



**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: 5
	<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> FILMAN	<b>Badge:</b> 11212
<b>Evaluation Period:</b> (DD/MM/YY) <b>Start:</b> 09 May 09 <b>End:</b> 09 Jun 09	
<b>Probationary Period Start Date*</b> (DD/MM/YY) 09 Jan 09	
**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)
JOB KNOWLEDGE & SKILLS	RATING
<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 an obvious desire to learn and takes his own initiative to do so. Having said this however, his ability to take advice or correction from experienced officers is sometimes met with an "I know" response which has lead to some questions to his attitude from these officers.</p>	Meets Requirements
<p><b>PROVINCIAL STATUTES</b></p> <p>Able to identify, articulate and process applicable elements in Provincial Statutes.</p> <p>Specific example:            From 09 May 09 - 09 Jun09 PC JACK issued the following Provincial offences notices:            20 - Sec. 128 HTA, 3 - Sec. 7(1)(a) HTA,            1 - Sec. 106(3)(a) HTA, 1 - Sec. 106(3)(b) HTA, 1 - Sec. 12(1)(d) HTA, 2 - Sec. 2(1)(a) CAIA,            1 - Sec. 31(4) LLA,</p>	Meets Requirements
<p><b>FEDERAL STATUTES</b></p> <p>Able to identify, articulate and process applicable elements in Federal Statutes.</p> <p>Specific example:            As the result of a traffic complaint about a possible impaired driver, PC JACK stopped a vehicle and was able to properly facilitate demands and made an appropriate arrest for over 80. PC JACK did error in the time he read the accused's Rights to Counsel but was made aware of the error and acknowledged the mistake.            SP09148553</p>	Meets Requirements
<b>POLICE ORDERS/PROCEDURES/TECHNICAL SKILLS</b>	

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

<p><b>COMMUNICATION SKILLS</b></p>	<p><b>RATING</b></p>
<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 continued to receive detailed statements from witnesses, victims and accused persons. The statements are positive and adequate for court purposes. I have found that PC JACK is cautious and detailed when conducting his interviews. SP09148553.</p>	<p>Meets Requirements</p>

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

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>Specific example: This attribute has not been displayed during this evaluation period.</p>	No Basis For Rating

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

LEADERSHIP ATTRIBUTES	RATING
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<p><b>INITIATIVE</b></p> <p>Tries to make a positive difference, improve outcomes and effectively manage problems.</p> <p>Specific example:</p>	<p>No Basis For Rating</p>
<p><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:</p>	<p>Meets 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: PC JACK is a very organized person. He usually comes to work with a pre-written task list.</p>	<p>Meets Requirements</p>
<p><b>FLEXIBILITY</b></p> <p>Adapts to a variety of changing situations, individuals and groups.</p> <p>Specific example:</p>	<p>Meets Requirements</p>

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

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

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

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**COMMENTS AND SIGNATURES**

**Evaluation Meeting**

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

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

Employee's Signature: <i>[Signature]</i>	Date: <i>19-AUG-09</i>
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Coach Officer Comments:

Coach Officer's Signature (Performance has been observed that supports the rating assigned for each category): <i>[Signature]</i>	Date: <i>16 AUG 09</i>
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Accountable Supervisor's Comments (Mandatory):  
 PC JACK is encouraged to continue working with his peers and building his teamworking skills. He is progressing positively through this evaluation period.

Accountable Supervisor: <i>FLINDALL, R SGT.</i>	Accountable Supervisor's Signature: <i>[Signature]</i>	Date: <i>16 Aug 09</i>
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**Detachment Commander**

Comments (Mandatory): *NO ISSUES WITH THE MEMBER'S DEVELOPMENT HAVE BEEN RAISED. IT APPEARS FROM ALL ACCOUNTS OF HIS COACH & SGT HE IS PROGRESSING SATISFACTORILY*

Detachment Commander: <i>Campbell MGT</i>	Detachment Commander's Signature: <i>[Signature]</i>	Date: <i>17 AUG 09</i>
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**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.