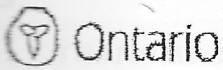


file 23

EMPLOYEES ONLY



MINISTRY OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES

**ELECTRONIC FUNDS TRANSFER (EFT)  
FOR EMPLOYEE EXPENSE CLAIM REIMBURSEMENT**

NAME:  
Michael JACK

WORK ADDRESS:  
(Include Postal Code)  
453 Lansdowne St. E., Box 477, Peterborough, Ontario K9J 6Z6

WORK TELEPHONE NUMBER:  
705-742-0401

WIN NUMBER: 393080  
(MANDATORY)

ATTACH VOID CHECKS HERE

MR MICHAEL JACK  
1049 PRIMROSE LANE  
PETERBOROUGH, ON K9J 6X5

087 1e)

PAY TO THE ORDER OF \_\_\_\_\_ DATE \_\_\_\_\_ \$ \_\_\_\_\_

**TD Canada Trust**  
COMMERCIAL BANKING CENTRE  
340 GEORGE STREET NORTH  
PETERBOROUGH, ONTARIO, K9H 7E8

100 DOLLARS Security features included. Details on back

**VOID**

MEMO \_\_\_\_\_ MP \_\_\_\_\_

⑈087⑈ ⑆34322⑆004⑆ 0410⑆3192092⑈

CODING ON CHEQUES WILL APPEAR AS FOLLOWS:

X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Chq #			Bank Transit #				Bank #		Bank Account # (Up to 12 Digits)											

**IF ALL INFORMATION IS NOT INCLUDED IT COULD DELAY PAYMENT**

EMPLOYEE SIGNATURE: *Man*

DATE: 16-JAN-09

Forward this form to:  
Ontario Shared Services  
Accounting Operations  
Finance Service Delivery Branch  
200 First Avenue, 3<sup>rd</sup> Floor  
North Bay ON P1B 9M3  
Phone: 705-494-3120  
→ Fax: 705-494-3121

1252

MINISTRY OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES



Attention: Shelley Gozzard-Gilbert

From: Michael Jack

ELECTRONIC FUNDS TRANSFER (EFT)  
FOR EMPLOYEE EXPENSE CLAIM REIMBURSEMENT

NAME: Michael JACK  
WORK ADDRESS: 453 Lansdowne St. E., Box 477, Peterborough, Ontario K9J 8Z8  
(Include Postal Code)

WORK TELEPHONE NUMBER: 705-742-0401

WIN NUMBER: 383080 (MANDATORY)

087

\$

~~1010~~

100 DOLLARS

Security Features included Details on back

MR MICHAEL JACK  
1049 PRIMROSE LANE  
PETERBOROUGH, ON K9J 6X5

PAY TO THE ORDER OF



Canada Trust  
COMMERCIAL BANKING CENTRE  
340 GEORGE STREET NORTH  
PETERBOROUGH, ONTARIO, K9H 7E8

IMMO

⑆01401040⑆

⑆0700⑆

Ontario Shared Services  
Accounting Operations  
Finance Service Delivery Branch  
300 First Avenue, 3<sup>rd</sup> Floor  
North Bay ON P1B 9M3  
Phone 705-494-3120  
Fax 705-494-3121

EMPLOYEE SIGNATURE

Forward this form to:

Canada Trust  
COMMERCIAL BANKING CENTRE  
340 GEORGE STREET NORTH  
PETERBOROUGH, ONTARIO, K9H 7E8

MR MICHAEL JACK  
1049 PRIMROSE LANE  
PETERBOROUGH, ON K9J 6X5

# TRANSMISSION REPORT

TIME : JAN-16-2009 15:17  
 TEL NUMBER :  
 NAME :

NBR	FILE NBR	DATE	TIME	DURATION	PGS	TO	DEPT NBR	ACCOUNT	MODE	STATUS
741	594	JAN-16	15:17	00/21	002	917054943121			EC 602	OK

New Account  Existing Account  
 New Account  Existing Account  
 New Account  Existing Account

PETERBOROUGH COUNTY DETACHMENT  
 Welcome to Peterborough County Detachment. We are looking forward to your arrival and membership on our team.  
 You will be working in a large detachment where you will be exposed to a wide variety of policing experiences.

Your arrival date is Monday, January 12, 2009 at 12:00 PM. Please report for duty on Monday, January 12, 2009 at 12:00 PM.

Again, congratulations and welcome to the team.  
 Welcome.

M.R. CAMBERG  
 Staff Sergeant  
 Program Manager  
 AUSA  
 JC

**FAXED**

**Part 1: To be completed by Manager**

<b>a) IFIS End User - Identification Section</b>		IFIS User ID (if existing user)	
First Name (Please print) Michael	Last Name (Please print) JACK	Middle Initial	
User's WIN ID # 393080	WIN User Name Michael JACK		
Ministry Public Safety & Corrections	Phone # 705-742-0401	Fax # 705-742-9247	
Branch Central Region	Section Peterborough County Detachment	Cost Centre 833741	
Email Address Michael.Jack@ontario.ca	Physical Address 1049 Primrose Lane RR 4, Peterborough K9J 6X5	Date form completed 13 Jan 09	

<b>b) Request details</b>		Position Title of End User Constabl e	
Organization (select only one):		<input checked="" type="checkbox"/> Ministry	<input type="checkbox"/> OSS*
		<input type="checkbox"/> Central Agency	<input type="checkbox"/> PO Approval Limit set-up Submitted
<input type="checkbox"/> Multi Ministry	Ministry 1:	Ministry 2:	<input checked="" type="checkbox"/> New Account
User account: Date: optional (e.g. 01-APR-03)		Start:	End:

Name of IFIS Responsibility	Cost Centers / Regions / Programs	Add	Del	Start date (optional)	End date (optional)
Expenses	833741	<input checked="" type="checkbox"/>	<input type="checkbox"/>	25-Aug-08	
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

I approve the above request and training will be arranged.

*Rob Flindall*  
Manager's signature

\* For OSS, forward the UAMR form directly to IFIS OSS Enrollment Co-ordinator, else the UAMR form is sent to the IFIS Ministry Enrollment Co-ordinator.

First Name / Last Name (Please print) Rob FLINDALL	Phone # 705-742-0401	Middle Initial
---	-------------------------	----------------

If this IFIS account is a replacement for a previous IFIS account holder, supply the previous account name .

**Part 2: To be completed by IFIS Ministry Enrollment Co-ordinator or IFIS OSS Enrollment Co-ordinator**

Routing Instructions on the 'Instructions' page below

I approve the above request and hereby certify that I will notify the IFIS Sustainment group of any changes affecting the IFIS User Account and/or the User Responsibility(ies) assigned to the above employee resulting from changes to the employee's employment status (termination, transfer, etc. or duties.)

Ministry 1 - IFIS Ministry or OSS Enrollment Co-ord. Signature	Date	Ministry 2 - IFIS Ministry or OSS Enrollment Co-ord. Signature	Date
First Name / Last Name (Please Print)		First Name / Last Name (Please Print)	

**Part 3: To be completed by OPCD** Routing Instructions on the 'Instructions' page below

Approval Signature:	Date	Phone #
First Name	Last Name	

**Part 4: To be completed by IFIS**

Request entered in IFIS by:	Date:	Deleted Accounts: <input type="checkbox"/> Delegation of Authority <input type="checkbox"/> Discoverer Viewer <input type="checkbox"/> TPAS Program Setup <input type="checkbox"/> OFA
Signature:		
Request entry verified by:	Date:	
Signature:	Date:	

**FAXED**

Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



Peterborough County  
Détachement du comté de Peterborough

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

C.P. 477  
453, rue Lansdowne Est  
Peterborough ON K9J 6Z6

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

Tél: (705) 742-0401  
Télec: (705) 742-9247

File Reference: 291

December 24, 2008

**MEMORANDUM TO:**

**Probationary Constable Michael JACK, #12690**

**RE: WELCOME TO PETERBOROUGH COUNTY DETACHMENT**

Welcome to Peterborough County Detachment. We are looking forward to your arrival and membership on our team.

Peterborough is a great place to live and work. You will be working in a large detachment where you will be exposed to a wide variety of policing experiences.

An Employee Handbook, Peterborough County Business Plan, map and two pairs of epaulets will be issued to you upon arrival. Your Coach Officer is Prov. Const. Shaun FILMAN, an experienced and accomplished officer.

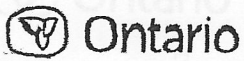
Your supervisor is Sgt. FLINDALL and can be reached at 705-742-0401, extension 4621 or by e-mail (Robert.Flindall@ontario.ca). Please contact him at your convenience to discuss your shift schedule.

Please report for duty at 1800 hrs. on Monday, 12 Jan 2009. At that time you will be briefed.

Again, congratulations and welcome to Peterborough. I look forward to meeting you on your first day.

Welcome,

M.R.J. CAMPBELL  
Staff Sergeant  
Program Manager.  
Atts.  
/kc



Ministry of Health  
and Long-Term Care  
Ontario Government  
Pharmaceutical and  
Medical Supply Service  
(OGPMSS)

99 Adesso Drive  
Concord ON L4K 3C7  
Tel. (416) 327-0837  
Fax (416) 327-0818

send to CRAHQ  
11 Mar 09  
as per M of Admin  
Box 29

**Hepatitis-B Vaccine Requisition**

Ministry of Community Safety and Correctional Services  
- Ontario Provincial Police

**Instructions for completion:**

1. Employee to complete name, badge number, signature, telephone number, place of employment and full employment address.
2. Personal physician to complete physician Licence/Registration no., telephone number, date of requisition, quantity required, name and signature.
3. Employee to obtain the signature of the Deputy Commissioner.
4. Employee to fax or mail completed form to Government Pharmacy at the above fax number or address.
5. One copy of the form is to be filed at the duty location

**Section A**

Name of employee/badge number (please print)		Signature of employee		Telephone	
JACK, MICHAEL # 12690		<i>[Signature]</i>		(705) 742 0401	
Place of employment (detachment)			Signature of Deputy Commissioner		
PETERBOROUGH COUNTY			<i>[Signature]</i> DETACHMENT COMMANDER		
Ship to address (place of employment)			Invoice to		
ONTARIO PROVINCIAL POLICE PETERBOROUGH COUNTY 453 LANSDOWNE ST. E., BOX 477 PETERBOROUGH, ONTARIO K9J 6Z8			351044 Ministry of Community Safety and Correctional Services Ontario Provincial Police Deputy Commissioner, Provincial Command (Field and Traffic Services) 777 Memorial Avenue Orillia ON L3V 7V3		

**Section B**

Physician Licence/Reg. no.		Telephone		Date of requisition	
26816		(705) 743-8043		2 March 2009	
Name of physician (please print)				Signature	
MARK STEGEL				<i>[Signature]</i>	
Qty. required	Catalogue number	Description	Units/container or per catalogue		
1	6571-3243-0	Hepatitis-B Vaccine (recombinant)	1 x 1mL vial		
(Note: Order 3 x 1mL vials for initial immunization)					

By providing this information, the employee consents to the Ministry of Health and Long-Term Care's collection of the information provided on this form in accordance with the Personal Health Information Protection Act, 2004, S.O. 2004, c. 3, Sch. A. The Ministry uses this information for the purpose of maintaining the integrity of the Ministry's vaccine distribution program and to seek reimbursement from employers for vaccines distributed. Withholding of consent to the collection of this information will affect the employee's eligibility under the vaccine distribution program. For more information on the Ministry's information practices with respect to this information, please contact Manager, Ontario Government Pharmaceutical and Medical Supply Services, 99 Adesso Drive, Concord ON L4K 3C7, telephone no. (416) 327-0837

This form is available from the Forms Repository: <http://intra.forms.ssb.gov.on.ca>



Ministry of Health

Ministère de la Santé

Ontario Government Pharmaceutical and Medical Supply Service  
99 Adesso Drive  
Concord, Ontario L4K 3C7

Service d'approvisionnement médico-pharmaceutique du gouvernement de l'Ontario  
99, Adesso Drive  
Concord, Ontario L4K 3C7

Ontario

same name

351044

MINISTRY OF COMMUN SAFETY & CORRECT SRV  
ONTARIO PROVINCIAL POLICE  
DEPUTY COMMISSIONER SERVICE  
777 MEMORIAL AVE  
ORILLIA, ON L3V-7V3

Product bill to / Facturez les produits à REGION: 2

OP0810  
MINISTRY OF COMMUN SAFETY & CORRECT SRV  
OPP PETERBOROUGH COUNTY DETACH  
453 LANSDOWNE ST E  
PO BOX 477  
PETERBOROUGH, ON K9J-6Z6

Ship to / Envoyer à  
OP0810

MINISTRY OF COMMUN SAFETY & CORRECT SF  
OPP PETERBOROUGH COUNTY DETACHMENT  
453 LANSDOWNE ST E  
PO BOX 477  
PETERBOROUGH, ON K9J-6Z6

Invoice no / Numéro de facture  
1224434 -1

Page : 1

Invoice date / Date de la facture  
21/04/2009

Shipping slip no. / N° de bordereau de livraison  
1224434

Prepaid / Collect / Port payé/dû  
PREPAID

Shp. Vht / Envoi par  
OGP TRUCK

Date shipped / Date d'expédition  
14/04/2009

Date received / Date de réception  
03/04/2009

Orig. Inv. / Fact. orig.  
FA MICHAEL

Ext. / Extension  
\$9.40

Unit price / Prix à l'unité  
\$9.40

Qty. shipped / Qté exp.  
1

Qty. ord. / Qté com.  
1

Description  
Hepatitis B Vaccine Recombinant  
LOT NUMBER : 19200

Ext. / Extension  
\$9.40

Unit price / Prix à l'unité  
\$9.40

Qty. shipped / Qté exp.  
1

Qty. ord. / Qté com.  
1

Description  
Hepatitis B Vaccine Recombinant  
LOT NUMBER : 19200

Ext. / Extension  
\$9.40

Unit price / Prix à l'unité  
\$9.40

Qty. shipped / Qté exp.  
1

Qty. ord. / Qté com.  
1

Description  
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LOT NUMBER : 19200

Ext. / Extension  
\$9.40

Unit price / Prix à l'unité  
\$9.40

Qty. shipped / Qté exp.  
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Qty. ord. / Qté com.  
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Description  
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LOT NUMBER : 19200

Ext. / Extension  
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Unit price / Prix à l'unité  
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Qty. shipped / Qté exp.  
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Qty. ord. / Qté com.  
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LOT NUMBER : 19200

Ext. / Extension  
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Unit price / Prix à l'unité  
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Qty. shipped / Qté exp.  
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Qty. ord. / Qté com.  
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Description  
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Unit price / Prix à l'unité  
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Unit price / Prix à l'unité  
\$9.40

Qty. shipped / Qté exp.  
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Unit price / Prix à l'unité  
\$9.40

Qty. shipped / Qté exp.  
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Qty. ord. / Qté com.  
1

Description  
Hepatitis B Vaccine Recombinant  
LOT NUMBER : 19200

Ext. / Extension  
\$9.40

Unit price / Prix à l'unité  
\$9.40

Qty. shipped / Qté exp.  
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Qty. ord. / Qté com.  
1

Description  
Hepatitis B Vaccine Recombinant  
LOT NUMBER : 19200

Ext. / Extension  
\$9.40

Unit price / Prix à l'unité  
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Qty. shipped / Qté exp.  
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Qty. ord. / Qté com.  
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Unit price / Prix à l'unité  
\$9.40

Qty. shipped / Qté exp.  
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Qty. ord. / Qté com.  
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Description  
Hepatitis B Vaccine Recombinant  
LOT NUMBER : 19200

Ext. / Extension  
\$9.40

Unit price / Prix à l'unité  
\$9.40

Qty. shipped / Qté exp.  
1

Qty. ord. / Qté com.  
1

Description  
Hepatitis B Vaccine Recombinant  
LOT NUMBER : 19200

PST legend Légende TVP	Y = Applicable N = Not/Non Applicable M = Exempt / Exemption
GST legend Légende TPS	A = Applicable 5% B = Applicable 0% E = Exempt / Exemption

Not 30 days FOB Our Warehouse  
Integral - 30 Jours FAB Notre Entrepot

Invoice will be charged over 30 days. The rate is subject to change without notice.  
Des intérêts seront ajoutés après 30 jours. Le taux est sujet à changement sans préavis.  
Service charge of 5% will apply to NSF cheque payments.  
Des frais de 5% s'appliqueront aux chèques sans provision.

Product charges Coût de produits	\$9.40	Customer Not	.00
Transport amount Frais de transport	\$3.80	Subject to GST	.00
Sub-Total Total partiel	\$13.20	Client Non Assujettis a la TPS	.00
Invoice amount Montant de la Facture	\$13.20		

Journalled - DO NOT PAY



Ministry of Health and Long-Term Care  
Ontario Government  
Pharmaceutical and Medical Supply Service (OGPMSS)

99 Adesso Drive  
Concord ON L4K 3C7  
Tel. (416) 327-0837  
Fax (416) 327-0818

ON 10 PROVINCIAL POLICE  
RECEIVED  
12768/8  
MAR 13 2009

### Hepatitis-B Vaccine Requisition

CENTRAL REGION ORILLIA  
Ministry of Community Safety and Correctional Services  
- Ontario Provincial Police

**Instructions for completion:**

1. Employee to complete name, badge number, signature, telephone number, place of employment and full employment address.
2. Personal physician to complete physician Licence/Registration no., telephone number, date of requisition, quantity required, name and signature.
3. Employee to obtain the signature of the Deputy Commissioner.
4. Employee to fax or mail completed form to Government Pharmacy at the above fax number or address.
5. One copy of the form is to be filed at the duty location

#### Section A

Name of employee/badge number (please print) <b>JACK, MICHAEL # 12690</b>	Signature of employee <i>[Signature]</i>	Telephone <b>(705) 742 0401</b>
Place of employment (detachment) <b>PETERBOROUGH COUNTY</b>	Signature of Deputy Commissioner <i>[Signature]</i>	DETACHMENT COMMANDER Inspector #6138
Ship to address (place of employment) <b>ONTARIO PROVINCIAL POLICE PETERBOROUGH COUNTY 453 LANSDOWNE ST. E., BOX 477 PETERBOROUGH, ONTARIO K9J 6Z6</b>	Invoice to <b>351044 Ministry of Community Safety and Correctional Services Ontario Provincial Police Deputy Commissioner, Provincial Command (Field and Traffic Services) 777 Memorial Avenue Orillia ON L3V 7V3</b>	

#### Section B

Physician Licence/Reg. no. <b>26816 (705)</b>	Telephone <b>743-8043</b>	Date of requisition <b>2 March 2009</b>	
Name of physician (please print) <b>MARK STEGEL</b>	Signature <i>[Signature]</i>		
Qty. required <b>1</b>	Catalogue number <b>6571-3243-0</b>	Description <b>Hepatitis-B Vaccine (recombinant)</b>	Units/container as per catalogue <b>1 x 1mL vial</b>
<b>(Note: Order 3 x 1mL vials for initial immunization)</b>			

By providing this information, the employee consents to the Ministry of Health and Long-Term Care's collection of the information provided on this form in accordance with the Personal Health Information Protection Act, 2004, S.O. 2004, c. 3, Sch. A. The Ministry uses this information for the purpose of maintaining the integrity of the Ministry's vaccine distribution program and to seek reimbursement from employers for vaccines distributed. Withholding of consent to the collection of this information will affect the employee's eligibility under the vaccine distribution program. For more information on the Ministry's information practices with respect to this information, please contact: Manager, Ontario Government Pharmaceutical and Medical Supply Services, 99 Adesso Drive, Concord ON L4K 3C7, telephone no. (416) 327-0837.

This form is available from the Forms Repository: <http://intra.forms.ssb.gov.on.ca>



09 01073

RECEIVED

MAR 17 2009

Deputy Commissioner  
Field Operations

ONTARIO PROVINCIAL POLICE  
CENTRAL REGION  
Routing/Approval Slip

DATE: March 16, 2009

LOG# 12768

RUSH     CONFIDENTIAL     FYI     FOR ACTION     FOR SIGNATURE

- Issue Note - OPP
- Memo – for Commissioner’s signature
- Personnel Forms for Signature  
(List Type: \_\_\_\_\_ )
- X Other: (List)
- Memo
- MB 20
- Request for Travel Approval
- Other: (List)

SUBJECT: Hepatitis-B Vaccine Requisition – Jack, Michael #12690

PREPARED BY: Inspector Mike Johnston

PHONE #: 705-742-0401

Routing/Approvals*	Signature	Date Approved	Date(s) Rejected	Comments
<input type="checkbox"/> Detachment Commander, Peterborough Detachment Mike Johnston	<i>Andre Hake</i>			
<input type="checkbox"/> Provincial Commander Field Operations Deputy Commissioner Chris Lewis	<i>OP</i>			
<input type="checkbox"/>				

\*as applicable

Summary:

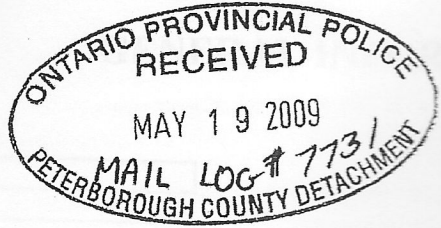
**NOTE: Documents etc., to be returned from the Deputy Commissioner’s Office with Routing/Approval Slips to the originator for any necessary processing/forwarding.**

Ontario Provincial Police  
Police provinciale de l'Ontario



453 Lansdowne St. E.  
Peterborough, ON K9J 6Z6  
Tel: (705) 742-0401  
Fax: (705) 742-9247

MEMORANDUM TO :  
The Commissioner  
Ontario Provincial Police  
777 Memorial Avenue  
Orillia, Ontario  
L3V 7V3



19 May 2009

Attention : Human Resources Bureau  
Deployment Section

**RE : Application for Olympic Deployment**

I respectfully request to be considered for one of the positions in Olympic Deployment held in British Columbia in 2010. I am currently single and have no family obligations at this time and I am able to be deployed for any time that the organization requires.

Leadership Skills  Planning and Organization

Respectfully submitted for your consideration,

Personal Impact  Integrity

Other  Judgment

Michael Jack  
PC 12690  
Peterborough County Det.

19-MAY-09  
*[Signature]*

SPONTANEOUS  
On the 23<sup>rd</sup> of July 2009, PC M. JACK was interviewed by the Criminal Management complaint in which allegations were made regarding PC M. JACK's alleged involvement in increasing his sister as a result of an ongoing civil related case. The interview was conducted by the complainant who signed and hand written statements from the complainant. The statement phase of the investigation took place on the 23<sup>rd</sup> of July 2009. The complainant's work day and overtime was approved for PC M. JACK.

I support this request.

*[Signature]*  
M/J - JWS

by the day, PC M. JACK was given the PC M. JACK going off duty for the complete a class cause hearing brief. He PC JACK was remaining in the office to complete the paperwork and was advised that if the PC M. JACK was advised that if the



## GENERAL INFORMATION FORM

Bureau / Region Central

Date: 23 July 2009

Member <b>JACK, M</b>	Badge # 12690
Supervisor <b>FLINDALL, R</b>	Badge # 9740

CRITERIA	SUB CATEGORIES
Job Knowledge & Skills <input checked="" type="checkbox"/>	Attitude Towards Learning <input type="checkbox"/>
Problem Solving <input type="checkbox"/>	
Communication Skills <input checked="" type="checkbox"/>	Effective Listening Skills
Leadership Skills <input checked="" type="checkbox"/>	Planning and Organization
Interpersonal Attributes <input type="checkbox"/>	//////////
Personal Impact <input type="checkbox"/>	//////////
Other <input checked="" type="checkbox"/>	Judgement

RATING
Does Not Meet Requirements

NARRATIVE ( Incident # Optional )

**SP09164458**

On the 23<sup>rd</sup> of July 2009, PC M. JACK investigated a Criminal Harassment complaint in which allegations were substantiated that a brother had been criminally harassing his sister as a result of an ongoing civil related issue. PC M. JACK took the appropriate video taped and hand written statements from the victim as well as a number of witnesses. The statement phase of the investigation took PC M. JACK to the end of his scheduled work day and overtime was approved for PC M. JACK.

Prior to his supervisor, Sgt. R. FLINDALL, going off duty for the day, PC M. JACK was given direction as to what was expected to be accomplished prior to PC M. JACK going off duty for the day. PC M. JACK was advised to remain in the office and complete a show cause hearing brief. He was advised that OIC PC B. HANNA was made aware that PC JACK was remaining in the office to complete the paperwork and that if possible, night shift would make attempts to bring the suspect into custody. The suspect was to be held for a bail hearing. PC M. JACK was advised that if the



## GENERAL INFORMATION FORM

suspect were to remain at large for any reason, his crown brief would at least be complete that evening, left for the court staff and an arrest warrant be sought the following day.

PC M. JACK was instructed by Sgt. R. FLINDALL to complete a standard show cause crown brief by completing the following : Crown Brief Synopsis, Show Cause Hearing report, photocopy his notes, photocopy hand written statements and copy the video statements. PC JACK was advised to not complete a transcription of the video statements and not to type in the hand written statements. He was advised to leave completing a brief synopsis of the video statements until the end, should he have time to complete.

PC JACK had been spoken to by Sgt. R. FLINDALL approximately one week earlier directing him to the fact that officers do not complete transcriptions of video statements unless requested by the crown attorney. At that time, PC M. JACK had spent 3 hours on a page and a half transcription.

PC JACK was advised that should he have any questions or difficulties to ask PC HANNA or any other night shift for assistance. It was reiterated to PC M. JACK the expectations the Sgt. had in relation to the completion of the brief for either a bail hearing or to obtain a warrant. PC M. JACK wrote the directions down and indicated he understood when asked by Sgt. R. FLINDALL.

PC M. JACK failed to complete the assigned tasks given to him. After the Sergeant left, PC JACK transcribed the complainants video statement and entered in a General Occurrence report. The remaining items he was instructed to complete were not completed. PC JACK did not seek out assistance from PC BROCKLEY, who was on light duties and in the office, until approximately midnight. At that time, PC M. JACK asked PC BROCKLEY to read his victim statement and also requested PC BROCKLEY write his crown brief synopsis. PC BROCKLEY declined and indicated that PC M. JACK should be completing the synopsis. As such a brief was not completed that evening in order to request an arrest warrant the following day.

Late in the evening S/Sgt. R. CAMPBELL attended the Detachment on an unrelated matter and based on the information provided by PC JACK, overtime for the following day was granted.

PC JACK returned to work the following morning at 1000 hrs to continue his paperwork, where he learned shortly thereafter that the suspect was working with the construction company just outside the Detachment on Hwy 7. Instead of attempting to take the suspect into custody, PC JACK continued to work on his crown brief. Four hours later, PC JACK attempted to locate the suspect at his worksite but learned he had gone off duty for the day. PC JACK was unable to locate the suspect until 1509 hrs, who turned himself in at 1632 hrs. The suspect was subsequently arrested and his firearms were seized appropriately.

As a result of not following the instruction of his Sergeant on the 23<sup>rd</sup> of July 2009, PC JACK put the safety of his complainant in jeopardy. He also claimed a total of 30 hrs overtime on this occurrence which should have been properly completed the evening before.

PC M. JACK was spoken to about this situation on the 2<sup>nd</sup> of August 2009 by Sgt. R. FLINDALL and his coach officer PC S. FILMAN. Sgt R. FLINDALL was away on holidays from 24Jul09 - 01Aug09. When asked about what had been expected of him on the 23<sup>rd</sup> of July 2009, PC M. JACK confirmed the Sergeant's expectations. It was reiterated at this time to PC M. JACK that he had advised the Sergeant that evening that he understood the instructions. When asked why he did not complete the



### GENERAL INFORMATION FORM

assignment as directed, he did not provide an explanation, other than to state that he was tired, felt abandoned and did not have any help. This was despite the fact that OIC PC HANNA was aware of his assignment and that PC BROCKLEY sat across from him for the better part of the evening.

PC JACK is aware of the expectations that he is to follow all instructions given to him by his coach officer and/or his Sergeant implicitly. He has indicated that he understands and will comply in the future.

PC M. JACK is currently sitting in his 8<sup>th</sup> month of his probationary period and it is expected that at this stage of his development, he should know how to properly prepare a crown brief and how to ask for help when he feels he needs it. It is very clear that this is not the case.

As a result, PC JACK has been deemed not to meet requirements in the above mentioned categories.

DISCLOSURE DATE:

20 August 2009

DISCLOSED BY:

Sgt. R. FLINDALL

MEMBER'S SIGNATURE

*REFUSED TO SIGN.  
1818 MRS  
20 AUG 09*

777 Memorial Avenue  
Oshawa, Ontario  
L3V 7Y3  
Telephone: (709) 329-4199  
Facsimile: (709) 322-8155

777 Memorial Avenue  
Oshawa, Ontario  
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Telephone: (709) 329-4199  
Facsimile: (709) 322-8155



39  
@ 1255 HRS  
Police provinciale de l'Ontario  
*Robert Phillips*

Julian Fantino

Commissioner Le Commissaire File #: 520-00

August 4, 2009

MEMORANDUM TO:

ALL MEMBERS OF THE OPP

Re: OPP Vehicle Collisions

I continue to be distressed over the unacceptable number of Ontario Provincial Police (OPP) vehicle collisions, far too many of which are totally preventable but for the inappropriate actions of our members.

Admittedly, not every collision involving an OPP vehicle is preventable; however, the overwhelming majority are and so are the consequences that result, including officer and citizen injuries and deaths, damage to equipment and property, law suits, *Police Service Act*, *Highway Traffic Act* and *Criminal Code* charges, etc.

Some have suggested that police vehicle collisions represent "the cost of doing business"; a notion that I do not accept.

Let me enlighten you about the magnitude of the problem:

Since the year 2000 to date, OPP vehicle collisions have amassed a huge amount of liability. Of the total 10,694 collisions, 4,923 have been classified as preventable. We have lost 7 OPP officers and 7 citizens. Workplace Safety and Insurance Board (WSIB) claims total over \$10 million, resulting from injuries sustained by 775 officers. Six hundred and thirty (630) citizens have also been injured.

The cost of OPP vehicle repairs exceeds \$16 million, not to mention many other residual costs resulting from an unacceptable situation that simply must not continue.

To enlighten you further, it is worth noting that since 2000 we have written off no fewer than 643 vehicles with a replacement value of over \$7 million.

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Téléphone (705) 329-6199  
Télécopieur (705) 329-6195

OPP Vehicle Collisions

Page two

For the most part, the situation can be easily rectified by our members being more responsible in the operation of OPP vehicles and believing as we must that even at the best of times driving a police vehicle does not make us invincible or otherwise immune from the consequences of poor judgment and irresponsible driving behaviour.

There is no call for service or situation I can imagine that can ever justify the irresponsible actions evident in most of our preventable collisions, and most certainly not to the degree where we abandon all regard for personal safety and the safety of members of the public we are supposed to protect.

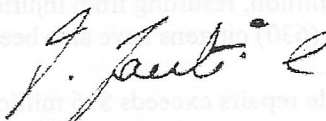
In my travels throughout the province, one of the consistent complaints I have been receiving from political leaders and members of the public is about our officers driving OPP vehicles in an erratic manner and speeding through communities in apparent non-emergency situations. Recently, members of a Police Services Board stated that the way OPP members are speeding through their community in OPP vehicles is "scaring the residents."

It appears that some people have either not heard our concerns about the irresponsible operation of OPP vehicles or, if they have, they simply decided to ignore our pleadings. Were it otherwise, the situation would not continue, especially as we have seen lately.

Moreover, I have also noted the emergence of a disturbing trend of deceit with certain individuals in their "failed" attempt to avoid taking responsibility for their inappropriate actions.

I feel a sense of duty to be direct and clear about my resolve to put an end to what, aside from all other factors, constitutes a serious officer and public safety risk about which we must all be concerned.

My comments directed at the public about the OPP's determination to change people's bad driving habits "one irresponsible driver at a time" also applies to the members of the OPP.



Julian Fantino

JF/lk

c: Provincial Commanders





## GENERAL INFORMATION FORM

Bureau / Region Central

Date: 02 August - 15 August 2009

Member JACK, M	Badge # 12690
Supervisor FLINDALL, R	Badge # 9740

CRITERIA		SUB CATEGORIES
Job Knowledge & Skills	<input checked="" type="checkbox"/>	Attitude Towards Learning <span style="float: right;"><input type="checkbox"/></span>
Problem Solving	<input type="checkbox"/>	
Communication Skills	<input checked="" type="checkbox"/>	Effective Listening Skills
Leadership Skills	<input type="checkbox"/>	//////////
Interpersonal Attributes	<input type="checkbox"/>	//////////
Personal Impact	<input checked="" type="checkbox"/>	Dependability
Other	<input checked="" type="checkbox"/>	Judgement

<b>RATING</b>
Does Not Meet Requirements

**NARRATIVE ( Incident # Optional )**

SP09178964

On the 2<sup>nd</sup> of August 2009, PC JACK was spoken to by his coach officer PC S. FILMAN and his Sergeant, R. FLINDALL in regards to complaints received from his peers that PC JACK is constantly "shopping for answers". Complaints were received not only from his platoon mates, but also officers from other shifts. At this time, he was advised to cease and desist and that if advice is given by his coach officer or Sergeant, he is to follow this direction.

On the 6<sup>th</sup> of August 2009, PC JACK as well as other members of the Peterborough County OPP Detachment were called to a break and enter in progress at the abandoned Young's Point Public School. PC JACK was involved in the successful apprehension of 3 youths and 1 adult who had broken into the school and caused mischief.

PC JACK completed video statements with each accused and one of the accused parties provided a cautioned inculpatory statement, admitting they had broken into the school, broken some windows and toppled over the brick chimney.





## GENERAL INFORMATION FORM

PC JACK was provided with guidance by Sgt. R. FLINDALL as well as his peers in regards to the appropriate charges to lay - those being break, enter and mischief as well as a number of misc. other charges.

On the 8<sup>th</sup> of August 2009, PC JACK had occasion to work on another platoon for shift coverage. During his shift, PC JACK approached another officer asking him questions in regards to the break and enter. PC JACK explained to this officer that he did not feel that the charges of break and enter were warranted as they had only found the suspects on the school roof and did not have evidence that they had broken into the school. PC JACK felt that they should have only been charged with trespassing. Another officer who was present was familiar with the matter and it was upon his intervention that PC JACK admitted to the inculpatory statement, including the multiple hits to interior alarms in the school. The officers were upset that PC JACK provided misleading information to them and had them provide advice based on that information. The provided PC JACK with a definition of break and enter and advised him to speak with Sgt. R. FLINDALL about any future concerns.

At shift briefing on the 10<sup>th</sup> of August 2009, PC JACK brought up his concern that he felt the appropriate charges were only trespassing. Sgt. R. FLINDALL again explained to him why the appropriate charges were laid.

On the 15<sup>th</sup> of August 2009, PC R. PARADIS was instructing PC JACK on how to properly complete informations using the Niche RMS system. PC R. PARADIS had just completed a secondment to the court office and was in the process of teaching fellow officers how to write informations. During this instruction, PC JACK and PC PARADIS were reviewing the break and enter information and crown brief synopsis. In his synopsis, PC JACK wrote that it was believed the suspects were in the school. PC PARADIS advised him that he should not write "believed they had been in the school" if he knows they were in the school. PC JACK advised PC PARADIS that he didn't know if they were in the school. PC PARADIS asked him why he was laying the charge to which PC JACK advised him that he was told to. Again, PC JACK provided less than truthful information to a senior officer by omitting the fact that he had a confession in place as well as other evidence.

In both cases, on the 8<sup>th</sup> and 15<sup>th</sup>, the officers involved approached Sgt. R. FLINDALL and provided him with their concerns. Both officers indicated that they did not trust PC JACK to provide truthful information.

On the 19<sup>th</sup> of August 2009, PC JACK was spoken to by S/Sgt. R. CAMPBELL and Sgt. R. FLINDALL about continuing to shop for answers, specifically when he was given direction by his Sergeant. PC JACK was accompanied by the Detachment OPPA rep PC M. ANDERSON. PC JACK was also spoken to about how he willfully omitted information while attempting to elicit advice from his fellow officers. In both cases, he was advised to stop immediately and to seek advice or further guidance in relation to matters from his coach officer or Sergeant.

PC JACK has been deemed not to meet requirements in the above categories.



# GENERAL INFORMATION FORM

20 August 2009

DISCLOSURE DATE:

DISCLOSED BY:

Sgt. R. FLINDALL

MEMBER'S SIGNATURE

REFUSED TO SIGN  
1818 MRS  
20 AUG 09

CRITERIA	
Job Knowledge & Skills	<input type="checkbox"/> <i>Excellent</i>
Problem Solving	<input type="checkbox"/> <i>Excellent</i>
Communication Skills	<input type="checkbox"/> <i>Excellent</i>
Leadership Skills	<input type="checkbox"/> <i>Excellent</i>
Interpersonal Attributes	<input type="checkbox"/> <i>Excellent</i>
Personal Impact	<input type="checkbox"/> <i>Excellent</i>
Other	<input checked="" type="checkbox"/> Police Vehicle Operations

RATING  
Does Not Meet Expectations

NARRATIVE (Incident #/Dispatch)  
RM09096931

On Saturday the 15<sup>th</sup> of August 2009, officers of the Peterborough County OPP Detachment attended a residence located on the 14<sup>th</sup> Line of Smith, South Ferrisburgh-Letfield Twp in regards to a family dispute. After the call was received, Sgt. R. FLINDALL, led the crew headed westbound on the 14<sup>th</sup> Line of Smith and was being followed by PC M. JACK in turn. The officers came to the intersection of Cty Rd 23 and Hwy 101. PC M. JACK and PC J. PAYNE turned southbound and came to a stop. Both Sgt. R. FLINDALL and PC J. PAYNE turned southbound on Cty Rd 23. Despite southbound traffic approaching the intersection, PC M. JACK turned southbound on Cty Rd 23 with the intent to head southbound. As a result southbound traffic was unable to proceed colliding with PC M. JACK's cruiser and PC M. JACK's cruiser was unable to proceed colliding with PC M. JACK's cruiser and PC M. JACK's cruiser was unable to proceed colliding with PC M. JACK's cruiser. PC M. JACK continued southbound on the northbound lane and had to accelerate in order to get ahead of the traffic and proceed southbound lane. PC M. JACK's driving was dangerous to not only himself but to the surrounding public as well.



### GENERAL INFORMATION FORM

Bureau / Region Central	
Date: 15 August 2009	
Member JACK, Michael	Badge # 12690
Supervisor FLINDALL, Robert	Badge # 9740
CRITERIA	SUB CATEGORIES
Job Knowledge & Skills <input type="checkbox"/>	Attitude Towards Learning <input type="checkbox"/>
Problem Solving <input type="checkbox"/>	
Communication Skills <input type="checkbox"/>	
Leadership Skills <input type="checkbox"/>	
Interpersonal Attributes <input type="checkbox"/>	
Personal Impact <input type="checkbox"/>	
Other <input checked="" type="checkbox"/>	Police Vehicle Operations
RATING	
Does Not Meet Requirements	

NARRATIVE ( Incident # Optional )  
 RM09096931

On Saturday the 15<sup>th</sup> of August 2009, officers of the Peterborough County OPP Detachment attended a residence located on the 14<sup>th</sup> Line of Smith, Smith-Ennismore-Lakefield Twp in regards to a family dispute. After the call was cleared, Sgt. R. FLINDALL left the scene headed westbound on the 14<sup>th</sup> Line of Smith and was being followed by PC J. PAYNE and PC M. JACK in turn. The officers came to the intersection of Cty Rd 23 and the 14<sup>th</sup> Line of Smith and came to a stop. Both Sgt. R. FLINDALL and PC J. PAYNE turned southbound onto Cty Rd 23. Despite southbound traffic approaching the intersection, PC M. JACK also turned onto Cty Rd 23 with the intent to head southbound. As a result, southbound traffic had to brake hard to avoid colliding with PC M. JACK's cruiser and PC M. JACK had to take evasive maneuvers by turning hard into the northbound lane. PC M. JACK continued southbound in the northbound lane and had to accelerate in order to get ahead of the traffic and pull back into the southbound lane. PC M. JACK's driving was dangerous to not only himself but to the motoring public as well.



### GENERAL INFORMATION FORM

On the 14<sup>th</sup> of August, 2009, at 1255hrs, the day before, Sgt. R. FLINDALL had served PC M. JACK with the Commissioner's memo concerning cruiser collisions and officer driving safety. As a result he has been charged under S. 136(1)(A) HTA - Fail to yield to through traffic on highway.

Also on the 15<sup>th</sup> of August, 2009, Sgt. R. FLINDALL received an email from court officer John HOBBS dated the 12<sup>th</sup> of August, through Sgt. T. BANBURY, PC J. HOBBS outlines a conversation he had with an upset court clerk (unnamed at her request) who advised that PC JACK had attended her residence looking for a male party. The court clerk did not have issue with PC M. JACK attending the address, as he had the incorrect address, but had an issue with PC M. JACK using her front lawn to turn his cruiser around to leave the driveway. Although there was no permanent damage to her lawn, the cruiser left tire marks across her lawn.

PC M. JACK has been spoken to about his driving behaviour and it's potentially serious consequences should his driving behaviour continue. His file has been appropriately documented and his police cruiser operations has been deemed to not meet requirements.

DISCLOSURE DATE: August 15<sup>th</sup>, 2009

DISCLOSED BY: Sgt. R. FLINDALL #9740

MEMBER'S SIGNATURE

NARRATIVE (Incident & Optional)  
R10902831  
On Saturday the 12<sup>th</sup> of August 2009, officers of the Peterborough County OPP Detachment attended a residence located on the 14<sup>th</sup> Line of Smith's Falls-Ernestown-Jackson Twp in regards to a family dispute. After the call was cleared, Sgt. R. FLINDALL and the scene located westbound on the 14<sup>th</sup> Line of Smith and was being followed by PC J. PAYNE and PC M. JACK in turn. The officers came to the intersection of Cty Rd 22 and the 14<sup>th</sup> Line of Smith and came to a stop. Both Sgt. R. FLINDALL and PC J. PAYNE turned southbound onto Cty Rd 22. Despite westbound traffic approaching the intersection, PC M. JACK also turned onto Cty Rd 22 with the intent to head southbound. As a result, southbound traffic had to brake hard to avoid collision with PC M. JACK's cruiser and PC M. JACK had to take evasive measures by turning hard into the northbound lane. PC M. JACK continued southbound in the northbound lane and had a vehicle in order to get ahead of the traffic and pull back into the southbound lane. PC M. JACK's driving was dangerous to not only himself but to the motorist public as well.

Provincial Police  
Peterborough County Detachment  
P.O. Box 477  
453 Lansdowne St. East  
Peterborough, ON K9J 6Z8  
Tel (705) 749-0401 Fax (705) 749-0402  
E-mail 1450 hrc



Ron

- Rob F
- Ron C
- Mike J
- Mitch LA - Assoc FCF

Safe Communities - A Secure Ontario  
collectivités sécuritaires - un Ontario sûr pour l'Ontario

- For CSI Jack's development all loc
- Flinnall - C.M. issue Inss brought to attention

Tickets written is over - should stop.  
#s are good

- hasn't testified - get experience
- 233-10 will be for...

Wings issue - OPC - PVO. Night Dew. 7  
 - cruiser in Detail circumstances surrounding  
 Cst Gilliam - 2450 making flawed  
 W.I. Prow - 2210 - not an issue  
 O'therday 11th line of Smith entry @ 423  
 fortunately - no MVE

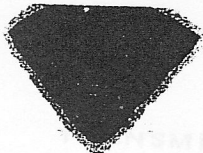
eachy - chain of command  
- 233-10 answer sharp

0. - 7 out of punishment wants her to succeed.

Day & night wings  
over extended  
over the

Mike Jones continues

1. C.M. case left after hrs 13 hrs by self  
no support no tool  
- Sgt Flinnall states what we need done @ ho.  
- coach should stay a pers - should know case



Ontario Provincial Police  
 Peterborough County Detachment  
 P.O. Box 477  
 453 Lansdowne St. East  
 Peterborough, ON K9J 6Z6

Police provinciale de l'Ontario  
 Détachement du comté de Peterborough  
 C.P. 477  
 453, rue Lansdowne Est  
 Peterborough ON K9J 6Z6

49

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

Safe Communities ... A Secure Ontario  
 Les collectivités sécuritaires, la sûreté pour l'Ontario

Facsimile Cover Page  
 Bordereau de télécopie

Date:	20 Nov 09
To/Destinataire:	Colleen Kohen
Company/Organisation:	OPP.
Facsimile/Télécopieur:	905-681-2843
From/Expéditeur(trice):	Ron Campbell
Number of pages (including cover)/ Nombre de pages (y compris celle-ci):	<del>8</del> 8 pgs.
Subject/Sujet:	Mike [unclear]

Message:


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Police provinciale de l'Ontario  
Ontario Provincial Police  
453 Lansdowne St. East  
Peterborough, ON K9A 6Z8  
P.O. Box 477  
Peterborough County Detachment

TIME : NOV-20-2009 10:44  
TEL NUMBER :  
NAME :

NBR	FILE NBR	DATE	TIME	DURATION	PGS	TO	DEPT NBR	ACCOUNT	MODE	STATUS
138	203	NOV-20	10:41	02/20	017	919056812893			EC 603	OK

Date:	2009-11-20
To/Destination:	Colleen Kolan
Company/Organization:	OPP
Facsimile/Telex:	902-681-5843
From/Expéditeur(s):	Pan Campbell
Number of pages (including cover) Nombre de pages (y compris celle-ci):	8
Subject:	Mike [unclear]

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**Eastern Region Headquarters  
Quartier Général de la Région Est**

3312 County Rd. 43 East      3312 ch. de comté 43 est  
P.O. Box 2020                      c.p. 2020  
Smiths Falls ON K7A 5K8      Smiths Falls ON K7A 5K8

Tel: (613) 284-4500              Fax: (613) 284-4597  
Vnet: 503-4500                      Fax Vnet: 503-4597

File Reference: 291-00

October 2<sup>nd</sup>, 2009

**MEMORANDUM TO:      Detachment Commander Ron Campbell  
Staff Sergeant  
Peterborough County Detachment  
Central Region**

**RE:      Probationary Constable: Michael Jack  
Detachment Peterborough County  
ERHQ File# 291**

On Friday 18 September 2009 I conducted a "Driver Competency Assessment" on Probationary Constable Michael Jack.

This assessment took place in the City of Kingston using an unmarked Chevrolet Malibu. A specially designed route was utilized to conduct the driver assessment and each driver navigates a broad range of situations to assess their driving abilities. These sessions take approximately 1.5 hours to complete. During this time, the driver is also exposed to internal / external "distracters" while their driving continues to be assessed.

During this assessment CST Jack was required to drive a complex route that varies in 3 distinct respects.

- Driving while receiving directions from myself
- Driving while following a navigation sheet – and while doing this pointing out various house (building) numbers
- Driving while counting backwards by 3's.

Under these conditions I found some concerns with respect to Constable Jack's driving and have contacted Sgt Kent Taylor of the Provincial Academy to provide some remedial driving opportunities.

I am including a copy of the "Driver Competency Assessment". When Transport Canada initially developed the standards used in these assessments they tested numerous people to determine what the "average" driver is. A baseline (5) (average) was established through the scientific analysis of the data. Most professional drivers measure over (6). The goal of the OPP driving program is to have all of our drivers score 6 and above (i.e. above average.) Anything under 6 indicates areas where there is room for improvement. Although the report indicates that Michael is an above average driver – this is not the level that we are looking for with respect to our officers.

As such there are areas that have been identified in the assessment where improvement can take place. I will say that I found CST Jack to be cooperative but felt that he truly was under a fair amount of stress. There were a few situations that presented themselves during the assessment that, involved other drivers breaking the law (for example a 2<sup>nd</sup> car running a 4 way stop – we had the right of way and started to turn / and another older woman running a red etc). Cst Jack took appropriate measures to prevent collisions in both cases, but wanted me to know "emphatically" that the problems were caused by the other drivers. I discussed how the unexpected has to be expected when driving in the city and you really can not predict the actions of others.

- Speed – slowing down assists in building in safety margins but at times a consistent speed is also required when "way finding" or self navigation. If a situation presents itself that requires some thought or reaction, the best course of action is to move your vehicle to a safe location and then determine what the best course of action is.
- Headway – maintain proper distances between vehicles – builds in escape routes – this includes the vehicles in front of you – but also includes vehicles following you – more attention to the actions of vehicles following your vehicle can increase safety margins.
- Junctions – interaction between the driver and the road system – range in this area indicates room for more consistent performance.
- Dynamic Space Management – increasing "space-cushion" between all vehicles around you.
- Driving with distractions – as indicated by the Driver Competency Report, Probationary CST Jack should focus on his driving – especially when faced with competing demands for his attention. (Internal or external distractions).

It is interesting to note that when CST Jack was operating the vehicle, while counting backwards and faced with very busy and complex intersections he chose to focus "on the driving" and dropped counting until he had successfully navigated the situation – often communicating clearly with other drivers to accomplish what he needed to do. This is exactly what we want our people to do when faced with competing demands. By elevating driving and making it a priority our officers will be able to avoid problems while behind the wheel.

The Ontario Provincial Police Officer must be an above average driver and it is hoped we will set the standard for professional vehicle operation. Elevating "driving" to a higher priority will increase CST Jack's overall driving performance, allow him to increase his safety margins, and assist him in becoming a better driver. Some overall work with Sgt Kent Taylor will give him the

tools he needs to make better decisions, faster when dealing with situations that present themselves while operating a police vehicle.

I have included a definition sheet of the variables contained in the assessment report to assist in understanding the computer generated sheet.

Should you require any additional information or assistance please contact me.

Thank you.

Sgt Dave McNeely  
Eastern Region Headquarters  
613-284-4561  
503-4561

# Driver Competency Assessment <sup>©</sup>

phone 613-839-3003

A division of Driver Competency Assessment Protocols  
2808 Donald B Munro Drive, Kinburn, Ontario, Canada, K0A 2H0

fax 613-839-0318

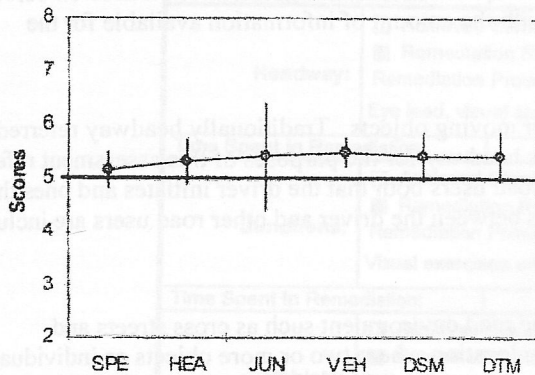
ON25894  
18/09/2009

Michael  
Jack

J0052-54407-21216  
DCA: 2G Auto

City: Kingston  
Route: Kngs01

**DCA 2 Scores**  
Average = 5



### Driving Characteristics

Score	Average	Variance
SPD	5.17	0.33
HEA	5.33	0.42
JUN	5.42	0.99
VEH	5.50	0.27
DSM	5.42	0.45
DTM	5.42	0.45
G Mean	5.38	0.46

### Task Loading Conditions

Driving	Average	Variance
Normal	5.69	0.28
Ext Dist	4.71	0.22
Int Dist	5.75	0.20

### Segments

Complexity	Average	Difference
High	5.28	-0.19
Low	5.47	

#### **Driving Characteristics:**

All drivers are scored on 4 discrete variables: speed, headway, junctions, vehicle control, and two composite ones: dynamic time management and dynamic space management. Overall Mr. Jack's driving was in the upper end of the average range. Drivers can use either space or time to control their environment. Mr. Jack uses time and space equally effectively (DSM - dynamic space management and DTM - dynamic time management). Both time and space were in the upper end of the average range. Mr. Jack was in the upper end of the average range on both junctions (JUN - junctions; understanding and use of the road system) and headway (HEA - headway; interaction with other road users). Mr. Jack was in the average range on speed (SPD - appropriateness of speed choices for road and traffic conditions). On vehicle (VEH - vehicle handling skills) Mr. Jack scored above average. With the exception of the high degree of variability found in junctions this driver was relatively consistent within individual measures as well as between all measures taken.

#### **Task Loading Conditions:**

During the drive Mr. Jack was scored while driving normally, while following a set of written navigational instructions and pointing out a predetermined set of addresses and while counting backwards by threes. Mr. Jack showed significant difference between driving normally and driving while wayfinding (multitasking), suggesting this driver needs to develop better strategies to deal with competing demands and should exercise caution if operating a motor vehicle while trying to complete a secondary task. Mr. Jack showed no difference between driving normally and driving while counting backwards (internal distraction) suggesting that Mr. Jack has developed good control over his allocation of attentional resources.

#### **Segments:**

While each segment was approximately three minutes long, some segments were more complex than others based on a predetermined set of criteria. Mr. Jack showed no differences between driving in complex and simple environments suggesting that he can handle both complex and simple driving situations equally.

#### **Recommendations:**

Mr. Jack is an average driver who could easily raise his overall driving performance. This driver should undergo some remediation to raise his overall safety margins as found in the driver competency assessment across all areas of driving and when driving with external distractors. This driver should be re-evaluated upon completion of remediation.

### **SPEED - SPD**

*Definition:* Speed is the appropriateness of speed choice given the circumstances and conditions at the time. Drivers taking into account traction, traffic and visual conditions score higher as do those that are independent of the speed of the vehicle ahead. Higher scores are obtained by drivers choosing a speed so that their vehicle is strategically positioned to maximize the space safety margin as well as the time safety margin. A score of less than 5 would signify that the driver was traveling at a less appropriate speed (than the average driver) which could have been either too slow or too fast for conditions regardless of the posted speed limit. A driver is considered too slow if they force other drivers to pass them when the other drivers are not going inappropriately fast; or loose gaps because of not accelerating quickly enough to get into the line of traffic, etc. A driver is considered too fast if the traction conditions do not warrant the speed, they are pushing other drivers, the car goes out of balance on curves and corners, or the vision is not sufficient to make decisions with the amount of information available for the individual's level of attention dedicated to the task.

### **HEADWAY - HEA**

*Definition:* The distance a vehicle has between itself and other moving objects. Traditionally headway referred to the space that a vehicle had in the direct forward field whereas headway for the purposes of this assessment refers to the relationships between the driver's vehicle and all other road users both that the driver initiates and ones that are initiated by other road users. Specifically the relationships between the driver and other road users are included in this measure.

### **JUNCTIONS - JUN**

*Definition:* Intersections and all conflict points that exist in the road environment such as cross streets and driveways, etc. Conflict points for our purposes consist of any location where two or more objects or individuals traverse each other such as pedestrian crossovers and train crossings as well as roadway intersections. The interaction between the driver and the road system, their understanding of the rules of the road and the traffic control devices that delineate responsibility, and their ability to maximize safety margins through the speed and the placement of their vehicle are considered in this measure as is their vigilance in appropriate glance behaviour.

### **VEHICLE HANDLING - VEH**

*Definition:* Traditionally this variable has been called vehicle sympathy; the degree to which a driver is "in sync" with the vehicle. Vehicle balance on corners, independence of functioning skills and smoothness of handling the vehicle in terms of interacting with the controls are considered in this measure. Smoothness of operation is an essential component of this measure in conjunction with control of the vehicle under varying conditions and speeds.

### **DYNAMIC SPACE MANAGEMENT - DSM**

*Definition:* This variable is most closely aligned with 'space-cushion' or 'safety envelope' in the literature. The degree to which a driver (a) is aware of their surroundings, (b) understands the implications of the time-space relationship and (c) optimizes space to the best of their ability for themselves and other road users. Drivers who score higher on this measure use space well as a method of optimizing their safety margins. Creating space for both their own safety and the safety of others is critical, particularly for smaller vehicle visibility. A driver's ability to maintain an optimum space independent of other road users is considered important as well as the ability to separate out hazards and deal with each as an isolated event. In these cases higher scores will be in line with the driver's ability to choose the less risky option in a complex environment and/or situation. This is a composite measure comprised of speed, headway, and junctions as well as the sophistication to use space to maximize all of these.

### **DYNAMIC TIME MANAGEMENT - DTM**

*Definition:* In the literature this variable is most closely aligned to 'eye-lead-time' or 'situation awareness'. The degree to which a driver (a) is aware of their surroundings, (b) understands the implications of the time/space relationship and (c) optimizes time to the best of their ability. Drivers who score higher on this measure use time as a method of increasing their margins by having more time to make decisions and more time to view the environment. Drivers who see and respond to situations developing ahead of the vehicle receive higher scores while those who are continually being trapped by a lack of time will be scored lower on this variable. This is a composite measure comprised of speed, headway, junctions and traffic control devices. Inherent in time management is the notion of judging motion and velocity and the ability to time maneuvers to coincide in space.



Provincial Police Academy  
Driving Remediation Report

<b>Driver:</b>	Probationary Constable 12690 Michael JACK	
<b>Badge #:</b>	12690	<b>File #:</b>
<b>Remediation Date(s):</b>	08Dec08, 09Dec08, 10Dec08, 22Oct09, 05Nov09 & 24Nov09	
<b>Instructor:</b>	Sgt Kent Taylor	

<b>Speed:</b>	<input type="checkbox"/> Achieved Standard/No Remediation Required <input checked="" type="checkbox"/> Remediation Required Remediation Provided: Discussions re appropriate response speeds, hurried driving, police pressures
Time Spent in Remediation:	
<b>Headway:</b>	<input type="checkbox"/> Achieved Standard/No Remediation Required <input checked="" type="checkbox"/> Remediation Required Remediation Provided: Eye lead, visual scanning & verbal narrative exercises
Time Spent in Remediation:	
<b>Junctions:</b>	<input type="checkbox"/> Achieved Standard/No Remediation Required <input checked="" type="checkbox"/> Remediation Required Remediation Provided: Visual exercises with analysis. Increasing complexity. Sequencing.
Time Spent in Remediation:	
<b>Vehicle:</b>	<input type="checkbox"/> Achieved Standard/No Remediation Required <input checked="" type="checkbox"/> Remediation Required Remediation Provided: Discussion, demo & practice of vehicle dynamics.
Time Spent in Remediation:	
<b>Dynamic Space Management:</b>	<input type="checkbox"/> Achieved Standard/No Remediation Required <input checked="" type="checkbox"/> Remediation Required Remediation Provided: Discussion, demo & practice of DSM principles.
Time Spent in Remediation:	
<b>Dynamic Time Management:</b>	<input type="checkbox"/> Achieved Standard/No Remediation Required <input checked="" type="checkbox"/> Remediation Required Remediation Provided: Discussion, demo & practice of DTM principles.
Time Spent in Remediation:	
<b>Internal Distracters:</b>	<input type="checkbox"/> Achieved Standard/No Remediation Required <input checked="" type="checkbox"/> Remediation Required Remediation Provided: Discussion & written material on how to minimize & manage.
Time Spent in Remediation:	
<b>External Distracters:</b>	<input type="checkbox"/> Achieved Standard/No Remediation Required <input checked="" type="checkbox"/> Remediation Required Remediation Provided: Discussion & written material on how to minimize & manage.
Time Spent in Remediation:	

Further Remediation Required:  Yes  No  
 Reason: JACK should be considered to attend the OPP "Performance Driving Seminar"  
 Total time spent in one-on-one remedial driver training - 5.5 hrs

Sign Off Date: 24Nov09 Instructor Signature: *Kent Taylor*  
 Driver Training Coordinator Signature: Sgt Kent Taylor

Reynolds, Michael (JUS)

*PC JACK*

**From:** Hammond, Nancy (MGS)  
**Sent:** December 2, 2009 11:19 AM  
**To:** Reynolds, Michael (JUS)  
**Subject:** Termination of an Employee information  
**Follow Up Flag:** Follow up  
**Flag Status:** Red

Hi Michael:

As per our discussion employee being terminated has less then 2 years of service. Payroll Station #3 will need a WEAR form and will send employee a Termination of Membership Notice for Ontario Pension Board. Employee will complete this form and return it to OPB. As he has less than 2 years of service his pension is not "vested" or "locked in". He will be refunded his contributions only.

Effective July 1, 2009 benefits and life insurance policies for OPPA members are administered by Target, phone # 1-888-660-6055. Dental coverage terminates the last date of employment. Supplementary Health & Hospital Coverage with vision care will terminate the last day of the month that the employee is terminated.

He is not entitled to severance pay but any vacation, cto that he is entitled to and hasn't used will be paid out.

Nancy Hammond  
Benefits Assistant  
777 Memorial Avenue  
Orillia, ON L3V 7V3  
Phone: (705) 329-6704  
Fax: (705) 329-6698

If you are inquiring about benefits issues such as: medical or dental coverage, drug cards, life insurance, beneficiary changes, LTIP, Retirement pension issues, please contact the Ontario Shared Services Contact Centre at 1-866-979-9300 or by email at askoss@ontario.ca. Thank you.

This message and any attachments may contain privileged and confidential information and is intended only for the use of the recipients(s). If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or toher use of this message and any attachments is strictly prohibited. If you have received this message in error, please immediately notify the sender by return e-mail and delete this message and any attachments from your sytem.

You have the right to have a representative of the Ontario Provincial Police Association present at the meeting.

*Mary Silverthorn*  
Mary Silverthorn  
A/Bureau Commander

*Received  
13 Dec 09  
@ 11:00 AM  
M. Reynolds  
1/2/09*

c. OPPA  
C/Supt. Mike Armstrong, Regional Commander - Central Region

Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



Career Development Bureau  
Bureau de l'avancement professionnel

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Reference No/N° de dossier 291

December 09, 2009

**MEMORANDUM TO:**

PROBATIONARY CONSTABLE JACK  
PETERBOROUGH COUNTY, DETACHMENT

**Re: Notice of Proposed Release from Employment**

This memorandum will serve as notice to you that a recommendation has been made that you be released from employment from the Ontario Provincial Police. You will be released from employment pursuant to subsection 37 (2) of the Public Service of Ontario Act.

The recommendation for your release from employment is based on your failure to meet the requirements of the position as a Probationary Constable based on unsatisfactory work performance. On August 25, 2008, you acknowledged and signed the attached form, Performance and Conduct Requirements of a Probationary Constable.

You have the opportunity to prepare a written submission or to meet with Chief Superintendent Armstrong at Central Headquarters at 1330 hours on December 15, 2009, before a decision is made. To assist Chief Superintendent Armstrong in his decision relating to your employment status, I will provide him with a copy of this memorandum and attached documentation.

If the recommendation is accepted, you will be released from employment pursuant to subsection 37(2) of the Public Service of Ontario Act.

Please advise Staff Sergeant Colleen Kohen in writing, by 0900hours on December 14, 2009, as to which option, if any, you wish to exercise. If you choose not to make a submission, the final decision will be based on the information in this memorandum and the attached documentation.

You have the right to have a representative of the Ontario Provincial Police Association present at the meeting.

Mary Silverthorn  
A/Bureau Commander

c: OPPA  
C/Supt. Mike Armstrong, Regional Commander - Central Region

Served  
13 Dec 09  
@ 19:00 hrs  
M. Reynolds  
A/INSP



Ontario Provincial Police  
Police provinciale de l'Ontario



Career Development Bureau  
Bureau de l'avancement professionnel

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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 probationary 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

*N. 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

25/06/08  
Date

Wm St Amour  
Witness

25/08/08  
Date



Ontario  
Provincial  
Police

File 291

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

<b>Probationary Constable Category (select one):</b>	<input checked="" type="checkbox"/> 4 <sup>th</sup> Class Constable, Probationary Status	Report Month: <span style="background-color: black; color: black;">██████████</span>	
	<input type="checkbox"/> Experienced Officer	Report Month: select month	
	<input type="checkbox"/> Amalgamated Officer	Report Month: select month	

<b>Surname:</b> JACK	<b>Given Name:</b> Michael
<b>Badge:</b> 12690	<b>WIN:</b> 393080
<b>Detachment/Section:</b> Peterborough County	<b>Region/Bureau:</b> Central East
<b>Evaluator:</b> PC Richard Nie	<b>Badge:</b> 10517
<b>Evaluation Period:</b> (DD/MM/YY) Start: 09NOV09 End: 09DEC09	
<b>Probationary Period Start Date*</b> (DD/MM/YY) 09JAN09	
**4 <sup>th</sup> Class Constables begin their probation period on the date of their graduation from the Provincial Police Academy	
** Experienced Officers and Amalgamated Officers begin their probationary period on their start date with the OPP	

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

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

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

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

**PERFORMANCE ASSESSMENT**

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

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

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

On 10NOV09 PC Jack attended a family dispute call. A son of the complainant was on probation for domestic assault had gotten into a fight with his grandpa, then came to the family residence and was arguing with his father and brothers. PC Jack spoke with the involved parties - he removed the father from the kitchen (more like a suspect than a victim) and then spoke with him in living room. After he was done, PC Jack sat for a minute and then asked the father's permission to speak with his coach officer. The father appeared very confused as to why PC Jack would ask this. At no point did PC Jack ask about the status of the grandpa and whether or not he was injured. Upon going outside to discuss PC Jack advised he was going to arrest the male for breach of probation for not keeping the peace. This was concerning to his coach officer as PC Jack had just been reprimanded for doing the exact same thing on his previous shift. He had been given direction about not laying this type of charge as the courts would not proceed with them. PC Jack was asked how he could be doing this again with the same charge - he was asked if he hadn't learnt something from the previous call and said he needed to think for a moment. It was clear that PC Jack was uncertain what to do with the occurrence. His coach officer had to tell him his options and then have him decide. PC Jack also told the father that they could have a no alcohol condition placed on their son. His coach told PC Jack that he needed to correct this statement because he had told them incorrect information. PC Jack denied saying it this way but just prior to leaving the father asked how they could get the condition added that PC Jack had talked about - PC Jack's coach explained to the complainant that the information was incorrect and they apologized.

**POLICE ORDERS/PROCEDURES/TECHNICAL SKILLS**

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.

**Specific example:**

PC Jack continues to develop his system where he categorizes every email he receives into folders and has memory sticks full of reports and procedural examples. He has no trouble utilizing the computer based programs that used on a day to day basis.

Meets Requirements

**POLICE VEHICLE OPERATION**

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.

**Specific example:**

PC Jack is a very nervous driver and lacks confidence with his decision making while driving. He drives safely but causes concern with some of his habits.

On 24NOV09 PC Jack completed his remedial driving sessions with Sergeant Kent Taylor, the Driver Training Coordinator. As a result of these sessions, Sergeant Taylor stated he is satisfied that PC Jack is capable of driving OPP vehicles in a safe and professional manner.

Meets Requirements

**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:**

PC Jack has done a good job at showing improvement in this category in his attempts to

Meets Requirements

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

COMMUNICATION SKILLS	RATING
<p><b>ORAL</b></p> <p>Questions and interviews others appropriately to gain information. Communicates ideas and concepts clearly, effectively and in a professional manner.</p> <p>Specific example:                      PC Jack has not shown improvement in this area. He speaks professionally to others however still needs to work on sorting through the information he is given. He needs to focus on asking more detailed questions in order to get the answers he needs. His use of templates for questioning has caused him to miss relevant points specific to each individual case. When dealing with fellow officers, for some reason he will omit information given to him when he is asking for help or direction from another.</p> <p>On 28NOV09 PC Jack was stopped along the side of County Road 8 when an elderly male parked behind him and approached PC Jack on the drivers side. The male advised that he had seen PC Jack pull out of Little Chipmunk Drive and that he had friends who are in Florida and he looks after their house. He wanted to make sure the police weren't at their home for something that was wrong. PC Jack was trying to tell the male to move in front of the cruiser for his safety but the male did not understand and continued with his story. It was clear that everything was fine and the male started to walk back to his car when PC Jack told him to wait so he could talk him. His coach officer told PC Jack that everything was fine and PC Jack said he didn't have all the details about what was going on. His coach officer told PC Jack to just let the male leave but PC Jack proceeded to exit the cruiser - he came back shortly and said that he just wanted to move the male between or in front of the cars because it was safer as he had been taught. His coach agreed that this was correct however because he was unable to explain what he wanted in the first place to the man, the man had already given PC Jack all the information. PC Jack had made the situation worse - in 20 seconds his coach explained to PC Jack everything that the man said. PC Jack had not heard any of this because he was so focussed on trying to have the man move instead of ending the whole situation quickly.</p>	<p><b>Does Not Meet Requirements</b></p>
<p><b>WRITTEN</b></p> <p>Expresses self clearly and concisely in writing. Documents information accurately in a timely manner and includes all necessary information that is required for reports utilizing electronic forms such as RMS.</p> <p>Specific example:                      PC Jack still writes very detailed occurrence reports for the calls he attends. His note taking has been watched and has improved.</p> <p>On 08DEC09 PC Jack attended a domestic dispute call. As a result of the call a male party was arrested and held for a bail hearing. PC Jack did good job at writing the crown brief synopsis - SP09276374.</p>	<p><b>Meets Requirements</b></p>

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

COMMUNITY FOCUS	RATING
<p><b>COMMUNITY FOCUS</b></p> <p>Demonstrates a desire to help and serve others; works to discover and meet community needs; demonstrates a customer service orientation towards the public; develops culturally appropriate contacts that can provide support to victims of crime.</p> <p><i>Specific example:</i> PC Jack has made a good effort at patrolling the villages and towns in his patrol area. He has shifted his focus from staying at the detachment to being out and visible in the community.</p>	<p>Meets Requirements</p>

**VALUING DIVERSITY**

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

**Specific example:**

PC Jack is aware of both reserves located within Peterborough County and has been willing to assist or back-up at any call he is dispatched to on the reserves. He has worked effectively with officers from other forces or jurisdictions as well as the people they deal with regularly.

Meets Requirements

**PROBLEM SOLVING SKILLS**

**RATING**

**DECISIVE INSIGHT**

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

**Specific example:**

This category has shown no improvement as well. The comments from previous months still apply - unless the situation is identical to one that he has experienced before, PC Jack struggles with coming to a decision about what to do.

On 13NOV09 PC Jack had a vehicle approach him within his lane of traffic. PC Jack appeared very nervous, he recognized the car was in his lane but just moved over and let it go by. It was like he knew he wanted to do something but couldn't decide what to do. His coach officer told him to turn around immediately and stop the vehicle. While doing this his coach officer noticed the car turn into a driveway. This was pointed out to PC Jack and he made a turn directly towards the ditch, about 150ft short of the driveway. When the cruiser tires touched the gravel shoulder PC Jack stopped, then drove up the shoulder until he reached the driveway.

Does Not Meet Requirements

**ANALYTICAL THINKING**

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

**Specific example:**

PC Jack still struggles at piecing things together at his calls. He still is very methodical and systematic in his approach but has trouble sorting out the information.

On 23NOV09 PC Jack came upon a disabled motor vehicle on County Road 2. PC Jack stopped to ask the driver if she was okay and she stated she had someone coming. PC Jack did not make any inquiries about the vehicle or what she was stopped for, just drove away. It was explained by his coach officer that the situation could now result in an abandoned vehicle. Checks later in the day revealed that the vehicle was in fact abandoned. This could have been prevented had some basic questions been covered off and thought through at the time.

Does Not Meet Requirements

**RESOLUTION**

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

**Specific example:**

PC Jack still has trouble determining what is the most appropriate solution to a problem he faces. He still either states that he does not know what to do and waits to be told, or he shows a lack of confidence in trusting that his decision is correct.

The example used under Federal Statutes is applicable in this category as well. Though he

Does Not Meet Requirements



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

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

**FLEXIBILITY**

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

**Specific example:**

PC Jack struggles the minute the situation becomes stressful. Given a template to follow, he does well at completing one task at a time. When asked to multitask, everything falls apart.

On 19NOV09 PC Jack met with Sergeant Butorac and his coach officer for a progress review. PC Jack discussed some of his struggles and advised that he felt he would be fine if he was by himself and not under the pressure of being with his coach. It was re-iterated to him that stress and pressure were parts of the job and he needed to be able to perform under these situations as well. PC Jack commented how he forwards emails and work to his house so he can work on them without distraction claiming that there is always too much going on around him at the office and pressure to be out on the road. The example mentioned under Decisive Insight is useful here as well - when things got stressful in that situation, PC Jack drove the cruiser directly towards the ditch as opposed to the driveway of the residence.

On 24NOV09 PC Jack attended a collision scene in which a truck had gone off the road into a ditch. PC Jack advised he wanted to gather all the information and that he had all the documents. He was told to go sit in the cruiser and complete forms while his coach would assist with removal of vehicle. He was also told to call the sergeant in regards to the ministry of environment (MOE). After some time, he was checked on by his coach officer for an update. PC Jack advised that the MOE had called but he told them to call back as he had no information and was busy with statements. His coach officer confirmed with him that he already knew about the spill as they had discussed this prior to him starting his reports. PC Jack and his coach officer then switched spots so PC Jack could be near the actual scene. PC Jack was indecisive with what he needed to do and claimed he misunderstood instructions on where to park cruiser to the block road, etc. He was also talked to about why he wouldn't interrupt his coach to change positions as the MOE call was more important than a witness statement.

Does Not Meet 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:**

On 09NOV09 PC Jack arrested a male party for impaired driving. He read the accused his Rights to Counsel and Caution and did so in an appropriate time frame.

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:**

PC Jack still has the first part of this category covered well. He is polite and cooperative and has the ability to be compassionate to those in need. His biggest challenge has been with information sharing and trust.

On 19NOV09 PC Jack had a meeting with Sergeant Butorac and his coach officer..

Does Not Meet Requirements

In this meeting PC Jack advised that he had concerns over what was being written for examples in evaluations. He advised that perhaps examples were being used that he didn't agree with in order to protect against any future problems. PC Jack felt that all examples were negative and positive things were not documented enough. He was assured that only his interests were at hand in both his Sergeants and coaches attempts to help him pass.

**SELF-CONFIDENCE**

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

**Specific example:**

PC Jack still shows limited confidence with what he is doing both at calls and at the office. He is constantly encouraged to make a decision instead of relying on others to give him the answers. He struggles with this though because he is afraid of making a mistake.

On 27NOV09 PC Jack conducted a traffic stop on County Road 8. There was a motor vehicle that was driving 55km/h in an 80km/h zone for over 5 minutes. His coach officer observed the vehicle to be weaving as well. It took all this time for PC Jack to then ask if he should stop the vehicle. PC Jack was told that it would have been stopped 5 minutes ago if his coach officer was driving.

Does Not Meet Requirements

**TEAM WORK**

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

**Specific example:**

PC Jack has not had any issues working with the members of his platoon. He remains very quiet and for the most part deals only with his coach officer.

Meets Requirements

**PERSONAL IMPACT**

**RATING**

**SELF-AWARENESS**

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

**Specific example:**

Meets Requirements

**DEPORTMENT**

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

**Specific example:**

Other than going quiet at times during instruction, PC Jack has not shown any instances where he has not been able to control his emotions with the public.

Meets Requirements

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

COMMENTS AND SIGNATURES		
<b>Evaluation Meeting</b>		
<input checked="" type="checkbox"/> I have met and discussed my performance with my coach officer or my accountable supervisor. <input checked="" type="checkbox"/> I have reviewed and discussed with my coach officer or my supervisor, my responsibilities under the policy on Safe Storage and Handling of Firearms. <input checked="" type="checkbox"/> I have reviewed and discussed with my coach officer, or my supervisor, my performance in relation to my responsibilities under the Professionalism, and Workplace Discrimination and Harassment Prevention policies.		
Employee's Comments:		
Employee's Signature: <i>Mora</i>	Date: 14-DEC-09	
Coach Officer Comments: THOUGH PASSING HIS POLICE VEHICLE OPERATIONS CATEGORY, PC JACK STILL HAS 11 CATEGORIES THAT DO NOT MEET REQUIREMENTS.		
Coach Officer's Signature (Performance has been observed that supports the rating assigned for each category): <i>Richard M. 210517</i>	Date: 14 DEC 09	
Accountable Supervisor's Comments (Mandatory): <i>I am disappointed to see such limited improvement despite PC Jack's willingness &amp; eagerness to succeed. To this end, despite his efforts, he remains unable to defuse these incidents.</i>		
Accountable Supervisor: <i>P.J. BUTORAC Sgt 6901</i>	Accountable Supervisor's Signature: <i>[Signature]</i>	Date: 14 Dec 09

<b>Detachment Commander</b>		
Comments (Mandatory): <i>I concur with both the Coach &amp; Sergeant's comments. PC JACK has been provided direct supervision and the opportunity to improve in a number of categories throughout his probation period. Improvement has not occurred. Not recommended for permanent status.</i>		
Detachment Commander: <i>M. Reynolds A/INSP</i>	Detachment Commander's Signature: <i>[Signature]</i>	Date: 14 DEC 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)

Regional Commander (or designate):

Regional Commander's (or designate) Signature:

Date:

**Instructions:**

At the conclusion of the evaluation period:

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

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

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Provincial  
Police

### PROBATIONARY CONSTABLE WORK IMPROVEMENT PLAN

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:	Sgt. Peter Butorac 6901
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#### DESCRIPTION OF DEFICIENCIES THAT REQUIRE IMPROVEMENT TO "MEET" WORK PERFORMANCE STANDARDS

- (1) Attitude Towards Learning - Able to re-evaluate personal opinions, judgements and assumptions based on new information and experiences; able to learn from mistakes and accept disappointments as well as successes.
- (2) Federal Statutes - Able to identify, articulate and process applicable elements in Federal Statutes
- (3) Oral - Questions and interviews others appropriately to gain information. Communicates ideas and concepts clearly, effectively and in a professional manner.
- (4) Radio Communications - Uses appropriate and respectful language when utilizing the communications system, communicates effectively, uses 10 codes.
- (5) Decisive Insight - Uses knowledge and training to effectively problem solve situations and make the best decision at the most appropriate time.
- (6) Analytical Thinking - Demonstrates logical cause and effect thinking; systematically identifies basic patterns or connections between situations, person or events; identifies key elements in complex situations.
- (7) Resolution - Selects the most effective problem-solving strategy and (when appropriate) implements this strategy involving the community.
- (8) Personal Accountability - Takes responsibility for one's own actions and consequences and willingly deals with any identified performance deficiencies.
- (9) Flexibility - Adapts to a variety of changing situations, individuals and groups.
- (10) 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.
- (11) Self-Confidence - Believes in one's abilities, understands one's own strengths and limitations; able to receive constructive criticism while maintaining professionalism.

Coach Officer's Comments:

PC JACK REQUIRES IMPROVEMENT IN 11 CATEGORIES TO MEET STANDARD.

Coach Officer's  
Signature:

*Richard Nie #10517*

Date:

*14 DEC 09*

**PROBATIONARY CONSTABLE  
WORK IMPROVEMENT PLAN**

Probationary Constable's Comments:

Probationary Constable's  
Signature:



Date:

14-DEC-09

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

- (1) **Attitude Towards Learning** - PC Jack can work towards meeting standards in this category by accepting ownership and responsibility for his mistakes. He has the desire to learn, he just needs to focus on correction not blame. This will continue to be addressed by the coach officer whenever it occurs and corrected immediately.
- (2) **Federal Statutes** - PC Jack will need to invest some of his time in studying the elements of criminal offences and his arrest authorities and procedures. At each call for service that provides the opportunity, these elements will be discussed to ensure that PC Jack is aware of the circumstances and what options are available. While enroute to calls, he and his coach still develop a game plan of how to handle the call based on dispatch information alone.
- (3) **Oral** - PC Jack will need to focus more closely on hearing exactly what things are being said by the people he is speaking with. This will flow directly from his increased knowledge of Federal and Provincial Statutes as he will learn what questions to ask to help complete his investigation. When time permits, he can plan ahead and tell his coach officer what things he will be asking at the calls and what he plans to do with the information. He needs to avoid memorizing steps and listening to the information given to him through his questions.
- (4) **Radio Communications** - PC Jack will be monitored closely to ensure that he advises the dispatcher of every stop that he makes and what he is doing. It will continue to be pointed out to him by his coach officer if he ever misses hearing the radio.
- (5) **Decisive Insight** - PC Jack needs to make his best efforts at using common sense. Role playing ahead of time prior to attending calls can assist in this somewhat, and he will continue to be steered away from attempting to memorize calls and locations.
- (6) **Analytical Thinking** - As mentioned in the Oral category, as he improves with his knowledge of Federal Statutes, it flows that his thinking will improve as well. He will continue to discuss his thoughts and ideas with his coach officer when possible and avoid asking for the answer from his coach officer.
- (7) **Resolution** - PC Jack will continue to be forced to make decisions at calls. When he often shys away from making the decision and asks for the answer, he will be made to think on his own and develop a plan. Again, when time permits, these plans will be reviewed before and after the calls to determine their effectiveness.
- (8) **Personal Accountability** - No specific action step other than observing that other tasks are completed. It flows that if attempts are made to correct the problems and the steps are completed then the accountability will meet requirements.
- (9) **Flexibility** - As the fall months are slower than the summer, PC Jack will have an opportunity again at a slower pace to show he can multitask. He will have discussions with his coach officer about calls for service each day and why he chooses to do one over the other. He will also be asked to start each day with a plan of what he wants to accomplish.
- (10) **Respectful Relations** - PC Jack has to commit to himself that he will not answer shop and not blame others for his mistakes. He needs to commit to accepting responsibility for his actions. Once this is done, he will gain the trust of those he has spurned in the past.
- (11) **Self-Confidence** - PC Jack will have to continue to just trust his own instincts. He needs to gain confidence in order for most of the other areas to show improvement. He is trying hard not to fail, and as a result is hesitant to make mistakes. This is a natural part of learning and he needs to accept that he will make errors, but they can be corrected with work.

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### PROBATIONARY CONSTABLE WORK IMPROVEMENT PLAN

#### Comments mandatory at all levels

Accountable Supervisor's Comments: *The number of categories requiring improvement is unacceptable. PC Jack must use his abilities + judge his likelihood of achieving them seriously - He has no ability to do so.*

Accountable Supervisor's Signature: *[Signature]* Date: *14 DEC 09*

Probationary Constable's Signature: *[Signature]* Date: *14 DEC 09*

Detachment Commander's Comments: *PC Jack has not met the core areas of his work improvement plan as expected. PC Jack was provided support through his supervisor + coach in order to achieve his goal of "meeting" in all categories.*

Detachment Commander's Signature: *[Signature]* Date: *14 DEC 09*

Regional Commander's (or designate) Comments:

Regional Commander's (or designate) Signature: Date:

**RESULTS ACHIEVED**  
To be completed by Accountable Supervisor

(T) Police Vehicle Operation - PC Jack successfully completed his remedial driver training with Sergeant Kent Taylor.

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: *[Signature]* Date:

Detachment Commander's Comments (mandatory): *PC Jack has not met basic expectations of a probationary officer not due to lack of support by detachment personnel.*

Detachment Commander's Signature: *[Signature]* Date: *14 DEC 09*



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Police

### PROBATIONARY CONSTABLE WORK IMPROVEMENT PLAN

Regional Commander's (or designate) Comments:

Regional Commander's (or designate) Signature:

Date:

MEMORANDUM TO:	Date:
CHIEF SUPERINTENDENT REGIONAL COMMANDER CENTRAL REGION	To/Destination:
Re: Resignation from the Ontario Provincial Police	Company/Organization:
I wish to inform you that I am resigning from the Ontario Provincial Police and I had been posted to Peterborough County Detachment.	Facsimile/Telephone:
	Number of pages (including cover) / Nombre de pages (y compris celle-ci):
	Subject:
Message:	
Michael Jack Probationary Constable Badge #12608	



Peterborough County Detachment  
 P.O. Box 477  
 453 Lansdowne St. East  
 Peterborough, ON K9J 6Z6

Détachement du comté de Peterborough  
 C.P. 477  
 453, rue Lansdowne Est  
 Peterborough ON K9J 6Z6

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

Safe Communities ... A Secure Ontario  
 Les collectivités sécuritaires, la sûreté pour l'Ontario

Facsimile Cover Page  
 Bordereau de télécopie

Date:	14 Dec 08
To/Destinataire:	Insp. Lee
Company/Organisation:	Central Region H.Q.
Facsimile/Télécopieur:	
From/Expéditeur(trice)::	A/Insp. Mike Reynolds
Number of pages (including cover)/ Nombre de pages (y compris celle-ci):	16.
Subject/Sujet:	P.C. JALK - evaluation "11"

Message:


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Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



Central Region Headquarters  
Région du Centre

777 Memorial Ave.  
Orillia ON L3V 7V3

777, ave Memorial  
Orillia ON L3V 7V3

Tel: (705) 329-7400

Fax: (705) 329-7407

File Reference: 260

December 15, 2009

**MEMORANDUM TO:**

**CHIEF SUPERINTENDENT MIKE ARMSTRONG  
REGIONAL COMMANDER  
CENTRAL REGION**

Re: Resignation from the Ontario Provincial Police

I wish to inform you that I am resigning from the Ontario Provincial Police effective today's date.

I had been posted to Peterborough County Detachment, Central Region.

If you require further information, I can be contacted at (705) 740-5765.

Michael Jack  
Probationary Constable  
Badge #12690

Advice to Corporate Financial Services: The above information is returned by the above noted employee.

Credit Cards

Recovery of Funds

Accounts

Insurance

Time of day

Authorized signatory

Date

Last Name: JACK First name: Michael Unit no.: WIN Employee ID no.: 343880  
 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"/>
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<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 & WARRANT CARDS TURNED OVER TO CSUPT. ARTISTRON*

*38/23*

*Other (specify): PADLOCK - V52 3427119780 Smart Card*

Action to be Taken *50133973*

By Employee and Manager	By Manager
<input type="checkbox"/> Email password (All-in-one)	<input type="checkbox"/> Signing authority
<input type="checkbox"/> Telephone password	<input type="checkbox"/> LAN ID
<input type="checkbox"/> Computer files	<input type="checkbox"/> Telephone
<input type="checkbox"/> Safe combination	<input type="checkbox"/> ID cards -- destroyed
<input type="checkbox"/> Dial up access	<input type="checkbox"/> Security pass cancelled/re-issued
<input type="checkbox"/> Internet/Intranet	<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	When returned
Employee's signature: _____ Date (yyyy/mm/dd): _____	Employee's signature: _____ Date (yyyy/mm/dd): _____
Issued by (Dept. Head or Supervisor's signature): _____ Date (yyyy/mm/dd): _____	Received by (Dept. Head or Supervisor's signature): <i>Robert Lal</i> SGT 9776 15 DEC 09 Date (yyyy/mm/dd): _____

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

# TRANSMISSION REPORT

TIME : JAN-04-2010 11:29  
 TEL NUMBER :  
 NAME :

NBR FILE NBR DATE TIME DURATION PGS TO DEPT NBR ACCOUNT MODE STATUS

NBR	FILE NBR	DATE	TIME	DURATION	PGS	TO	DEPT NBR	ACCOUNT	MODE	STATUS
777	736	JAN-04	11:29	00/27	002	917053297407			EC 603	OK

Action to be taken  
 By Employee and Manager  
 By Manager

Final Review  
 Financial Review  
 Control File  
 Data Conversion  
 Data Review  
 Transfer

At time of issue  
 Employee signature  
 Date of issue

When returned  
 Date returned

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

Recovery of Funds  
 Yes  
 No

Credit Card  
 Yes  
 No

Corporate  
 Yes  
 No

Signature  
 Yes  
 No

201317  
 201317

88/23

Section 1 - EMPLOYEE DATA

Employee ID: 194989  
Ontario Provincial Police  
Police provinciale de l'Ontario



Central Region Headquarters  
Région du Centre

777 Memorial Ave. 777, ave Memorial  
Orillia ON L3V 7V3 Orillia ON L3V 7V3  
Tel: (705) 329-7400 Fax: (705) 329-7407  
File Reference: 290

December 15, 2009

MEMORANDUM TO:

Probationary Constable Michael Jack  
Peterborough County Detachment

RE: RELEASE FROM EMPLOYMENT

*Further to our meeting today, I have reviewed the circumstances regarding your continued employment with the Ontario Provincial Police. My review has included your submission on the matter.*

After careful consideration, I must inform you that effective December 15, 2009, you shall be released from our employ as a probationary constable. I trust that you understand that such decisions are not taken lightly. I also wish to acknowledge that this decision will obviously come as a great disappointment to you.

I wish you every success in your future career endeavours.

M.E. (Mike) Armstrong  
Chief Superintendent  
Regional Commander

/ah

c: Staff Sergeant C.S. Kohen, Career Development Bureau

Section 2 - AUTHORIZATION

A/Inspector Michael KEYS  
Higher Level Manager's Name

Contact Name in Address Book

Signature - (Required by all systems)

Date - (Required by all systems)

Date - (Required by all systems)

Date - (Required by all systems)

Date - (Required by all systems)

Employee Statement/Signature  
I certify that I AM NOT a despatched 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 despatched employee and that I have received approval from the Civil Service Commission to work in the Unclassified service. I understand that my contract is effective.  
PTSD (pre-checked) TO (pre-checked)  
Business, under the terms of employment for (check 15) day.  
Full Time Management (PTA)  
Part Time Management (PTA)

Signature: Michael Armstrong  
Date: 2009/12/15

**Section 1 – EMPLOYEE DATA**

Employee ID <b>393080</b>	Name Prefix Mr	Last Name <b>JACK</b>	First Name Michael	Middle Name
Other Ministry ID (Badge No., Prof. Dt., Year of Call) <b>12690</b>	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 MyOFS (<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"/> Extension of Contract	<input type="checkbox"/> New or Amended
<input type="checkbox"/> Pay Rate Change	<input type="checkbox"/> Other changes (indicate details in Section 4 below)	Reason: Released during Probation		<input type="checkbox"/> Temporary Assignment
<input type="checkbox"/> Probationary to Regular Staff		<input type="checkbox"/> New Assignment	<input type="checkbox"/> Return to Home Position	
<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. 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.)**

Released during Probation *Resigned*

**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	
<b>A</b>	<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>B</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)
<b>C</b>	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 <i>Michael Reynolds</i>	Date (yyyy/mm/dd) 2009/12/16
Higher Level Manager's Name (if applicable)	Telephone No.	Signature	Date (yyyy/mm/dd)
Contact Name (if different from Manager)	Telephone No.		

**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)

**Gozzard-Gilbert, Shelley (JUS)**

**From:** Whitmell, Sheila (JUS)  
**Sent:** December 16, 2009 2:27 PM  
**To:** Gozzard-Gilbert, Shelley (JUS)  
**Subject:** Jack resign during probation eff Dec 15 09.doc

**Attachments:** Jack resign during probation eff Dec 15 09.doc



Jack resign during probation e...

Resigned not released as per Chief Supt. Armstrong.

S

Section 3 - EMPLOYEE STATUS	Current Status	Employment Type	Employment Class	Assignment Status	Assignment Type	Hours for Week	Rate	Next Start Date	End Date of Temporary Assignment	Contact name of Assignee
11	Full-time	Regular	0000	Classified	Full-time	40	101			
12	Part-time	Regular	0000	Classified	Part-time	20	101			
13	Seasonal	Regular	0000	Classified	Seasonal	40	101			
14	Temporary	Regular	0000	Classified	Temporary	40	101			
15	Probationary	Regular	0000	Classified	Probationary	40	101			
16	Contract	Regular	0000	Classified	Contract	40	101			
17	Part-time	Regular	0000	Classified	Part-time	20	101			
18	Seasonal	Regular	0000	Classified	Seasonal	40	101			
19	Temporary	Regular	0000	Classified	Temporary	40	101			
20	Probationary	Regular	0000	Classified	Probationary	40	101			
21	Contract	Regular	0000	Classified	Contract	40	101			

**Section 6 - UNCLASSIFIED SERVICE CONTRACT (This contract includes Sections 1, 2, 4, 6 and Appendix A on Page 2)**

The individual named in this contract is hereby expressly appointed as a public service pursuant to subsection 6 (1) of the Public Service Act.

This is an individual contract (provided for in Section 6 of Regulation 870, R.R.O. 1990, as amended and authorized under s.28 (1) as amended, of the Public Service Act, R.S.O. 1990 Chapter 9 (7) between you and the Government of Ontario. Before the date of termination, the contract may be terminated on two weeks notice or such greater notice as may be required by the Employment Standards Act (ESA), the PEA, any collective bargaining agreement, Management Board of Control policies and any terms and conditions included in the Ministry or other public contract entered into.

The parties agree that all amounts which the employee is entitled to pay to the Crown have been paid and it is mutually agreed that all amounts have not been paid, this contract is null and void.

**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.

**B** I understand that my contract is effective FROM (YYYYMMDD) TO (YYYYMMDD) inclusive, under the terms of employment for (check one):

- Full-time management (FMA)
- Part-time management (PTA)
- Collective Agreement - Specialty (e.g. CROSB)

**C** Employee's signature: \_\_\_\_\_ Date (YYYYMMDD): \_\_\_\_\_

**Section 7 - AUTHORIZATION**

Manager's Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Contact Name to obtain form: \_\_\_\_\_

**Section 1 - HIROSS INFORMATION (as required)**

HR - Reviewed by (signature): \_\_\_\_\_ Date (YYYYMMDD): \_\_\_\_\_

HR - Entered by (signature): \_\_\_\_\_ Date (YYYYMMDD): \_\_\_\_\_



# TRANSACTION REPORT

DEC-16-2009 WED 08:27 AM

TX (MEMORY)

#	DATE	START TM	RECEIVER	COM TIME	PGS	TYPE/NOTE	DEPT	FILE
1	DEC-16	08:26 AM	919056812893	0:00:24	2	SG3 OK		942
TOTAL				0:00:24	2			



Ontario Provincial Police  
 Central Region  
 Lincoln M. Alexander Building  
 777 Memorial Ave  
 Orillia, ON L3V 7V3

Police provinciale de l'Ontario  
 Région du Centre  
 Édifice Lincoln M. Alexander  
 777, avenue Memorial  
 Orillia ON L3V 7V3

Safe Communities ... A Secure Ontario  
 Les collectivités sécuritaires, la sûreté pour l'Ontario

Facsimile Cover Page  
 Bordereau de télécopie

Date:	DEC 16/09
To/Destinataire:	S/SGT COLLEEN COHEN
Company/Organisation:	
Facsimile/Télécopieur:	905-681-2893
From/Expéditeur(trice):	ARLENE for INSP LEE
Telephone/Téléphone:	705-329-7409
Facsimile/Télécopieur:	705-329-7407
Number of pages (including cover)/ Nombre de pages (y compris celle-ci):	2

Message:

**Hake, Arlene (JUS)**

**From:** Kohen, Colleen (JUS)  
**Sent:** December 16, 2009 8:32 AM  
**To:** Hake, Arlene (JUS)  
**Subject:** RE: Termination

Good Morning

I will go downstairs

Thank you

-----Original Message-----

**From:** Hake, Arlene (JUS)  
**Sent:** December 16, 2009 8:30 AM  
**To:** Kohen, Colleen (JUS)  
**Subject:** RE: Termination

Good Morning:

I am faxing this as soon as I see that you have read this e-mail!

Arlene

-----Original Message-----

**From:** Kohen, Colleen (JUS)  
**Sent:** December 16, 2009 8:24 AM  
**To:** Hake, Arlene (JUS)  
**Subject:** FW: Termination

Good Morning

My fax number is 905 681 2893. Could you please flip me a message when you will be doing this as I am upstairs and don't want this sitting in the fax machine

TX

Colleen

-----Original Message-----

**From:** Lee, Dave E. (JUS)  
**Sent:** December 15, 2009 4:13 PM  
**To:** Kohen, Colleen (JUS)  
**Cc:** Hake, Arlene (JUS)  
**Subject:** Re: Termination

What is your fax number? Pls respond to Arlene.  
 Insp. D. Lee  
 Manager Staff Development and Training  
 OPP Central Region  
 705-329-7418

----- Original Message -----

**From:** Kohen, Colleen (JUS)  
**To:** Lee, Dave E. (JUS)  
**Sent:** Tue Dec 15 16:08:49 2009  
**Subject:** Re: Termination

Dave

Can I get a copy of resignation letter faxed/scanned to me

Mike is aware he needs to do WEAR, asset form and summary of credits which gets processed in usual way

I have left the office so if its fax tomorrow am would be great

Thanks

Colleen

----- Original Message -----

From: Lee, Dave E. (JUS)  
To: Kohen, Colleen (JUS)  
Sent: Tue Dec 15 16:03:34 2009  
Subject: RE: Termination

Colleen:

Be advised that Prob Cst. Mike Jack tendered his signed resignation today.

I have his badge and warrant card in my possession.

Mike Jack is being escorted back to Peterborough where his use of force and uniform items will be retrieved from his residence and office locker.

What else needs to be done in relation to this resignation?

Dave

D. E. (Dave) Lee  
Inspector  
Career Development  
OPP Central Region  
705-329-7418

-----Original Message-----

From: Kohen, Colleen (JUS)  
Sent: December 15, 2009 2:54 PM  
To: Lee, Dave E. (JUS)  
Subject: RE: Termination

Yes.. 505 4030

-----Original Message-----

From: Lee, Dave E. (JUS)  
Sent: December 15, 2009 2:54 PM  
To: Kohen, Colleen (JUS)  
Subject: Termination

Can I call you? The Chief is speaking with P/Cst Jack now - a question has come up Insp. D. Lee Manager Staff Development and Training OPP Central Region  
705-329-7418

C.S. Kohen  
Staffing Advisor  
Career Development Bureau  
505 551-2511 (office)  
505 4030 (VNET)  
505 973-8877 (cell)

Reynolds, Michael (JUS)

**From:** Reynolds, Mike (JUS)  
**Sent:** December 16, 2009 10:19 AM  
**To:** Reynolds, Michael (JUS)  
**Subject:** FW: Prob resignation

**Attachments:** scan0001.bmp

Central Region Headquarters  
Regional Centre  
777 Memorial Ave. 777, 9th Floor  
Dundas St. W. 7th Fl.  
Tel: (905) 879-7400 Fax: (705) 879-7401  
File Reference: 200

-----Original Message-----

**From:** Kohen, Colleen (JUS)  
**Sent:** Wednesday, December 16, 2009 9:15 AM  
**To:** Reynolds, Mike (JUS)  
**Subject:** FW: Prob resignation

Good Morning

Don't know if you have a copy of this letter. But just in case you don't. I have process this to have his pay stopped with HR and Corpay. I understand from Dave that after is meeting with C/Supt Armstrong that they collected his badge and warrant card.

Detachment is now responsible for WEAR form, recovery of asset form, summary of credits and now you can add this letter to the package and process it the normal way via Region then it will go to Central Region Staffing Officer.


Can you also please ensure that prob Jack 11 month PCS66P is also processed the usual way as this should be included in his file

Thanks for all your assistance with this Probationary Mike.

Colleen

---

**From:** Kohen, Colleen (JUS)  
**Sent:** December 16, 2009 8:44 AM  
**To:** Henshall, Tina (JUS)  
**Subject:** Prob resignation

 scan0001.bmp (937 KB)

Good Morning

Colleen

C.S.Kohen  
Staffing Advisor  
Career Development Bureau  
905 681-2511 (office)  
505 4030 (VNET)  
905 973- 8877 (cell)

Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



Peterborough County Detachment  
Detachement du comté de Peterborough

Central Region Headquarters  
Région du Centre

777 Memorial Ave.  
Orillia ON L3V 7V3

777. ave Memorial  
Orillia ON L3V 7V3

Tel: (705) 329-7400

Fax: (705) 329-7407

File Reference: 260

December 23, 2009

December 15, 2009

MEMORANDUM TO:

CHIEF SUPERINTENDENT MIKE ARMSTRONG  
REGIONAL COMMANDER  
CENTRAL REGION

Re: Resignation from the Ontario Provincial Police

I wish to inform you that I am resigning from the Ontario Provincial Police effective today's date.

I had been posted to Peterborough County Detachment, Central Region.

If you require further information, I can be contacted at (705) 740-5765.

Michael Jack  
Probationary Constable  
Badge #12690

Sgt. R. MANDALL #9740  
Operation Manager

Encl.

cc: Sheila WHITMILL (Region)  
Corpey

Vacation Balance: 15.00  
Bank: 0.00  
ETC Bank: 96.00  
Foster Bank: 27.50  
EOP Premium: 40.00

Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



**Peterborough County Detachment**  
**Détachement du comté de Peterborough**

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

C.P. 477  
453, rue Lansdowne Est  
Peterborough ON K9J 6Z6

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

Tél.: (705) 742-0401  
Télé.: (705) 742-9247

File Reference: 291

December 23, 2009

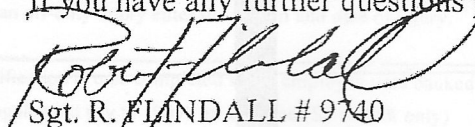
Human Resources Services  
Management Information Unit  
Attn: File Room  
Ontario Provincial Police  
Central Region  
777 Memorial Ave.  
Orillia, Ontario  
L3V 7V3

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 15<sup>th</sup> 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

If you have any further questions please call.

  
Sgt. R. FLINDALL # 9740  
Operation Manager

Encl.

/sgg

cc: Sheila WHITMELL (Region)  
Corpay

**PETERBOROUGH COUNTY - COMPRESSED WORK-WEEK FLOATER REGISTER**

<b>Scheduled 12 Week Period</b>	<b>From:</b> 11 Oct 09	<b>To:</b> 02 Jan 2010	<b>Officer's Name</b> <b>JACK</b>
---------------------------------	---------------------------	---------------------------	--------------------------------------

**PLATOON "A"** **Balance Forward:** 15.5

Date (week ending)	Hours (credit/debit)	Date & Shift Taken Off	Floater Balance	Supervisor Signature
Oct 11-17	-4		11.5	
Oct 18-24	+8		19.5	
Oct 25-31	-4		15.5	
Nov 1-7	+8		23.5	
Nov 8-14	-4		19.5	
Nov 15-21	+8		27.5	
Nov 22-28	-4		23.5	
Nov 29-Dec 5	+8		31.5	
Dec 6-12	-4		27.5	
Dec 13-19	+8	None.		
Dec 20-26	-4			
Dec 27-Jan 2 2010	+8			



Ontario  
Provincial  
Police

### DARs Not Completed (and PCS004 Information)

1100 - PETERBOROUGH COUNTY

Run Date: 23-Dec-09  
Printed By: 173486

Report Period: Dec 2009

A. Employee Data			
Name	Social Insurance Number	Classification/Rank	
JACK, Michael	Win #:	393080	Provincial Constable
	Badge #:	12690	

Location Name	Section	Location Code
PETERBOROUGH COUNTY		1100

B. Report: DARs not Completed. For PCS004 check Reason Code

Date	Submitted By	NO DAR Submitted	PCS004 Reason Code	NO of Hours Off	Credit to days ratio	Comment
11 Dec 2009	6901		S1	12 hours		<i>Pay deducted 15 days in supplementing</i>
12 Dec 2009	6901		S1	12 hours		
16 Dec 2009		No DAR	n/a			
17 Dec 2009		No DAR	n/a			
21 Dec 2009		No DAR	n/a			
22 Dec 2009		No DAR	n/a			
25 Dec 2009		No DAR	n/a			
26 Dec 2009		No DAR	n/a			
27 Dec 2009		No DAR	n/a			
30 Dec 2009		No DAR	n/a			
31 Dec 2009		No DAR	n/a			

For future dates that cannot be entered into DAR, complete this section.

From - To Dates	NO DAR Submitted	Reason Code	NO of Hours Off	Credit to days ratio

**Explanation of Absence**

For bereavement leave, indicate relationship of deceased to employee. For other types of leave provide information as appropriate.

For an off-duty injury enter the reason and date of injury.

Certification (To be completed when employee uses banked overtime or Statutory holiday bank to supplement pay to 100% for absences S1 or W& only)

Employees banked overtime of Statutory holiday bank has been reduced by \_\_\_\_\_ hours.

Election of benefits under the Short Term Sickness Plan

(only to be completed when initiating an election or changing an employee's existing option on the 563A Report)

New

Revised

To be effective

I Elect to receive: 75% of my salary under provisions of the plan, or 100% of my salary supplemented by use of the credit or credits as indicated below: (If more than one credit type is selected, rank your choices. 1,2,etc.)

Attendance - (CR2 accumulated credits)	M.C.O. - (CR5 - management compensation option)
Vacation (CR3 - accumulated vacation credits)	Statutory holiday bank - (CR6)
C.T.O. (CR4 - banked overtime)	

Date	Employee's Signature	Supervisor's Signature
------	----------------------	------------------------



Vacation

Jack, Michael

Employee

EmplID: 393080

Empl F

Accrual Information

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

Start Date Absence Code:

End Date

Request Date

Reason: days owed for Christmas 2008

Approval Approved

Date: 2009/03/13 By:

Status:

Sched	Hrs	Duration	Days	Credits Used
				3.000

Save Return to Search Refresh

Nov22-28

Nov29-Dec5

Dec6-12

Dec13-19

Dec20-26

Dec27-Jan2  
2010

Start Date	End Date	Reason	Days	Credits Used
				3.000

Home > Administer Workforce > Attendance Clerk > Use > Short Term Sickness Plan New Window

Short Term Sickness

Jack, Michael

Employee

EmplID: 393080

Empl Rc

Accrual Information

Company:	OPS	Benefit Plan:	STSP
Entitlement Process Date:	2009/01/01		
Days Carried Over:	0.000		
Current Period Entitlement:	130.000	Days Taken:	11.875
Total Entitlement:	130.000	Days Remaining:	118.125

Absence Details

Start Date:

Absence Code

End Date:

Scheduled  
work hours

Duration  
Days

Credits Used:  
3.000

Reason: update

Approval: Approved

Status:

Date: 2009/12/23

[Save](#) [Return to Search](#) [Refresh](#)

*deduct from that's  
for Christmas  
Boris Kay  
- 16  
Balance 67.*

Home > Administer Workforce > Attendance Clerk > Use > CTO - Overtime Hours

New Window

CTO - Overtime Hours

Jack, Michael

Employee

EmplID: 393080

Empl Rcd#

Accrual Information

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

Start Date

Absence Code

Duration (Hours)

Reason: update

Approval Status: Approved

Date: 2009/12/23 By: 173960

Save Return to Search Refresh

Home > Administer Workforce > Attendance Clerk > Use > CTO - Statutory Hours

New Window

CTO - Statutory Hours

Jack, Michael

Employee

EmplID: 393080

Empl Rcr

Accrual Information

Company:	OPS	Benefit Plan:	CTOSTP
Entitlement Process Date:	2009/01/01		
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

Start Date                      Absence Unit

Reason:

Duration Hours

Reason:                      update

Approval Status:      Approved

Date: 2009/11/19

Save Return to Search Refresh

*Deduct few stat's  
for Christmas:  
Boxing Day  
- 16  
Balance. 67.00*



Ontario  
Provincial  
Police

### FB53 OVERTIME REPORT/BANK REGISTER

Run: 23 Dec 2009 13:28

Badge: 112690

YTD

0.000	X	Payment
93.750		Compensating Time
83.000		Stat
		Not Claimed

Employee Badge/WIN EMP ID: 12690  
 Name: JACK, Michael  
 WIN: 393080  
 SIN:  
 Classification / Rank: Provincial Constable Level 4 1 year - 1 1/2 years (PRI n/a)  
 Bureau/RHQ/Detachment: 1100 : PETERBOROUGH COUNTY  
 Report ID: 1100173486\_23Dec20091328\_FB53\_radD7472.xls

Report Period:

01 DEC 2009 - 22 DEC 2009

Prev Bal run @: 0800 & 1300

Particulars of Claim/Deduction	Approved By / Date	FB57 code	Date Commenced	Home-Duty & Area #	Time (24HR)		Actual Hours	Hours		
					From	To		Previous Balance Claimed	Deducted Balance	
DECREASE PAYMENT BANK MSG FROM DAR: NO PAY RECORDS FOR MONTH: December 2009	173690 TW @ 23 Dec 09		01 Dec 2009					0	0	
Employee's Signature	Date submitted	Supervisor's Signature								
								<b>REPORT PERIOD TOTAL</b>		<b>0</b>

**REPORT PERIOD TOTAL +  
PREVIOUS BALANCE**  
 Note: previous balance must be  
keyed for this to calc.

**0**

Approving Official's Signature





Ontario Provincial Police

# FB53 OVERTIME REPORT/BANK REGISTER

Run: 23 Dec 2009 12:55

Badge: 112690

YTD

0.000	Payment
93.750	Compensating Time
83.000	X Stat
	Not Claimed

Report Period:

**01 NOV 2009 - 30 NOV 2009**

Prev Bal run @: 0800 & 1300

Employee Badge/WIN EMP ID: 12690		WIN: 393080	
Name: JACK, Michael		SIN:	
Classification / Rank: Provincial Constable Level 4 1 year - 1 1/2 years (PRI n/a)			
Bureau/RHQ/Detachment: I100 : PETERBOROUGH COUNTY			
Report ID: I100173486_23Dec20091254_FB53_radF9944.xls			
Particulars of Claim/Deduction			
Pre-Authorization	Approved	Home-Duty & Area #	Time (24HR)
DECREASE STAT BANK MSG FROM DAR: NO STAT RECORDS FOR MONTH: November 2009	By / Date 173690 TW @ 23 Dec 09	Date Commenced 01 Nov 2009	From To
Employee's Signature	Date submitted	Supervisor's Signature	
		Approving Official's Signature	

Actual Hours	Overtime Type	Previous Balance Claimed	Deducted	Balance
0		0	0	0
<b>REPORT PERIOD TOTAL</b>				<b>0</b>

**REPORT PERIOD TOTAL + PREVIOUS BALANCE**  
 Note: previous balance must be keyed for this to calc.  
**83**  
**-16**

*Not entitled to Stat's @ Christmas : Boxing Day*

*67.00*

DATE	TIME	FROM	TO	REASON	STATUS
01 Nov 2009	0800	1300	1800	Boxing Day	Stat
02 Dec 2009	0800	1300	1800	Christmas Day	Stat
03 Dec 2009	0800	1300	1800	Boxing Day	Stat
04 Dec 2009	0800	1300	1800	Christmas Day	Stat
05 Dec 2009	0800	1300	1800	Boxing Day	Stat
06 Dec 2009	0800	1300	1800	Christmas Day	Stat
07 Dec 2009	0800	1300	1800	Boxing Day	Stat
08 Dec 2009	0800	1300	1800	Christmas Day	Stat
09 Dec 2009	0800	1300	1800	Boxing Day	Stat
10 Dec 2009	0800	1300	1800	Christmas Day	Stat
11 Dec 2009	0800	1300	1800	Boxing Day	Stat
12 Dec 2009	0800	1300	1800	Christmas Day	Stat
13 Dec 2009	0800	1300	1800	Boxing Day	Stat
14 Dec 2009	0800	1300	1800	Christmas Day	Stat
15 Dec 2009	0800	1300	1800	Boxing Day	Stat
16 Dec 2009	0800	1300	1800	Christmas Day	Stat
17 Dec 2009	0800	1300	1800	Boxing Day	Stat
18 Dec 2009	0800	1300	1800	Christmas Day	Stat
19 Dec 2009	0800	1300	1800	Boxing Day	Stat
20 Dec 2009	0800	1300	1800	Christmas Day	Stat
21 Dec 2009	0800	1300	1800	Boxing Day	Stat
22 Dec 2009	0800	1300	1800	Christmas Day	Stat
23 Dec 2009	0800	1300	1800	Boxing Day	Stat
24 Dec 2009	0800	1300	1800	Christmas Day	Stat
25 Dec 2009	0800	1300	1800	Boxing Day	Stat
26 Dec 2009	0800	1300	1800	Christmas Day	Stat
27 Dec 2009	0800	1300	1800	Boxing Day	Stat
28 Dec 2009	0800	1300	1800	Christmas Day	Stat
29 Dec 2009	0800	1300	1800	Boxing Day	Stat
30 Dec 2009	0800	1300	1800	Christmas Day	Stat







**EFFECTIVE DATE**  
(yyyy/mm/dd)  
2009/12/15

**CONFIDENTIAL**  
**WIN Employee Action Request**

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**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 type="checkbox"/> New or Amended
<input type="checkbox"/> Pay Rate Change			<input checked="" type="checkbox"/> Termination	<input type="checkbox"/> Extension of Contract
<input type="checkbox"/> Probationary to Regular Staff			Reason: Resignation	<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 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

**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) \_\_\_\_\_

**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)	Telephone No.	Signature	Date (yyyy/mm/dd)
Contact Name (if different from Manager)	Telephone No.		

**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 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.



# RECRUIT LEADERSHIP ASSESSMENT TOOL

Name: Jack, Michael

Badge: 12690

Detachment: Peterborough County

OPP Class #: 411

291 FILE

## General Observations

- Overall performance met standards at OPC and Provincial Police Academy. Continued development and training in field is required for further assessment.

Average Rating: 3

## Leading Others

### Decision Making and Problem Solving

Identifies and analyzes problems. Uses facts and input from others and sound reasoning.

- Scenario Evaluation - Fraud: Good comms. With partner. He asked good investigative questions about the dog. In dealing with fraud activities he and his partner recognized the illegal activities, asked good questions and affected an arrest.
- Assisted in support of Chase medical issue - Followed direction with minimal input- initiative to perform his assigned task
- Barricaded person Scenario: Failed to listen to partner and made own decisions that could have cost him his "life" in a real life situation. Many concerns with his comments "I can take him out" meaning shoot him.

Average Rating: 3

### Team Building

Encourages co-operation, pride, trust and group identity and builds commitment, team spirit and strong relationships.

- IRD: Enthusiasm re learning in instructional environment structured for all skill levels has come into question on more than one occasion. EG: while instructing C8 refresher manipulation skills student was seen to yawn in a way instructor perceived as boredom with information. Recruit was debriefed on this and further debriefed on the student/instructor perception of him being a team player in question. Recruit was receptive to the debrief (Sgt. Morphet/Peacock) which included reiteration of core lethal confrontation training of shooting center body mass to stop the threat in a justifiable circumstance as articulated with the assistance of the Ontario Use of Force Model.

Average Rating: 1

## Leading Self

**Enthusiasm** Sincere interest and exuberance in performance of duties – willing to accept challenges.

- ♦ Drug Lecture: Participated well in class and also officer safety class volunteered
- ♦ IRD: Enthusiasm re learning in instructional environment structured for all skill levels has come into question on more than one occasion. EG: while instructing C8 refresher manipulation skills student was seen to yawn in a way instructor perceived as boredom with information. Recruit was debriefed on this and further debriefed on the student/instructor perception of him being a team player in question.
- ♦ Radar Practical: Works very hard to overcome accent issues.

**Average Rating:** 3.3

**Judgement** Ability to think about things clearly and make good decisions. Identifies and analyzes problems.

- ♦ Night survival: During the night shoot did not go for cover his trouble articulating his decisions
- ♦ OPC Performance: difficulty in PVO during difficult environmental driving conditions and was unsuccessful

**Average Rating:** 1.5

**Technically and Tactically Competent** Demonstrates knowledge, skills and ability through academic and practical applications.

- ♦ Firearms/Tactics: Skill set level above average in firearms and tactics. One of the class "top dog" pistol shooters.
- ♦ Night Occurrence - EDU: Recognition of items as explosives. Used appropriate TAC Com. Safe handling of items/subject. Proper use of telecommunication equipment. Proper investigative questioning techniques. Utilized proper call out procedures. Considered safety of subject, public, self & fellow officer.
- ♦ Radar Practical: Needs to practice driving skills & technical skills

**Average Rating:** 3.3

**Additional Comments:**

Strong will and excellent fitness level. Has problems working in teams and very driven and self motivated. Failed Night Pursuit PVO. Needs to be placed in primary roles in POST training as may have problems demonstrating discretion. Very direct with his approach to application of law. Communications with others is a problem.



# RECRUIT LEADERSHIP ASSESSMENT TOOL

The Provincial Police Academy prepares, trains and develops our members to become fully functional Provincial Police Officers.

As Provincial Police Officers they are trained to be leaders; that process begins in week one of Pre-OPC training and continues for their entire careers.

The Provincial Police Academy has recently developed and implemented a Recruit Leadership Assessment Tool to assist Academy staff in identifying those recruits who have demonstrated the ability to lead themselves and others and class members who have met and exceeded expectations while attending OPC.

This assessment is completed by all OPP Instructors assigned to OPC and overseen by the OPP Staff Sergeant Liaison Officer.

During the Post OPC training, several recruits are given the opportunity to serve their class as leaders. They are given significant responsibilities and are held to a higher standard of accountability for their actions and the actions of others.

While attending the Academy training **ALL** recruits were evaluated by the instructors utilizing this assessment tool and signed off by the Director.

We utilize a 1-5 scale (see below) to assess each class member's leadership potential. There are two categories and several criteria used for assessment and evaluation.

	<u>Level</u>	<u>Demonstrated</u>
1	Low	Never
2	Fair	Very Rare
3	Good	Sometimes
4	Very Good	Most of the time
5	Excellent	Always

Should you have any questions or require further information regarding this assessment tool, please contact Mr. Peter Shipley, Chief Instructor at 705-329-7546.

A. Employee Data			
Surname	Initials	Social Insurance Number	WIN Employee ID
JACK	M.	530 393 230	393080
Branch Name		Section	Location Code
PETERBOROUGH DETACHMENT		Central Region	
Ontario Provincial Police			

B. Absence Report	
If absence began prior to current month, indicate date began.	D/M/Y Medical Certificate (If required): <input type="checkbox"/> Attached <input type="checkbox"/> Previously Submitted

1. Enter the appropriate information on the absence chart. 2. To avoid overpayment, forward the PCS4 to your Pay and Benefits Rep when absences occur which require reductions or stopping of pay immediately.  NIL	First working day of absence D M Y	Last working day of absence D M Y	Absence Code (see list)	Working days off	Credit to Days Ratio
	STAT HOLIDAY 01/09/08	01/09/08	Y1	1	100

Explanation of Absence

- => For Bereavement leave, indicate relationship of deceased to employee. For other types of leave provide information as appropriate.
- => FOR AN OFF-DUTY INJURY ENTER THE REASON AND DATE OF INJURY.

Certification (To be completed when employee uses banked overtime or Statutory holiday bank to supplement pay to 100% for absences S1 or W7 only)  
 Employee's banked overtime or Statutory holiday bank has been reduced by \_\_\_\_\_ hours.

Election of Benefits under the Short Term Sickness Plan (Only to be completed when initiating an election or changing an employee's existing election)

I elect to receive  75% of my salary under provisions of the plan, or,  New  Revised To be effective (Month/Year) \_\_\_\_\_

100% of my salary supplemented by use of the credit or credits as indicated below: (if more than one credit type is selected, rank your choices A, B, etc.)

Attendance - (CR2 - accumulated attendance credits)       M.C.O. - (CR5 - management compensation option)  
 Vacation - (CR3 - accumulated vacation credits)       Statutory holiday bank - (CR8)  
 C.T.O. - (CR4 - banked overtime)

Date	Manager's signature	Manager's WIN Employee ID
2-OCT-08	<i>[Signature]</i>	
Employees Signature		
<i>[Signature]</i>		

Services

**A. Employee Data**

Surname: JACK  
 Branch Name: PETERBOROUGH DETACHMENT  
 Ontario Provincial Police  
 Initials: M  
 Social Insurance Number: 530 393 230  
 Section: Central Region  
 WIN Employee ID: 393080  
 Location Code:

**B. Absence Report**

If absence began prior to current month, indicate date began. D/M/Y

Medical Certificate (If required):  Attached  Previously Submitted

1. Enter the appropriate information on the absence chart. 2. To avoid overpayment, forward the PCS4 to your Pay and Benefits Rep when absences occur which require reductions or stopping of pay immediately.	First working day of absence			Last working day of absence			Absence Code (see list)	Working days off	Credit Days Ratio
	D	M	Y	D	M	Y			
NIL STAT. HOLIDAY	13	10	08	13	10	08	Y1	1	1.00

**Explanation of Absence**

=> For Bereavement leave, indicate relationship of deceased to employee. For other types of leave provide information as appropriate.  
 => FOR AN OFF-DUTY INJURY ENTER THE REASON AND DATE OF INJURY.

**Certification** (To be completed when employee uses banked overtime or Statutory holiday bank to supplement pay to 100% for absences S1 or W7 only)  
 Employee's banked overtime or Statutory holiday bank has been reduced by \_\_\_\_\_ hours.

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I elect to receive  75% of my salary under provisions of the plan, or,  New  Revised To be effective (Month/Year) \_\_\_\_\_

100% of my salary supplemented by use of the credit or credits as indicated below. (if more than one credit type is selected, rank your choices A, B, etc.)

Attendance - (CR2 - accumulated attendance credits)  M.C.O. - (CR5 - management compensation option)  
 Vacation - (CR3 - accumulated vacation credits)  Statutory holiday bank - (CR8)  
 C.T.O. - (CR4 - banked overtime)

Date: 06-NOV-08

Manager's signature: [Signature]

Manager's WIN Employee ID: [Blank]

Employee's Signature: [Signature]

<b>A. Employee Data</b>			
Surname	Initials	Social Insurance Number	WIN Employee ID
JACK	M	530 393 230	39 30 20
Branch Name	Section	Location Code	
PETERBOROUGH DETACHMENT Ontario Provincial Police	Central Region		

<b>B. Absence Report</b>		D/M/Y		Medical Certificate (If required):		<input type="checkbox"/> Attached		<input type="checkbox"/> Previously Submitted	
If absence began prior to current month, indicate date began.									
1. Enter the appropriate information on the absence chart. 2. To avoid overpayment, forward the PCS4 to your Pay and Benefits Rep when absences occur which require reductions or stopping of pay immediately.		First working day of absence	Last working day of absence	Absence Code (see list)	Working days off	Credit to Days Ratio			
STAT. HOLIDAY		D M Y	D M Y						
NIL		10 11 08	10 11 08	Y1	1	100			

**Explanation of Absence**  
 => For Bereavement leave, indicate relationship of deceased to employee. For other types of leave provide information as appropriate.  
 => FOR AN OFF-DUTY INJURY ENTER THE REASON AND DATE OF INJURY.

**Certification** (To be completed when employee uses banked overtime or Statutory holiday bank to supplement pay to 100% for absences S1 or W7 only)  
 Employee's banked overtime or Statutory holiday bank has been reduced by \_\_\_\_\_ hours.

**Election of Benefits under the Short Term Sickness Plan** (Only to be completed when initiating an election or changing an employee's existing election)

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100% of my salary supplemented by use of the credit or credits as indicated below: (if more than one credit type is selected, rank your choices A, B, etc.)

Attendance - (CR2 - accumulated attendance credits)  M.C.O. - (CR5 - management compensation option)

Vacation - (CR3 - accumulated vacation credits)  Statutory holiday bank - (CR8)

C.T.O. - (CR4 - banked overtime)

Date	Manager's signature	Manager's WIN Employee ID
24-Nov-08		174270
Employees Signature		

This information is authorized by the Public Service Act R.S.O. 1980, Reg. 881, S.7 and will be used for personnel /payroll purpose only.

To: Sgt. Tozser

From: Michael Jack

Date: 15-Dec-08

Memo Re: Failing to sign the 23:00 sign-in sheet on Sunday 14-Dec-08.

I stayed in the residence all weekend. I had and still have influenza. I have been on medication since Thursday of last week. I was in bed heavily medicated by 22:00 on Sunday and neglected to sign the post 23:00 sign-in sheet. I apologize and it will not happen again.

Michael Jack (Badge #: 12690)



*Faint, illegible text visible through the paper, likely bleed-through from the reverse side.*



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Christmas 2008

Dear Class of 411:

*We would like to take this opportunity to thank you very much for your support of the work we do with the homeless and marginalized in this community. The sleeping bags are much needed as we go out on the Mobile Unit or work with the men at the Lighthouse Shelter. We are deeply grateful and amazed at your generosity!*

*We continue to view the experience of the Mobile Unit and the work at the Lighthouse as a privilege for us. We have been on the road each week since March of 2002 and have seen the difference a smile and a warm meal can make. Just recently one man we have been seeing weekly for several years on the Mobile Unit told us how he now has a full time job, can resume his child support payments, and is off welfare. Another success was bringing one woman off the streets - where she has lived for about five years - and into the Key Program. If it hadn't been for the weekly visits made to her and the times we have been able to provide her with food or a sleeping bag for warmth, she would never have trusted anyone enough to help her. We celebrate every success story we hear because for every one of them, there are more stories of heartbreak.*

*I have thrown around some terms you may be unfamiliar with - Mobile Unit, Key Program, Lighthouse. By way of explanation, the Key Program is a Mental Health Program operating out of Soldiers' where each of us works. Our mandate is to assist people living in poverty who are either homeless or at risk of becoming homeless and who have a major mental illness, to find safe and affordable housing and support them in the community. The Mobile Unit is a partnership between the Key Program and the Salvation Army that serves food every Wednesday night on the streets of Orillia to men, women, youth and children. Alarmingly we are seeing more and more children under the age of 12 arrive at the van for a meal. It takes a number of volunteers to coordinate this program from preparing the meals to staffing the van - and it all works!*

The Lighthouse is the local men's shelter and community kitchen in town operating out of a Peter Street location. It provides meals to over 60 people a day and houses up to 14 men a night - and it is a busy place especially this time of year!

From December 1<sup>st</sup> of last year to the end of November this year, the Mobile Unit has served up 6,069 dinners. That is amazing! People would not be willing to stand out in all kinds of weather unless they had a need - unless they were hungry. The work of the Mobile Unit from the cooking on up to putting the food (or care package, boots, clothing and sleeping bags) into the hands of those it is intended for is worthwhile. Being poor is not the way anyone wants to live but it is a reality in today's society.

To all of you - we truly thank you. We wish you and yours a very Blessed and Merry Christmas and all the best in the New Year!

Carolyn Holmes  
Case Manager - Key Program OSMH

Dave Hewitt  
Community Support Worker - Key Program OSMH

Mandy Hillyard  
Community Support Worker - Key Program OSMH

Pastor Brian Maxwell  
cc: Shaun Filman  
Media Officer