RATING
<p>DECISIVE INSIGHT</p> <p>Uses knowledge and training to effectively problem solve situations and make the best decision at the most appropriate time.</p> <p>Specific example: SP09148553 - Impaired Driver - On July 6th 2009, PC JACK received a traffic complaint in which the caller was reporting a possible impaired driver. Based on the information provided by the complainant, PC JACK knew that he was out of position to look for the impaired driver. PC JACK was able to determine the best course of action to put him in the best position to intercept the possible impaired. As a result of actions, PC JACK was ultimately able to locate the suspect vehicle and impaired charges were laid as a result.</p>	<p>Meets Requirements</p>
<p>ANALYTICAL THINKING</p> <p>Demonstrates logical cause and effect thinking; systematically identifies basic patterns or connections between situations, persons or events; identifies key elements in complex situations.</p> <p>Specific example: SP09087157 - Fraud - PC JACK has been involved in a lengthy credit card fraud investigation in which a credit card was used to obtain merchandise on two occasions from a home hardware store north of Peterborough. A credit card fraud is not typically an investigation a probationary would tackle and one not as involved as this matter. As a result of PC JACK's investigation, he has been able to determine that the suspect in his investigation has been involved in other criminal activity elsewhere in the province. PC JACK prepared documentation for these jurisdictions and has provided them with information concerning these frauds. PC JACK has completed a crown brief package in this matter and a warrant has</p>	<p>Meets Requirements</p>

been sought for the suspect's arrest.

RESOLUTION

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

Specific example:

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

Does Not Meet Requirements

FOLLOW-UP ORIENTATION

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

Specific example:

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

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

Does Not Meet Requirements

LEADERSHIP ATTRIBUTES

RATING

INITIATIVE

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

Specific example:

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

Meets Requirements

Successful in locating and arresting impaired driver. He is encouraged to continue these proactive traffic initiatives and to include his shift mates in meeting these goals.

PERSONAL ACCOUNTABILITY

Takes responsibility for one's own actions and consequences and willingly deals with any identified performance deficiencies.

Specific example:

SP09164458 - Criminal Harassment - 233-10 documentation on file as indicated in other sections of PCS066.

PC JACK has difficulty accepting responsibility for his actions where these actions have either been deemed inappropriate or deficient. In this above noted incident, PC JACK has not taken responsibility for not following the directions of his Sergeant.

In the future, PC JACK is expected to take responsibility for his own actions, learn from his mistakes and apply this to his future investigations so that these deficiencies don't happen again.

Does Not Meet Requirements

PLANNING & ORGANIZING

Sets priorities, co-ordinates and schedules each task in a logical manner while exercising time management skills.

Specific example:

PC JACK is a very organized person. He usually comes to work with a pre-written task list

However, it is viewed that PC JACK cannot multitask. He has difficulty prioritizing what needs to be done on his list.

SP09164458 - Criminal Harassment - PC JACK was giving a list of specific instructions for dealing with this call by SGT FLINDALL. They were to have night shift make attempts to locate and arrest suspect; do up brief for this case and submit before going home. Brief to include; synopsis, photocopies of witness statements; summary of victim video statement; show cause hearing report. If not arrested then brief can be submitted for warrant.

PC JACK entered a GOR which was not required that evening. He transcribed the video statement which was not required (after leaving the detachment and attending Staples Business Depot and purchasing headphones - to listen to the statement) . PC JACK did not complete and submit a bail /warrant brief as he was directed to do by SGT FLINDALL . He requested CST BROCKLEY complete his brief synopsis for him. This reflects his poor time management skills, working on items he wasn't told to do an weren't required at the time

On the 17th July 2009 PC JACK was following up on an investigation that he wasn't asked to assist with, while he had his own investigations that required follow-up. PC JACK's notebook for this date refers to his follow-up relating to SP09152940. His task list at the time had a 2 frauds, a theft call, and a neighbour dispute that S/SGT CAMPBELL was requesting he follow-up on.

Does Not Meet Requirements

FLEXIBILITY

Adapts to a variety of changing situations, individuals and groups.

Specific example:

PC JACK has made himself available on numerous occasions to assist other officers in the Detachment by working their shifts. He has also worked many overtime details without complaint.

Meets Requirements

INTERPERSONAL ATTRIBUTES	RATING
<p>INTEGRITY</p> <p>Demonstrates courage of convictions and ethical standards as set out in The Promise of the OPP. Protects the rights of all persons (inclusive of victims, accused persons and marginalized persons) consistent with the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code.</p> <p>Specific example: PC JACK has never been seen to show bias towards victims or accused and has always demonstrated an ethos in keeping with the Promise of the OPP, Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code.</p>	<p>Meets Requirements</p>
<p>RESPECTFUL RELATIONS</p> <p>Exercises the skill and willingness to react sensitively; to be empathic, compassionate and sincere. Recognizes the positive contributions of others; demonstrates trust in others by acknowledging their strengths, skills and expertise.</p> <p>Specific example: SP09178964 - B&E - Youngs Point - PC JACK and his shiftmates were called to a B&E in progress at an old school in Youngs Point. PC JACK was given direction from his supervisor SGT FLINDALL and PC D'AMICO regarding applicable charges in the case. A couple of days later he spoke to another officer at detachment about the case omitting pertinent details and asking how he could get the charges changed because he felt they were the wrong charges. He did not trust that his supervisor or senior member on shift were directing him properly when in fact they were. PC JACK again spoke with SGT FLINDALL who in turn reiterated what the appropriate charges were. Disregarding this information again, PC JACK again went to another officer, omitting pertinent details. In both cases, both officers came to learn all of the details and vocalized their concern with PC JACK at how he was using them in an attempt to get the charges changed.</p>	<p>Does Not Meet Requirements</p>
<p>SELF-CONFIDENCE</p> <p>Believes in one's abilities, understands one's own strengths and limitations; able to receive constructive criticism while maintaining professionalism.</p> <p>Specific example: During this evaluation period, PC JACK has been involved in numerous situations which has required either disciplinary action or instruction on how to complete tasks properly. It has been found that PC JACK does not take criticism well and will avoid that person for a period of time.</p>	<p>Does Not Meet Requirements</p>
<p>TEAM WORK</p> <p>Works effectively with others towards a common purpose while putting the group's goals ahead of personal achievement.</p>	<p>Meets Requirements</p>

Specific example:

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

INTERVIEW

PERSONAL IMPACT	RATING
<p>SELF-AWARENESS</p> <p>Recognizes and manages personal biases, assumptions and stereotypes that can influence actions, communication, relationships, judgments and decisions.</p> <p>Specific example:</p> <p>SP09152940 - Racial Graffiti on a vehicle at Camp MOSHAVA (Jewish Camp). This call was reported on 11th July 2009, PC JACK's scheduled day off and was investigated by another member at the detachment. The investigating officer did not request for anyone to follow-up and simply requested patrols as time permits. On the 17th July 2009 PC JACK attended at Camp MOSAVA after reading about the occurrence. He informed PC PAYNE that he was "irritated" about the call because of his background and thought he would go up and offer his assistance. PC PAYNE commended PC JACK on taking initiative, however he was advised by PC PAYNE that in the future he should speak with the investigating officer before he steps in on a call that has already been dealt with. This is because issues could arise if PC JACK gave contradictory advice to the complainant/victim. Further, it was suggested that because he was "irritated" and it obviously personally affected him, he should have stayed away from the call. He should asked first if he could be of any assistance if he had any expertise to offer. PC PAYNE informed PC JACK that depending on what happened he could put the investigation in jeopardy.</p> <p>I have yet to observe a circumstance where PC JACK has shown a bias or jumped to a conclusion about anyone or anything. PC JACK will attack an issue head on, he is frank in his manners and doesn't appear to make judgement ahead of time.</p>	<p>Meets Requirements</p>
<p>DEPORTMENT</p> <p>Controls emotions, especially when provoked or when facing opposition or hostility. Takes constructive action, deals with situations while maintaining professionalism.</p> <p>Specific example:</p> <p>PC JACK remains professional. To date I am unaware of any instance that PC JACK has been faced with a confrontational person.</p>	<p>Meets Requirements</p>
<p>APPEARANCE</p> <p>Projects a positive and professional image; maintains uniform and equipment.</p> <p>Specific example:</p> <p>PC JACK is always early for his scheduled shift. PC JACK continues to attend work with his uniform neat and clean and properly maintained.</p>	<p>Meets Requirements</p>

COMMENTS AND SIGNATURES

Evaluation Meeting

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

Employee's Comments:

Employee's Signature:

Refused

Date:

20 Aug 09

Coach Officer Comments:

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

Date:

Accountable Supervisor's Comments (Mandatory):

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

Accountable Supervisor:

R. FLINDALL

Accountable Supervisor's Signature:

[Handwritten Signature]

Date: 20 August 2009

Detachment Commander

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

Detachment Commander:

Campbell M2J

Detachment Commander's Signature:

M2J [Signature]

Date:

21 Aug 09

Instructions:

At the conclusion of each evaluation period:

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

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

Regional Commander (or designate)

Comments (Mandatory)

Several category ratings are in red. Further discussions with Det Commander Webb and Career Development Bureau are required

Regional Commander (or designate):

Regional Commander's (or designate)

Date:

Signature: *[Signature]*

31 Aug 09

Instructions:

At the conclusion of the evaluation period:

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

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

Insp. Dave E. Lee
Manager
Staff Development and Training

DEPARTMENT

[Faint handwritten text in the Department section]

Specific examples

[Faint handwritten text in the Specific examples section]

APPEARANCE

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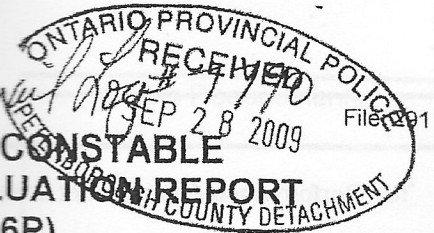


Ontario
Provincial
Police

ONTARIO PROVINCIAL POLICE

RECEIVED
14117
OCT 05 2009

**PROBATIONARY CONSTABLE
PERFORMANCE EVALUATION REPORT**



CENTRAL REGION ORILLIA (PCS-066P)

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

Surname: JACK	Given Name: Micheal
Badge: 12690	WIN: 393080
Detachment/Section: Peterborough County	Region/Bureau: Central East
Evaluator: PC S. FILMAN	Badge: 11212
Evaluation Period: (DD/MM/YY) Start: 09 Aug 09	End: 09 Sep 09
Probationary Period Start Date* (DD/MM/YY) 09 Jan 09	

**4th Class Constables begin their probation period on the date of their graduation from the Provincial Police Academy

** Experienced Officers and Amalgamated Officers begin their probationary period on their start date with the OPP

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

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

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

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

PERFORMANCE ASSESSMENT

The Performance Assessment Criteria have been developed to provide a standardized rating for levels of performance. Probationary Constables must achieve "Meets Requirements" in all categories in order to be recommended for permanent status.

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

JOB KNOWLEDGE & SKILLS	RATING
<p>ATTITUDE TOWARDS LEARNING</p> <p>Able to re-evaluate personal opinions, judgments and assumptions based on new information and experiences; able to learn from mistakes and accept disappointments as well as successes.</p> <p>Specific example: PC JACK has an obvious ability to learn but is not willing to take responsibility for mistakes or accept any disappointments. He has been found to avoid an officer that has given him negative feedback. He has also been argumentative with officers that have given him direction and states that discipline is "humiliating".</p>	Does Not Meet Requirements
<p>PROVINCIAL STATUTES</p> <p>Able to identify, articulate and process applicable elements in Provincial Statutes.</p> <p>Specific example: During this evaluation period, PC JACK has only worked 6 shifts due to his holiday schedule. Because of this, the previous evaluation example has been carried over to this evaluation: SP09175350 - Mental Health Act.</p> <p>On the 3rd August 2009 PC JACK attended this call with PC CROWDER (who was the back-up officer). The complainant was reporting that people living upstairs had equipment that made her head buzz. PC JACK obtained details from the female. He didn't appear to know what to do. Once outside the residence he asked PC CROWDER how he would have handled the call. PC CROWDER asked PC JACK how he would handle it and what his authorities are under the mental health act. PC JACK stated he would take her to the hospital for an evaluation. PC JACK did not know his apprehension authorities under the mental health act.</p> <p>From 10th June 2009 to 09 August 2009 PC JACK has issued the following Provincial Offences notices: HTA : 21 , CAIA : 2</p>	Does Not Meet Requirements
FEDERAL STATUTES	

<p>Able to identify, articulate and process applicable elements in Federal Statutes.</p> <p>Specific example: PC JACK completed an Impaired driver investigation SP09191712 during this evaluation period. PC JACK was able to identify the appropriate elements required to make an arrest for this offence. PC JACK also read the appropriate rights, caution and demands rectifying issues that were identified in his previous evaluation.</p>	<p>Meets Requirements</p>
<p>POLICE ORDERS/PROCEDURES/TECHNICAL SKILLS</p> <p>Able to identify, locate, articulate and demonstrate applicable elements of Police Orders pertaining to policy, procedure, and guidelines. Able to utilize CPIC, E-mail, RMS Systems.</p> <p>Specific example: PC JACK has had no incidents in this evaluation period that would apply to this evaluation section. He continues to use CPIC, Email and RMS systems appropriately.</p>	<p>Meets Requirements</p>
<p>POLICE VEHICLE OPERATION</p> <p>Drives a motor vehicle in compliance with traffic laws in a safe and proficient manner. Employs appropriate pursuit and emergency driving strategies in compliance with policy. Able to multitask effectively.</p> <p>Specific example: During this evaluation period, PC JACK was involved in a traffic related incident in which he was charged with failing to yield to traffic on a through highway. PC JACK's cruiser operations almost resulted in a motor vehicle collision that was witnessed by his Sergeant and a fellow officer on shift. Documentation is on file for this incident. RM09096931</p>	<p>Does Not Meet Requirements</p>
<p>TRAFFIC ENFORCEMENT</p> <p>Able to maintain a consistent level of proactive visible deterrence patrol in conjunction with enforcement and motorist contacts. Generates a level of productivity and enforcement quantity consistent with a conscientious effort balanced against the requirements of other duties. Takes ownership of Road Safety, participates in initiatives, ensures data integrity, seeks and identifies solutions to problems, and shares relevant information/ideas.</p> <p>Specific example: During this evaluation period, PC JACK has only worked 6 shifts due to his holiday schedule. He has laid only 4 provincial offence notices during this time period in which he investigated 19 non-reportable occurrences and 1 reportable occurrence which was an Impaired Driver SP09191712.</p> <p>During this period, it was discovered that PC JACK has been issuing speeding tickets mainly at 15 km/hr over the speed limit. He has been spoken to about this practice and it is expected to stop.</p>	<p>Meets Requirements</p>

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

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

Specific example:

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

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

Does Not Meet Requirements

WRITTEN

Expresses self clearly and concisely in writing. Documents information accurately in a timely manner and includes all necessary information that is required for reports utilizing electronic forms such as RMS.

Specific example:

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

Does Not Meet Requirements

LISTENING SKILLS

Expresses active listening skills; accurately understands and attends to the facts and feelings of the sender. Able to clarify and re-frame the message with the sender in a professional manner.

Specific example:

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

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

SP09175350 - Mental Health Act.

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

Does Not Meet Requirements

<p>From 10th June 2009 to 09 August 2009 PC JACK has issued the following Provincial Offences notices:</p> <p>HTA : 21 , CAIA : 2</p>	
<p>NON-VERBAL</p> <p>Uses appropriate body language, gestures, and demeanor; is aware of their effect on others.</p> <p>Specific example: PC JACK is aware of how his appearance and demeanour can effect his interaction with complainants and accused parties. He uses appropriate paralanguage and interview stance techniques with these individuals.</p>	<p>Meets Requirements</p>
<p>RADIO COMMUNICATIONS</p> <p>Uses appropriate and respectful language when utilizing the communications system, communicates effectively, uses 10 codes.</p> <p>Specific example: During this evaluation period, PC JACK had occasion to work a Paid Duty shift. During his shift, the Smith Falls PCC continued to try to make contact with him without success. A senior officer who was working at the time attempted make contact over the radio and via PC JACK's cell phone, also without success. When PC JACK returned to the Detachment, the senior officer who attempted to assist the PCC, spoke with him about not answering his radio and advised him to contact the PCC. PC JACK became irate with the officer and advised thim that he would call the PCC when he felt like it.</p> <p>During this evaluation period, PC JACK has only worked 6 shifts due to his holiday schedule. Because of this, the previous evaluation example has been carried over to this evaluation:</p> <p>PC JACK is now patrolling on his own. His communcation skills are improving. PC JACK is conscious of his thick accent and makes an effort to speak clearly and consisely.</p> <p>SP09152940 --SP09158516 - On the 17th July 2009 PC JACK attended at a camp to follow-up on a call that occurred during his rest days and had already been investigated by another officer. PC JACK did not notify the PCC or his zone partner nor anyone else on shift where he was. It was only when he was dispatched to another call for service (SP09158516) that he advised he was busy conducting follow-up. It was discovered this wasn't even one of his investigations and PC JACK was advised to attend at the outstanding call for service. On the 18th July 2009 PC JACK was spoken to about the importance of notifying the PCC of his 10-20 when he gets out of his vehicle especially for 10-78 reasons.</p>	<p>Does Not Meet Requirements</p>

COMMUNITY FOCUS	RATING
<p>COMMUNITY FOCUS</p> <p>Demonstrates a desire to help and serve others; works to discover and meet community needs; demonstrates a customer service orientation towards the public; develops culturally appropriate contacts that can provide support to victims of crime.</p> <p>Specific example: PC JACK has an obvious desire to help people and his community. He continues to use the CPO's in his zone and makes himself available to the public while there.</p>	<p>Meets Requirements</p>

<p>VALUING DIVERSITY</p> <p>Works effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances.</p> <p>Specific example: PC JACK has no issues working within a diverse community in which the Peterborough County Detachment polices.</p>	<p>Meets Requirements</p>
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PROBLEM SOLVING SKILLS	RATING
<p>DECISIVE INSIGHT</p> <p>Uses knowledge and training to effectively problem solve situations and make the best decision at the most appropriate time.</p> <p>Specific example: PC JACK has indicated on numerous occasions that he has not had the proper guidance in completing various tasks after the task was completed improperly. In all occasions, PC JACK has failed to request assistance in completing the tasks properly. He is expected in the future to ask for assistance should he need help.</p> <p>During this evaluation period, PC JACK has only worked 6 shifts due to his holiday schedule. Because of this, the previous evaluation example has been carried over to this evaluation:</p> <p>SP09148553 - Impaired Driver - On July 6th 2009, PC JACK received a traffic complaint in which the caller was reporting a possible impaired driver. Based on the information provided by the complainant, PC JACK knew that he was out of position to look for the impaired driver. PC JACK was able to determine the best course of action to put him in the best position to intercept the possible impaired. As a result of actions, PC JACK was ultimately able to locate the suspect vehicle and impaired charges were laid as a result.</p>	<p>Meets Requirements</p>
<p>ANALYTICAL THINKING</p> <p>Demonstrates logical cause and effect thinking; systematically identifies basic patterns or connections between situations, persons or events; identifies key elements in complex situations.</p> <p>Specific example: During this evaluation period, PC JACK has only worked 6 shifts due to his holiday schedule. Because of this, the previous evaluation example has been carried over to this evaluation :</p> <p>SP09133110 - PC JACK attended at a stand-by and keep the peace. PC JACK has attended at these types of calls in the past. This is a 2 person call and part of issues stemming from this call are due to the fact he did not request a second unit to attend to assist. While on scene at the incident , one of the parties involved contacted the PCC and requested another officer attend as things were not progressing. Once second officer attended and the matter was quickly resolved. PC JACK explained that he was unaware of the act that legislated over trailer parks and that was the main problem. PC JACK was given advice should this happen again in the future.</p>	<p>Does Not Meet Requirements</p>
<p>RESOLUTION</p> <p>Selects the most effective problem-solving strategy and (when appropriate) implements this strategy involving the community.</p> <p>Specific example:</p>	<p>Does Not Meet Requirements</p>

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

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

FOLLOW-UP ORIENTATION

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

Specific example:

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

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

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

Does Not Meet Requirements

LEADERSHIP ATTRIBUTES

RATING

INITIATIVE

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

Specific example:

During this evaluation period, PC JACK has only worked 6 shifts due to his holiday schedule.

His proactive enforcement stats are low with only 4 tickets issued, however on the 20th of August he was able to locate and arrest an impaired driver SP09191712.

Meets Requirements

PERSONAL ACCOUNTABILITY

Takes responsibility for one's own actions and consequences and willingly deals with any identified performance deficiencies.

Specific example:

PC JACK continues to struggle with personal accountability. PC JACK was issued a PON for a traffic infraction, for which he has not taken any responsibility for his actions.

As well PC JACK has complained on a number of occasions that he felt abandoned or didn't have help with calls for service. In a number of instances in which he's complained, it was found that he had not let it be known that he required assistance and did not actively seek out assistance.

Does Not Meet Requirements

PLANNING & ORGANIZING

Sets priorities, co-ordinates and schedules each task in a logical manner while exercising time management skills.

Specific example:

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

PC JACK is a very organized person. He usually comes to work with a pre-written task list

However, it is viewed that PC JACK cannot multitask. He has difficulty prioritizing what needs to be done on his list.

SP09164458 - Criminal Harassment - PC JACK was giving a list of specific instructions for dealing with this call by SGT FLINDALL. They were to have night shift make attempts to locate and arrest suspect; do up brief for this case and submit before going home. Brief to include; synopsis, photocopies of witness statements; summary of victim video statement; show cause hearing report. If not arrested then brief can be submitted for warrant.

PC JACK entered a GOR which was not required that evening. He transcribed the video statement which was not required (after leaving the detachment and attending Staples Business Depot and purchasing headphones - to listen to the statement) . PC JACK did not complete and submit a bail /warrant brief as he was directed to do by SGT FLINDALL . He requested CST BROCKLEY complete his brief synopsis for him. This reflects his poor time management skills, working on items he wasn't told to do an weren't required at the time

On the 17th July 2009 PC JACK was following up on an investigation that he wasn't asked to assist with, while he had his own investigations that required follow-up. PC JACK's notebook for this date refers to his follow-up relating to SP09152940. His task list at the time had a 2 frauds, a theft call, and a neighbour dispute that S/SGT CAMPBELL was requesting he follow-up on.

Does Not Meet Requirements

FLEXIBILITY

Adapts to a variety of changing situations, individuals and groups.

Specific example:

PC JACK has made himself available on numerous occasions to assist other officers in the Detachment by working their shifts. He has also worked many overtime details without complaint.

Meets Requirements

INTERPERSONAL ATTRIBUTES

RATING

INTEGRITY

Demonstrates courage of convictions and ethical standards as set out in The Promise of the OPP. Protects the rights of all persons (inclusive of victims, accused persons and marginalized persons) consistent with the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code.

Specific example:

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

Meets Requirements

RESPECTFUL RELATIONS

Exercises the skill and willingness to react sensitively; to be empathic, compassionate and sincere. Recognizes the positive contributions of others; demonstrates trust in others by acknowledging their strengths, skills and expertise.

Specific example:

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

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

Does Not Meet Requirements

SELF-CONFIDENCE

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

Specific example:

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

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

Does Not Meet Requirements

TEAM WORK

Works effectively with others towards a common purpose while putting the group's

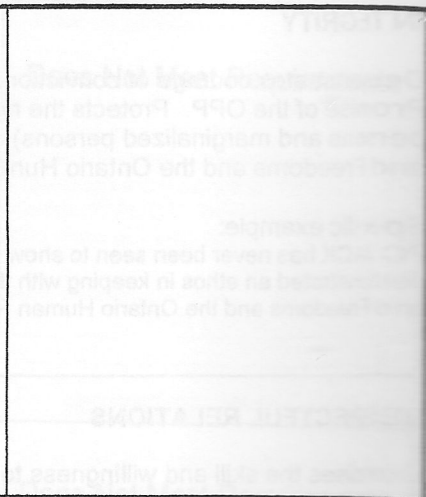
Does Not Meet Requirements

goals ahead of personal achievement.

Specific example:

As a member of "A" platoon PC JACK had little to no co-operation or teamwork skills with the other members of "A" platoon. In relation to fellow officers, it has been noted that when PC JACK has an unfavorable conversation with a fellow officer, receives discipline or criticism, PC JACK will no longer talk to that officer. In some circumstances, this non-communication has lasted for some time.

Also, as outlined in Radio Communications above, PC JACK had occasion to work a Paid Duty shift. During his shift, the Smith Falls PCC continued to make contact with him without success. A senior officer who was working at the time attempted make contact over the radio and via PC JACK's cell phone, also without success. When PC JACK returned to the Detachment, the senior officer who attempted to assist the PCC, spoke with him about not answering his radio and advised him to contact the PCC. PC JACK became irate with the officer and advised thim that he would call the PCC when he felt like it.



PERSONAL IMPACT	RATING
<p>SELF-AWARENESS</p> <p>Recognizes and manages personal biases, assumptions and stereotypes that can influence actions, communication, relationships, judgments and decisions.</p> <p>Specific example: In relation to fellow officers, it has been noted that when PC JACK has an unfavorable conversation with a fellow officer, receives discipline or criticism, PC JACK will no longer talk to that officer. In some circumstances, this non-communication has last for some time.</p>	<p>Does Not Meet Requirements</p>
<p>DEPORTMENT</p> <p>Controls emotions, especially when provoked or when facing opposition or hostility. Takes constructive action, deals with situations while maintaining professionalism.</p> <p>Specific example: PC JACK remains professional when dealing with the public.</p> <p>PC JACK however has issue when dealing with fellow officers. As outlined in Radio Communications above, PC JACK had occasion to work a Paid Duty shift. During his shift, the Smith Falls PCC continued to make contact with him without success. A senior officer who was working at the time attempted make contact over the radio and via PC JACK's cell phone, also without success. When PC JACK returned to the Detachment, the senior officer who attempted to assist the PCC, spoke with him about not answering his radio and advised him to contact the PCC. PC JACK became irate with the officer and advised thim that he would call the PCC when he felt like it.</p>	<p>Does Not Meet Requirements</p>
<p>APPEARANCE</p> <p>Projects a positive and professional image; maintains uniform and equipment.</p> <p>Specific example: PC JACK arrives for work early and his uniform is neat and clean. PC JACK maintains his force equipment in proper condition and order.</p>	<p>Meets Requirements</p>

COMMENTS AND SIGNATURES

Evaluation Meeting

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

Employee's Comments:

Employee's Signature:

REFUSED

Date:

Coach Officer Comments:

During this evaluation period PC JACK was off on rest days for the majority of the evaluation period. This has resulted in a lack of content for this evaluation period. As well sue to the fact that the previous evaluation had a number of Work improvement plans and PC JACK was off he has not had a significant opportunity to rectify the identified performance deficiencies.

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

Date: 11 Sep 09

Accountable Supervisor's Comments (Mandatory):

PC JACK has only worked 6 shifts during this last evaluation period due to his vacation leave. A number of the sections in this evaluation have been carried over from his last evaluation. It is expected upon his return to work, that he will actively meet the objectives of his Work Improvement Plans as he continues his probationary period with Platoon D.

Accountable Supervisor:

SGT. R. FLINDALE

Accountable Supervisor's Signature:

Date: 11 Sep 09

Detachment Commander

Comments (Mandatory):

During this evaluation period, PC JACK, his Supervisor and an OPPA Rep met with S/Sgt. R. CAMPBELL to discuss various issues he has experienced recently with his progress. PC JACK insists he has not had the assistance to meet the goals outlined in the evaluation. PC JACK's Supervisor outlined steps that had been taken to assist but were not utilized by the member.

It also became apparent that PC JACK has created some animosity amongst his fellow officers by "answer shopping" with Detachment members. The other members were not provided with full disclosure of the entire situation and then provided opinions based on partial information. This answer shopping continued until PC JACK found someone who would agree with his own opinion based on partial information.

PC JACK has been offered a fresh perspective with his move to Platoon D. He will be getting closer direct supervision from a new coach officer in an effort to ensure he has the proper tools to succeed.

NON CAMPBELL

WJ

Instructions:

At the conclusion of each evaluation period:

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

Regional Commander (or designate)

Comments (Mandatory)

Issues noted. Work Improvement plan is attached.

Insp. Dave E. Lee
 Manager
 Regional Commander (or designate)

Regional Commander's (or designate)

Date:

Signature: *D. Lee*

05/01/09

Instructions:

At the conclusion of the evaluation period:

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

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

S/Sgt Campbell

25 Sep 09

Attached is P/C Jack's response to his 6 month evaluation. He is willing to sign it but when I checked the file it has already moved ahead.

This could just be sent on or added to his current one or merged into his current one.

I'll leave with you

Thanks

Pete

Sgt Finnell

I understand you spoke to Insp. Ahlsta. I wanted a copy of this. RF

Re: Probationary Constable Performance Evaluation Report (PCS-066P)

JACK, Michael, Badge # 12690

Report Month: 6

Evaluation period: 09 June 2009 to 09 August 2009

Preamble: In early May 2009, I advised Sgt. Flindall that I did not feel I was getting the proper coaching and that I felt I had no one to go to for help. He acknowledged my concerns and explained to me that it was the result of the mismanagement of human resources at the detachment and that Cst. Shaun Filman was not supposed to be my coach officer in the first place and that he was assigned to be my coach shortly prior to my reporting at the detachment. I was Cst. Filman's 3rd probationary back-to-back, he just had a son and as the result his mind was elsewhere. I advised Sgt. Flindall that I was concerned about my probationary period progress and that I did not want to jeopardize my probationary period because of the mismanagement of resources, which was obviously beyond my control. Sgt. Flindall reassured me that this was not going to happen on his shift. Sgt. Flindall advised me that Cst. Filman was going to continue to be my official coach officer and as such, will continue to be responsible for writing my evaluations. While Cst. Payne was going to be my "go-to" person and was going to assist me with work. Obviously, this did not work.

My PCS-066P for month 2 (evaluation period 09 Jan 2009 – 09 Mar 2009) was presented to me by Sgt. Flindall on April 26, 2009. There were 3 "Does Not Meet Requirements" ratings and 3 work improvement plans. The PCS-066P was overdue by a month and a half. Sgt. Flindall advised me that this was his fault and reassured me that this was not going to happen again.

My PCS-066P for month 3 (evaluation period 09 Mar 2009 – 09 Apr 2009) was presented to me by Sgt. Flindall on April 26, 2009 together with PCS-066P for month 2.

My PCS-066P for month 4 (evaluation period 09 Apr 2009 – 09 May 2009) was presented to me by Sgt. Flindall on May 14, 2009.

My PCS-066P for month 5 (evaluation period 09 May 2009 – 09 June 2009) was presented to me by Sgt. Flindall on August 19, 2009, which was overdue by two months.

On August 19, 2009 I had a meeting with S/Sgt. Campbell and Sgt. Flindall with OPPA representative, Cst. Anderson sitting in on it. At the meeting I was informed that I was being re-assigned to another platoon with another coach officer and that I would report back for duty on September 9 2009; after my vacation that commences on August 20, 2009 at 18:00 hrs. Further, I was informed by Sgt. Flindall that he was going to give me two more 233-10 and that it would be reflected in my next evaluation.

On August 20, 2009 shortly before noon, I got a call in reference to a suspected impaired driver (SP09191712). I subsequently intercepted and arrested the driver for impaired operation of motor vehicle (the driver's breath test result was 272 BAC) and was busy dealing with the prisoner and the paper work all afternoon. At 17:40 hrs (which was 20 minutes prior to the end of my shift), I was presented by Sgt. Flindall yet again, my PCS-066P for month 6 (evaluation period 09 June 2009 – 09 August 2009) along with two 233-

10 and was told to review and sign them "hopefully" before 18:00 hrs. Upon reviewing the PCS-066P, there were 10 "Does Not Meet Requirements" ratings. I only had 3 "Does Not Meet Requirements" in the first two months of my probation period. I was in shock about how negative my evaluation was and needed time to think of how to respond to it. The evaluator's name on the form was Cst. Filman (who was at the time on vacation) yet all the negative comments were thoroughly documented by Sgt. Flindall. The work improvement plans were not there and I felt I was being slammed with everything all-at-once.

At 18:00 hrs I called D/Cst. Karen German, who is the President of the 8th Branch OPPA and sought advice. D/Cst. German advised me that I did not have to sign anything at the time and advised me she was going to look into my case. I did not sign any of the forms Sgt. Flindall gave me. I told him that I needed more time to review the PCS-066P and that I wanted an OPPA rep to look at them as well. I also told him that I would sign the 233-10 if he ordered me to do so, to which he replied, "Nope" and put "Refused to Sign" instead of my signature. That was the end of our meeting that concluded at approximately 18:10 hrs.

On August 21, 2009 at approximately 10:00 hrs I spoke with Cst. Anderson on the phone. He advised me that it was only fair for me to have some time to go over my evaluation and that I did not have to sign either 233-10 or the PCS-066P on such a short notice. I advised him that I spoke with D/Cst. German and asked him to advise S/Sgt. Campbell of the situation, to which he replied he would.

I have been working on my own since April 2009. During the busy summer months, there have been a number of occasions when I worked alone in my zone throughout the entire day. Also, during my evaluation period (09 June 2009 to 09 August 2009) I had a total of 40 reportable calls for service as a reporting officer and 10 non-reportable. In addition I had 5 calls for service in which I took part either as an assisting officer, an arresting officer, or a fingerprinting officer. During the same time period (09 June 2009 to 09 August 2009) my zone partners, which were my coach officer, Cst. Filman, and my "go-to" person, Cst. Payne, had a total of 37 reportable calls for service together, 20 and 17, respectively; and 35 non-reportable, 10 and 25, respectively.

Provincial Statutes Rating: Does Not Meet Requirements

The narrative is true except for the fact that I did not make the decision to take the female to the hospital for an evaluation. I was the first one on scene, followed by Cst. Crowder, then by Cst. D'Amico and Cst. Moran. Upon arrival, Cst. D'Amico said that she knew the female and that she was crazy. After Cst. D'Amico and Cst. Moran cleared the scene, I was not sure how to clear the call off and that is why I sought advice from Cst. Crowder, who has got 20+ years of service on me. When Cst. Crowder asked me what I would do, I advised Cst. Crowder that though I remembered studying police apprehension authorities under the Mental Health Act at the Ontario Police College, this was my first call of that particular nature. Cst. Crowder explained to me how the call should have been handled and cleared off. I therefore disagree with the "Does Not Meet Requirements" rating as I sought and followed advice of a senior officer.

Federal Statutes

Rating: Does Not Meet Requirements

SPO9178964 - After the apprehension and the arrest of the 4 male suspects, Sgt. Flindall asked all the officers at the scene if anyone wanted to lead the investigation. No one volunteered. I had not handled criminal cases of this nature before yet said that I could do it if I got assistance with handling the case. Sgt. Flindall advised me that it would be a team effort in which everybody would take on a piece of work. Upon arrival at the detachment I found out through Niche RMS that the investigation was assigned to me. In regards to me not trusting a supervisor or a senior member with direction stems from the fact that I had been reprimanded before for following directions from a senior officer (see **Listening Skills**) as well as for not asking for help when I needed it. My coach officer was not available at the time to assist me with the investigation and the required paper work. Therefore, at that point after everything that had gone on, I did not know who to seek advice from or who I could trust. Further to this, I asked Sgt. Flindall through email once and verbally 3 times for a copy of his notes from the evening's event, as Sgt. Flindall arrested one male suspect at the scene and I needed his notes to complete the crown brief synopsis. Sgt. Flindall acknowledged my requests but never gave me his notes. I was therefore unable to complete the crown brief synopsis prior to going on vacation on August 20, 2009. I advised Sgt. Flindall that I was willing to come to work during my time off to complete the investigation, to which he replied he wanted me to have a vacation and that he would take care of the investigation and ordered me to surrender to him the 4 crown briefs that I had put together, which I did.

Listening Skills

Rating: Does Not Meet Requirements

SPO9087157 - With respect to the handling of the Fraud investigation, see **Follow-Up Orientation**.

SPO9164458 - On July 23, 2009 at 18:40 hrs I was ordered by Sgt. Flindall to work on overtime to complete the Criminal Harassment case I was assigned to work on earlier that day. First and foremost I was 13 hours into my day shift when the order to stay at the detachment to continue working on overtime was given. Second, I had not handled criminal cases of this nature before and therefore lacked the necessary skills or experience to handle the investigation on my own in such a short time frame. Sgt. Flindall gave me a set of instructions on a piece of paper to follow and advised me that the night shift were going to assist me. Further, Sgt. Flindall advised me that the night shift supervisor (2IC) Cst. Hanna had been advised to track the accused down and arrest him. Despite being exhausted, not having eaten all day and not having the experience to complete the required paper work in a given time frame, I did not dispute Sgt. Flindall's order and stayed at work. I took an energy pill to keep me awake, got a meal from Wendy's and a set of headphones from Staples and continued working. I did transcribe the video statement and put the general occurrence report as it helped me to determine and put the facts-in-issue in writing. I then photocopied my notes and the evidence provided by the complainants and at around 22:00 hrs asked Cst. Brokley, who was on light duties that night, to assist me with putting Crown Brief Synopsis as I was mentally and physically exhausted and could no longer comprehend what I was doing. Cst. Brokley advised me he could not do that as Crown Brief Synopsis should be written by the investigating officer and instead offered me his help with the preparation of the PTAs. I advised Cst. Brokley that this is not what Sgt. Flindall told me to do and showed him a piece of paper with Sgt. Flindall's instructions. Cst. Brokley in turn advised me that since the

accused did not have a criminal record, he could be arrested and released on a PTA and that he was going to prepare the PTA for me. At around 23:00 hrs I called Cst. Hanna on the on-duty sergeant's phone and inquired whether the accused had been arrested. Cst. Hanna advised me that the last message he got was not to arrest the accused and that he did not dispatch any officers from the night shift to arrest the accused. I advised him that this was not what Sgt. Flindall advised me and that I expected the night shift to be over the phone and asked to attend the detachment earlier in the evening to turn himself in. Cst. Hanna further advised me that he was on a call enroute to Bancroft and could not be of any assistance to me at the time. In light of this information, Cst. Brokley advised me to send an email to the detachment in reference to the occurrence, should the accused be arrested overnight and that he was going to prepare the PTA and leave two copies in my diary slot. I sent an email as advised and at around midnight obtained S/Sgt. Campbell's permission, who happened to be at the detachment at the time, to go home and come back the following morning (Friday, July 24, 2009) to work overtime to complete the investigation. When S/Sgt. Campbell looked at me he told me, "Go home Mike, you are spinning wheels now". I left the detachment at around 01:00 hrs and came back to work in the morning at around 10:00 hrs. The accused was not arrested overnight. With a fresh mind I finalized the Crown Brief Synopsis. Though Cst. Brokley did prepare the PTA and left two copies in my diary slot, I had to prepare the PTA from scratch as it was erroneous and was not even saved in the Niche RMS. At around noon, I learned from the complainant's husband that the accused was employed as a land surveyor and was supposed to be at work at a road construction site in the vicinity of the Peterborough County OPP detachment that day. I sought advice from the day shift supervisor (ZIC) Cst. Postma now to handle the arrest (I only had one arrest, for Over 80, on my own prior to that day) and then attempted to locate the accused. At the construction site I located a co-worker of the accused and learned from him that the accused had left for the day. I was subsequently able to get hold of the accused on the phone at his father's place and requested him to attend the detachment. At the detachment I arrested him on the charge of Criminal Harassment and released him on PTA. At around 18:30 hrs I attended his residence and in his presence seized his 15 registered firearms under Sec. 117.04 CC. I got assistance from the night shift with the logging of the 15 seized firearms and concluded my overtime day shift at 23:00 hrs. I disagree with this rating as I lacked the necessary knowledge to deal with a criminal case of this nature, I was mentally and physically exhausted and felt abandoned. Once again, I took the advice of the senior officer and therefore I was reassured I was doing the right thing.

Radio Communications

Rating: Does Not Meet Requirements

SP09152940 – SP09158515 – With respect to the "follow-up", see Self-Awareness.

By definition, the Radio Communications section rates the "Use of appropriate and respectful language when utilizing the communications system, effective communication, and the usage of 10 codes." I therefore do not understand how the above example fits into the definition of Radio Communications.

Resolution

Rating: Does Not Meet Requirements

The narrative is only partially true as first I attended the "stand-by and keep the peace" call on my own as to the best of my knowledge at the time, all other zone units were tied up with other calls for service. Second, I was unaware that one of the involved parties contacted the PCC and requested another officer to attend. When I realized things were not progressing, I called Cst. Payne and requested back-up. Cst. Payne advised me that she was sending Cst. Filman to assist me. When Cst. Filman arrived, he resolved the matter.

Follow-Up Orientation

Rating: Does Not Meet Requirements

SP09087157 - First and foremost; my understanding of the investigation was that I was to assist in the investigation and not to lead it. In proof of this, in my evaluation report for month 4 (09 April 2009 to 09 May 2009) in the Analytical Thinking section, Cst. Filman indicated that I completed a detailed investigation including a photo line-up and had since turned the investigation over to the regional intelligence officer. I was later advised by Sgt. Flindall that the investigation was mine and that I was supposed to lead it to completion. Due to the complexity of the investigation (for my level of experience) I asked Sgt. Flindall for assistance and he advised me that Cst. Payne was going to assist me with it. On July 18, 2009, Cst. Payne and myself sat down to look at what I had done in regards to the investigation and what remained to be done. Cst. Payne quickly proof read my General Occurrence Report, advised me that property items needed to be added to Niche RMS, synopsis of the video statement completed, crown brief synopsis completed and all my notes photocopied. I got no more than half-an-hour altogether of Cst. Payne assistance with the case. I did transcribe the witness video statement contrary to Cst. Payne instruction just to prepare a summary of it. However, during the transcription, I discovered that the actual fraudulent transaction was rung through by another person (a cashier) and that was something neither I nor Cst. Payne was aware of. While I was present during the interview of the Customer Service Representative (CSR), who serviced the accused and was the witness to the fraud, when D/Cst. Dawson conducted the interview, my understating was that I was the assisting officer of the investigation and therefore I did not intervene in the photo lineup procedure and in the questioning of the CSR. When however, I transcribed the video statement verbatim, I learned that there was a cashier who physically rung the fraudulent transaction through. Had I not transcribed the video statement verbatim, no one would have known that there was another key witness to the event and that her statements needed to be obtained. Only when I showed the verbatim transcription of the video statement to Cst. Payne, she pointed out that Crown Attorney Brian Gilkinson would return the Crown Brief back to me if I did not have statements from the cashier. I therefore got reprimanded for wasting the time on the verbatim transcription of the video statement of the CSR, however, nothing was mentioned about me coming across the fact that the CSR was not the one who rung the fraudulent transaction through and that there was another key witness to the fraud that need to be interviewed. Further to this, when I attended the business to interview the cashier, I was told that there were two cashiers who rung two separate fraudulent transactions conducted by the same accused on the same day and that one of them lived outside of Peterborough County territorial division. I was further advised that both of them were scheduled to work on July 24, 2009 and therefore would be available for the interview. In light of the recent experience of being dispatched to calls almost immediately after going on duty and

not being able to do follow ups with people from calls from previous shifts in a timely manner, I asked Sgt. Flindall for a permission to attend the business to interview the witnesses on my day off on my own time, to which he stated there was a liability issue with that and denied my request. I therefore arranged to meet with both cashiers on July 27, 2009 at 19:00 hrs at the business. Sgt. Flindall was going to be on vacation that day and advised me to advise Cst. Payne that I was going to interview the cashiers as soon as I went on duty and that it was my number one priority. I subsequently met with the cashiers at the scheduled time and successfully interviewed them.

Personal Accountability Rating: Does Not Meet Requirements

SP09164458 – With respect to the handling of the Criminal Harassment investigation, see **Listening Skills**. It appears that the same case is being used more than once to negatively rate my performance across multiple evaluation criteria.

Planning and Organizing Rating: Does Not Meet Requirements

SP09164458 – With respect to the handling of the Criminal Harassment investigation, see **Listening Skills**. It appears that the same case is being used more than once to negatively rate my performance across multiple evaluation criteria.

In regards to my perceived inability to multitask I would like to reiterate over the fact that during my evaluation period (09 June 2009 to 09 August 2009) I had a total of 40 reportable calls for service as a reporting officer and 10 non-reportable. In addition I had 5 calls for service in which I took part either as an assisting officer, an arresting officer, or a fingerprinting officer. During the same time period (09 June 2009 to 09 August 2009) my zone partners, which were my coach officer, Cst. Filman, and my "go-to" person, Cst. Payne, had a total of 37 reportable calls for service together, 20 and 17 respectively; and 35 non-reportable, 10 and 25 respectively. It therefore comes as yet another surprise to learn that I cannot multitask when I took, handled and completed more reportable calls than both my coach officer and my "go-to" person combined.

Respectful Relationships Rating: Does Not Meet Requirements

SP09178964 – With respect to the B&E in progress, see **Federal Statutes**. It appears that the same case is being used more than once to negatively rate my performance across multiple evaluation criteria.

Self-Confidence

Rating: Does Not Meet Requirements

I am not sure what these numerous situations were that required disciplinary action and what kind of disciplinary action was required or taken to complete my tasks properly. During my conversation with Sgt. Flindall on August 3, 2009 I was advised that I am a quite person and should be asking questions when I do not know how to deal with a situation. It therefore comes as yet another surprise to learn that I got reprimanded for requiring instruction to complete tasks properly. Should I naturally require instruction to complete certain tasks during my probationary period and perhaps even later in my career? Is not that the job of a coach officer to provide me with instruction and guidance in the first place? Is not that exactly what I discussed with Sgt. Flindall in May 2009? As for the criticism, I am not sure who that person was that I was avoiding and when it happened. If that person comes forth, I then will be able to explain my perceived behaviour of avoidance.

Self-Awareness

Rating: Meets Requirements

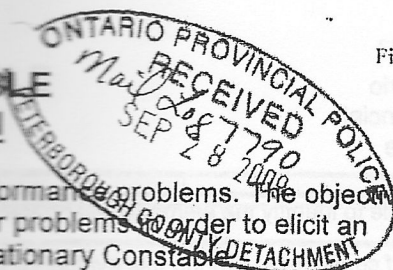
SP09152940 – SP09158516. On July 11, 2009 there was an email sent to the detachment by an officer from another shift about racial graffiti on a vehicle at Camp MOSHAVA (which is a Jewish camp), in which patrols in the area were requested. I took note of this incident, like I do about many other ones that occur in Peterborough County and especially in my zone. On the morning of July 17, 2009, I was on general patrol in my zone, when I noticed I was in the vicinity of the camp. I recalled the request for extra patrols and decided to conduct one to see where the camp was located and to familiarize myself with the area. Upon my arrival at the camp's main gate, I was greeted by the camp security guard who said, "You are already here." I asked what he meant and he explained that a teenaged female at the camp fainted and EMS was called. He further advised me that he was not sure if the police had been called. Shortly thereafter Peterborough EMS and local fire arrived on scene. I personally knew the paramedics and the firemen as we had worked together on a number of motor vehicle accidents. I decided to stay until they cleared the scene in case police assistance was required. The teenaged female was brought out in a camp van, examined by paramedics and transported to the hospital for further examination. I then spoke with the camp manager and I advised her of the reason I was there and that I had a Jewish background. I further asked if I could get some water and she escorted me into the dining room. We had a short conversation (5-10 min), in which she advised me of the thefts they had had from cabins and the racial graffiti. I advised her that I was aware of the racial graffiti occurrence and that was the reason how I learned about their location and was conducting the requested patrols. Our conversation was interrupted by me receiving a call and being dispatched to a B&E in another zone. I left the camp manger my business card, apologized for leaving in the middle of the conversation, and left.

We have been encouraged to conduct foot patrols in our respective zones. On the morning of July 17, 2009, I was in my zone and I was conducting a foot patrol. I had advised PCC earlier that I was in my zone, however, I did not advise PCC of my exact location and that I was out of the vehicle. I am not sure if what I did was a follow up or not, but I was not aware of any wrong doing on my part.

Date: 09-SEP-09

Signature:





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This plan is designed to assist the supervisor in addressing employee performance problems. The objective of this plan is to correct identified work performance deficiencies or behaviour problems in order to elicit an acceptable level of work performance and meet the requirements for Probationary Constable. This plan will be initiated when the PCS 066P indicates:

- DOES NOT MEET REQUIREMENTS in any category, or
- NO BASIS FOR RATING for the same category for two consecutive months.

Note: Career Development Bureau shall be consulted regarding any evaluation for which a WORK IMPROVEMENT PLAN has been implemented.

Probationary Constable: Badge:	PC Michael JACK 12690	Accountable Supervisor: Badge:	R FLINDALL 9740
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DESCRIPTION OF DEFICIENCIES THAT REQUIRE IMPROVEMENT TO "MEET" WORK PERFORMANCE STANDARDS

1) Personal accountability - PC JACK has difficulty accepting responsibility for his actions where these actions have either been deemed inappropriate or deficient. One of the priorities of the 2008-2010 OPP Strategic Plan is effectiveness. A key strategy in achieving positive outcomes in this area is to hold ourselves accountable through ongoing evaluation in Performance Management. By showing an unwillingness to accept responsibility for his actions and blaming others, PC JACK has difficulty in learning from his mistakes in order to better prepare himself for the future.

2) Federal Statutes - PC JACK scored well in his OPC federal statutes component, however he has difficulty in putting book knowledge into practice while completing investigations. PC JACK has investigated many federal statute offences in his time at the Detachment but he has had difficulty in some procedures such as forgetting to read an accused their Rights to Counsel, speaking with another officer's accused without reading a supplementary caution or identifying key facts in issue in a case to substantiate the offence.

In regards to a Break and Enter PC JACK investigated, PC JACK disagreed with other senior officers and his Sergeant about the charges which were laid. Instead of speaking with his coach officer or Sergeant, PC JACK questioned officers on other shifts that were not present and voiced his disagreement with the charges laid. In this case, as well as answer shopping, it appears that PC JACK has let his opinion of the people involved sway his opinion of what charges should be laid rather than relying on what elements of an offence had been completed.

3) Resolution - PC JACK investigated a stand by to keep the peace during this period in which he attended alone. PC JACK did not realize that he was unable to resolve the matter. One of the involved parties in the matter realized this fact and called for a back up officer for PC JACK. Understanding ones strength and weaknesses is important in achieving a positive outcome during any call for service. This includes requesting assistance from fellow officers when dealing with difficult situations.

4) Follow-up - As indicated in previous evaluations, PC JACK had shown proper followup skills and kept a running list. An investigation came to light during this evaluation period, that PC JACK had been investigating over a period of several months. It was learned that PC JACK had not completed even the simplest of followup tasks, such as obtaining witness information and contact information, nor taken any statements to help substantiate the allegations.

5) Listening Skills - PC JACK has been identified as having poor listening skills. PC JACK had been told on a number of occasions that he was not to complete transcriptions of video statements. During a Criminal Harassment investigation, PC JACK was preparing court documents for the arrest of the suspect. PC JACK was given very specific instructions from his Sergeant on what to complete and what not to complete. It was confirmed with PC JACK that he understood. Instead of following the instructions given to him by his Sergeant, he completed the tasks that he felt should be done. As a result, he placed the lives of his victim and witnesses at unnecessary risk.

6) Planning and organization -PC JACK is a very organized person. He usually comes to work with a pre-written task list. However, it is viewed that PC JACK cannot multitask. He has difficulty prioritizing calls for service as well as what needs to be done on his list.

Part of the issue is that PC JACK will go too far in his investigations, completing tasks that don't need to be done or over investigating. PC JACK has difficulty in identifying what is a non-reportable incident and investigating it as such. This can be seen in numerous instances such as typing a statement verbatim that didn't have to be completed or contacting and taking statements from witnesses that have no relevant information to provide.

7) Provincial Statutes - Although, for the most part, PC JACK has been able to identify the elements of most provincial statutes he was

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PROBATIONARY CONSTABLE WORK IMPROVEMENT PLAN

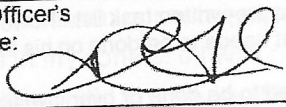
not able to identify the elements associated with the Mental Health Act.

- 8) Self confidence - During this evaluation period, PC JACK has been involved in numerous situations which has required either disciplinary action or instruction on how to complete tasks properly. It has been found that PC JACK does not take criticism well and will avoid that person for a period of time.
- 9) Respectful relations - During this evaluation period, PC JACK was involved in a break and enter investigation which was assisted by fellow officers including his Sergeant. Facts in issue were substantiated in the matter however, PC JACK felt the charges should not be laid. Instead of speaking with his coach officer or Sergeant, PC JACK spoke with officers on another shift. Instead of providing the officers the full details of the case, he with-held information causing these officers to provide advice in a certain manner. It subsequently came to light to these officers that he had manipulated the information and themselves. This has caused a significant level of distrust in PC JACK by his fellow officers.
- 10) Radio Communications - PC JACK sounds confident in his radio use and is not an issue. PC JACK however does not follow proper radio protocol by notifying his dispatcher as to his daily activities and his whereabouts. He has also been found to often not answer his radio when the dispatcher is calling him. This was pointed out to him one day by a senior officer and was directed to call the dispatcher as they had been looking for him. This senior officer was met by an upset PC JACK who told the officer that he would call the dispatcher when he wanted to.
- 11) Police Vehicle Operations - PC JACK was charged with a Highway Traffic Act related offence as a result of his driving behaviours. His emergency driving abilities was also called into question by a fellow officer.
- 12) Oral Communications - PC JACK has repeatedly used a lack of understanding of a direction given to him as an excuse as to why tasks, assignments and investigations have been completed improperly. PC JACK indicates that he understands the directions, however uses lack of understanding as a reason for not completing tasks properly.
- 13) Analytical Thinking - PC JACK has difficulty in envisioning cause and effect during his investigations. This is evident in PC JACK's thought process and problem solving abilities.
- 14) Attitudes Towards Learning - PC JACK has an obvious ability to learn but is not willing to take responsibility for mistakes or accept any disappointments. He has been found to avoid an officer that has given him negative feedback. He has also been argumentative with officers that have given him direction and states that discipline is "humiliating".
- 15) Self Awareness - PC JACK tends to hold grudges against those who have had to discuss issues with him that are not positive in nature towards him.
- 16) Teamwork - PC JACK has difficulty working within a team environment.
- 17) Written - PC JACK is able to complete detailed General Occurrence Reports for his investigations, however he has difficulty in preparing a concise, well written crown brief synopsis for his court prep.
- 18) Department - PC JACK has issues when dealing with fellow officers. He has had an incident in which a senior officer attempted to correct a problem with him and PC JACK became irate.

Coach Officer's Comments:

All of the deficiencies noted above have been properly documented in PC JACK's PCS066.

Coach Officer's
Signature:



Date:

27 SEP 09

Probationary Constable's Comments:

Probationary Constable's
Signature:

Date:

**PROBATIONARY CONSTABLE
WORK IMPROVEMENT PLAN**

**ACTIONS/STEPS TAKEN
TO CORRECT PERFORMANCE DEFICIENCIES:
(specify time frame to compete)
*To be completed by Accountable Supervisor***

1) Personal Accountability - Take responsibility for his own actions, learn from his mistakes and apply this to his future investigations so that these deficiencies don't happen again. Do not blame fellow officers for deficiencies identified in himself.

2) Federal Statues - PC JACK has already been made aware of the importance of reading rights to counsel, caution and applicable demands and this was rectified the next time he investigated an impaired driver. This is to be monitored by his coach officer during subsequent arrests. PC JACK should also be able to articulate the importance of rights to counsel and the various cautions and identify when each would be used.

During each of PC JACK's criminal investigations, he should be expected to identify the facts in issue in each case, using a Criminal Code. All ciminal code informations should be completed by himself and read by his coach officer to verify accurateness.

3) Resolution - When a problem is taking to long to resolve or you are unsure of how to resolve a problem call another officer or better bring a second officer with you. PC JACK needs to identify this quickly during his investigations and not hesitate to seek out the assistance from fellow officers.

4) Follow Up - Identify who is a key witness to form grounds for an offence, obtain the appropriate names and contact information and obtain a detailed statement of those persons account of what happened as soon as possible. PC JACK needs to be monitored to ensure this is completed at the time of the complaint so subsequent investigations don't build on top of each other for follow-up to be completed.

5) Listening Skills - PC JACK is expected to follow all instrcutions given by his coach officer or his Sergeant without fault. Should PC JACK require clarification on an instruction he is to speak with his coach officer first, and if they are not available, their Sergeant. Should it be known that neither would be available during any given tour of duty, a senior member is to be identified for PC JACK to seek guidance from. It is also expected that PC JACK is to be proactive and seek out guidance in the first place, and not let a matter sit without clarification.

6) Planning and Organizing - All officers working are at times required to stop what they are doing and take on a task which may be less or more important than the one they were actively working on. PC JACK needs to be able to take these tasks and work on them in an order that allows the most important to be completed and the less important to be put aside until time permits. Time management also has to be implmented to get these tasks done. PC JACK's coach officer needs to review reportable vs non-reportable calls for service and their heirarchy.

7) Provincial Statues - Review the Mental Health Act and identify to his coach officer what would be required to make an apprehension under the Mental Health Act. Other common Provincial Offence Act should also be reviewed to ensure an adequate working knowledge of each.

8) Self Confidence - Take ownership for his mistakes, discipline or instruction and use these circumstances as learning opportunities to better yourself from them.

9) Respectful Relations - See number 5 above.

10) Radio Communications - Always advise the communications center of locations of vehicles stops and when out of the vehicle. Keep an ear to the radio for his Soft ID and respond in a timely manner. Use proper radio procedure using the status buttons on the radio.

11) Police Vehicle Operations - PC JACK will be attending a police vehicle operations course with the OPP to evaluate his driving habits and capabilities.

12) Oral Communications - PC JACK is expected to request clarification on information he receives from his coach officer or supervisor in a timely manner on information he does not clearly understand. The excuse of not understanding a direction when a task is not completed properly is no longer acceptable.

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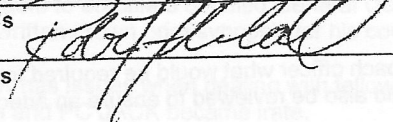
PROBATIONARY CONSTABLE WORK IMPROVEMENT PLAN

- 13) Analytical Thinking - See #2 and #7 above.
 - 14) Attitude Towards Learning - PC JACK needs to be able to accept criticism and to learn from his mistakes. His ability to do so, while maintaining respectful relations with his peers is to be monitored by his coach officer.
 - 15) Self Awareness - PC JACK needs to understand that when issues are addressed with him, they are designed to be constructive in nature. Positive relations with his fellow officers need to be maintained in order to ensure a team environment on his Platoon.
 - 16) Teamwork - PC JACK needs to foster positive relations with his peers on shift. He and his coach need to work on fostering these relations by including fellow officers in such things as Ride spot checks.
 - 17) Writing - PC JACK needs to work with his coach officer in learning how to prepare a concise, well written crown brief synopsis. All crown briefs need to be approved by his coach officer prior to being submitted to his Sergeant for review.
 - 18) Department - PC JACK needs to work at understanding that officers may correct things with his work in order to improve him as an officer, and not to look at it as a personal attack against him. In doing so, he should be able to better control his emotions without causing dissention.
- PC JACK is expected to resolve the 17 items listed above prior to the completion of his probationary period with his new coach officer. This will ensure a proper amount of time to work with his coach officer in achieving these goals.

Comments mandatory at all levels

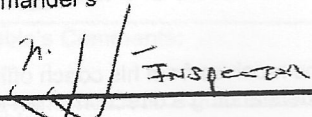
Accountable Supervisor's Comments:

It is expected that PC JACK, at month eight of his probationary period, should show the necessary knowledge, skills and abilities to properly rectify the deficiencies in his current PCS066. Each goal is more than achievable with his experience level and should be easily obtained with the guidance of his new coach officer.

Accountable Supervisor's Signature: 	Date: 27 SEP 09
Probationary Constable's Signature:	Date:

Detachment Commander's Comments:

Constable Jack is experiencing difficulty in a number of operational areas. Close supervision of this officer is recommended at this time to ensure the identified Work Improvement Plan is followed and the areas of concern rectified.

Detachment Commander's Signature: 	Date: 28 SEP 09
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PROBATIONARY CONSTABLE WORK IMPROVEMENT PLAN

Regional Commander's (or designate) Comments: <i>CST Jack's performance is being monitored with assistance from Career Development Bureau.</i>		
Regional Commander's (or designate) Signature: <i>D. Lee</i>	Insp. Dave E. Lee Manager Staff Development and Training	Date: <i>05 OCT 09</i>

RESULTS ACHIEVED <i>To be completed by Accountable Supervisor</i>

Standards "met" have been indicated in the **RESULTS ACHIEVED** area. Standards that have not been "met" will continue to be documented in the next month's improvement plan.

Probationary Constable's Signature:	Date:
Accountable Supervisor's Signature:	Date:
Detachment Commander's Comments (mandatory):	
Detachment Commander's Signature:	Date:
Regional Commander's (or designate) Comments:	
Regional Commander's (or designate) Signature:	Date: