

**From:** Kohen, Colleen (JUS)  
**Sent:** December-01-09 9:01 AM  
**To:** Lee, Dave E. (JUS)  
**Subject:** FW: Prob Jack

Morning Dave

Here is a message that will give you an update on Prob Jack

I will be submitting the BN tomorrow when I am at GHQ. The BN will go via my Command then to Prov Commander then to Deputy Lewis for approval of release.

I will ensure that Region gets copy of BN as that will be used for reading material for C/Supt Armstrong meeting with prob Jack that I will set up with a letter.

Can you advise who the A/Inspector is in Detachment now ?

Colleen



**ONTARIO PROVINCIAL POLICE  
CAREER DEVELOPMENT BUREAU  
CORPORATE SERVICES**

**INTERNAL BRIEFING REPORT**

**ISSUE:** Release from employment: Probationary Constable Michael Jack

**BACKGROUND:**

- Probationary Jack started with the OPP on August 25, 2009 and upon graduation started his probation period on January 09, 2009.
- Prob. Jack is posted to Peterborough County, Central Region.
- Month 1 and 2 (09 Jan to 09 Mar) which is a combined performance review. Prob. Jack had 3 sub categories where he did not meet requirements: Police Vehicle Operation, Radio Communication and Flexibility. The work improvement plan was not given to him until April 15, 2009 which was one month after the fact.
- Month 3 (09 Mar to 9 Apr) performance review, Prob. Jack was meeting the requirements on his performance review.
- Month 4 (09 Apr to 09 May) performance review, Prob. Jack was meeting requirements on his performance review.
- Month 5 (09 May to 09 Jun) performance review, Prob. Jack was meeting requirements but his performance review was given to him on August 16, 2009 which was two months after the fact.
- Month 6 and 7 which is a combined performance review ( 09 Jun to 09 Aug ) Prob. Jack had 10 sub categories where he was not meeting the requirements: Provincial Statutes, Federal Statutes, Listening Skills, Radio Communication, Resolution, Follow up, Personal Accountability, Planning and Organizing, Respectful Relations and Self Confidence. This performance review was given to him on the August 20, 2009 and he refused to sign it.

- Month 8 performance review ( 09 Aug to 09 Sept) Prob. Jack had 17 sub categories where he was not meeting the requirements: Attitude Towards Learning, Provincial Statutes , Police Vehicle Operations, Oral and Written Communication, Listening Skills, Radio Communication, Analytical Thinking, Resolution, Follow Up, Personal Accountability, Planning and Organizing, Respectful Relations, Self Confidence ,Team Work, Self Awareness and Deportment. This performance review was given to Prob. Jack on September 11, 2009. He refused to sign the performance review but later on the September 25, 2009 provided comments.( Attached)
- Staff Sergeant Kohen became involved with Detachment on August 27, 2009 since that time several conference calls with Detachment members and Region have occurred. As a result Prob. Jack coach officer and platoon was changed which is reflective in his 9 month performance review.
- Month 9 performance review ( 09 Sept to 09 Oct) Prob. Jack had 13 sub categories where he did not meet requirements: Attitude Towards Learning, Fed Statutes, Police Vehicle Operations, Traffic Enforcement, Oral Communication, Radio Communication, Decisive Insight, Analytical Thinking, Resolution, Personal Accountability, Flexibility, Respectful Relations and Self Confidence. This performance review was given to Prob Jack on the October 13, 2009. Prob. Jack did sign this performance review. On September 18, 2009 Prob. Jack completed a " Driver Competency Assessment with Sergeant McNeely, East Region (Report attached)
- Month 10 performance review ( 09 Oct to 09 Nov ) Prob.Jack had 12 sub categories where he did not meet requirements: Attitude Towards Learning, Fed Status, Police Vehicle Operations, Oral Communication, Radio Communication, Decisive Insight, Analytical Thinking, Resolution, Personal Accountability, Flexibility, Respectful Relations and Self Confidence. This performance review was given to Prob Jack on the November 14, 2009 and Prob. Jack did sign this performance review and only provided comments on a disagreed with the sub category of Federal Statutes. This member was not recommended for permanent status and advised to keep working on the areas with his coach officer in conjunction with the Work Improvement Plan that had been created. During this review period Prob. Jack attended two additional driving assessments with Sergeant Kent Taylor from the Academy.
- On November 12, 2009, a conference call was held with Staff Sergeant Kohen, coach officer Constable Rich Nie, Detachment Sergeant Peter Butorac, Detachment Commander Ron Campbell and Central Region Command Staff Superintendent Hugh Stevenson. Central Region is supporting the release from employment of Prob. Jack.
- On November 23, 2009 Staff Sergeant Kohen consulted with Legal Branch Ms. Chris Donszelmann and provided her an overview of Prob Jack's performance of the last 10 months. Legal Branch supports the recommendation of releasing Prob. Jack from employment as a result of failure to meet the requirements of his position based on unsatisfactory work performance.
- On the 30 November, 2009, Detachment members have submitted to Staff Sergeant Kohen a chronology overview of the last 10 months of Prob Jack at Peterborough Detachment. ( Attached)

### **PROPOSED DIRECTION:**

- Release Probationary Jack from employment as a result of failure to meet the requirements of his position based on unsatisfactory work performance.
- Probationary Jack signed the *Performance and conduct requirements of a probationary constable letter which outlines the expectations of each member during his/her probation period( Attached)*

Prepared By: Staff Sergeant C.S. Kohen

**CONSULTATION RECORD:**

Superintendent Hugh Stevenson, Director of Support Services, Central Region

Inspector Dave Lee, Staff Development & Training, Central Region

Staff Sergeant Ron Campbell, A/Inspector Detachment Commander, Central Region

A/Superintendent Sandy Thomas, A/Director of Human Resources, Career Development Bureau

Ms. Chris Donszelmann, Legal Service Branch

- Recommendation Approved**
- Recommendation Approved/Amended**
- Recommendation Denied**

---

**Commissioner/Provincial Commander**

---

**Date**

Prepared By: Staff Sergeant C.S. Kohen

**From:** Kohen, Colleen (JUS)  
**Sent:** December 1, 2009 2:58 PM  
**To:** Beckett, Dom (JUS)  
**Subject:** RE: Probationary Constable Michael Jack - Remedial driver training completion

Hi Dom

I will touch base with you re this Prob Cst and catch you up to speed

Colleen

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

From: Kohen, Colleen (JUS)  
To: Thomas, Sandy (JUS)  
Sent: Tue Dec 01 19:20:01 2009  
Subject: Prob Jack

Hi Forgot to mention

I am submitted a huge BN re Prob Jack for approval to release from employmement tomorrow to Renee via you then our command and then deputy Lewis

I briefly spoke to Jim S today on this matter but will do my full notifications to OPPA re this on Thursday

Will keep you in the loop and yes he was aware of some concerns that have been raised

I also will be dropping a copy of this to central region as they will need to review before the member meets with C/Supt Armstrong.. Hugh S is fully aware of what is going on

Colleen

108

Wednesday December 2nd, 2009  
0805 [REDACTED]

1020 [REDACTED] Central Region HQ  
meeting with Colleen Kohen  
re recruit PC. Michael Jack  
1030 Briefed by S/Sgt. Kohen - Hugh Lee  
Central Staff Development + Training  
it has been determined based on performance  
issues and other areas that do not meet

109

acceptable standards of the position of Constable  
that PC Jack be asked to resign or be  
terminated. Briefing note to follow chain of  
Command for approval  
anticipated termination letter to be ready  
for service and by December 14th.  
1100 end of meeting

attend Benefit section for further information  
on Benefit @ termination  
Consult with H/R advisor Julie Stephenson  
on other HR issues at Peterborough Det.  
arrange Conference call week of Dec 16th.

Transcription:

10:20 Central Region H.Q.

meeting with Colleen Kohen re: recruit PC Michael Jack

10:30 Briefed by S/Sgt. Kohen + Ins. Lee

C/Region Staff Development Training

its been determined based on performance issues and other areas that do not meet acceptable standards of the position of Constable that PC Jack be Asked to resign or be terminated

Briefing Note to follow chain of Command for approval

anticipated termination letter to be ready for service week of December 14th

11:00 end of meeting

Attend Benefit section for further information on benefits @ termination

Consult with Human Resources (H/R) advisor Julie Stephenson on other Human Rights (HR) issues at Peterborough Det.

arrange Conference call week of December 16<sup>th</sup>.

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

From: Kohen, Colleen (JUS)

Sent: December 7, 2009 6:37 PM

To: Thomas, Sandy (JUS)

Subject: Prob Jack

Hi Sandy

Jim Stiles has been briefed re Prob Jack As per process, I advised him that when I get notified BN has been approved and when we serve Prob Jack his letter re his meeting with Regional Commander I will notify him

He is aware we are looking at 15 Dec for this meeting which will be a Central Region HQ

Fyi

Colleen

**From:** Kohen, Colleen (JUS)  
**Sent:** December-11-09 5:35 PM  
**To:** 'jstiles@oppa.ca'  
**Subject:** Fw: Proposal to Release Prob Const

Jim

We are attempting to get the letter served on Prob Jack this weekend

Once served I will advise you  
As his meeting is on the 15 which is tuesday

Colleen

**From:** Kohen, Colleen (JUS)  
**To:** Reynolds, Michael (JUS); Lee, Dave E. (JUS)  
**Sent:** Fri Dec 11 19:35:49 2009  
**Subject:** Re: Proposal to Release Prob Const

Hi Mike

Thanks for getting back to me

Yes. Serve him the letter that Mary Silverthorne signed about the proposed Notice of release and the Perf and conduct letter that he signed knowing his expectations.

Can you please advise me when he is served. I have contacted OPPA that we have the green light to release but I also have to advise them that it has been served

I check my bb all the time .. Any questions let me know

Colleen

**From:** German, Karen (JUS)  
**Sent:** December-14-09 10:09 AM  
**To:** Kohen, Colleen (JUS); Jack, Michael (JUS)  
**Cc:** 'br8.president@opassociation.org'; 'mjack\_31@hotmail.com'; jstiles@oppa.ca  
**Subject:** RE: Re: Notice of Proposed Release from Employment for Michael Jack

S/Sgt KOHEN:

I will be speaking with Jim STILES today sometime after 12:00 as he is also in meetings this am.  
I will make contact with you once I have spoken with him.

Thanks for your reply.

Karen

*Detective Constable Karen GERMAN*

*Northumberland OPP Crime Unit*

*Brighton Site*

*1-613-475-1313 (office)*

*1-905-375-7690 (cell)*

*501-5642 (VNET)*

*karen.german@ontario.ca*

**From:** Kohen, Colleen (JUS)  
**Sent:** December 14, 2009 10:20 AM  
**To:** Reynolds, Michael (JUS); Lee, Dave E. (JUS)  
**Cc:** Nie, Richard (JUS)  
**Subject:** RE: PC Jack

**Attachments:** Release from Employment Jack 2009 .doc

Good Morning

Mike

Could you please get a copy of this last PCS66P to Dave so C/Supt Armstrong has all the documentation.

Dave

Here is the letter in C/Supt Armstrong will use if termination is required. This letter requires Central Region letter head placed on it.

OPPA is aware of notice being served on Prob Jack. I am just waiting for them to call me back this morning as Jim is in a meeting.

Colleen



Release from Employment Jack 2..

**From:** Kohen, Colleen (JUS)  
**Sent:** December-14-09 12:09 PM  
**To:** Reynolds, Michael (JUS); Lee, Dave E. (JUS)  
**Subject:** RE: PC Jack

Hi

I have received a message from him and he is working with Branch 8 and they advised me that they are consulting with OPPA in Barrie.

There was an indication that he does want to meet with C/Supt Armstrong. But he wants to wait to hear back from Branch 8 and Barrie before he hits the send button

Lets connect via 10 -21 today .. Maybe this afternoon

Colleen