

Committee: **Community Safety and Crime Prevention Advisory Committee**

Name: **Neena Sharma-Kendrick**

Address:

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Occupation: **Probation and Parole Officer (adult corrections)**

Work experience: •Supervision, enforcement, and case work services to clients on Probation, Parole, and Conditional Sentences. •Preparation of Pre-Sentence Reports, Pre-Disposition and Pre-Parole Reports. •Referral and liaison with justice partners; appropriate community agencies and collaterals. •Facilitated Anger Management, Ministry In-house Change is a Choice Rehabilitative Program. •Facilitated Connections, Ministry In-house Change is a Choice Rehabilitative Program. •Co-facilitated Sex Offender Accountability and Responsibility, Ministry In-house Rehabilitative Program. •Co-facilitated Volunteer Probation and Parole Training. •Stratford Jail Institutional Liaison Officer (ILO). My duties consisted of acting as a liaison between the Probation and Parole office, the Ontario Parole Board and the local correctional facility. •Stratford Court Liaison Officer. I ensured the accuracy of Pre-Sentence Report (PSR) requisitions, interviewed offenders who have had a court report ordered to obtain basic personal information from the offender and to explain the purpose of the report, referred those offenders to the P&P office that will have responsibility for the report, prepared Stand Down Report (PSR) and I liaised with the field and the Judges to ensure that there is a common understanding of the needs and requirements/boundaries and expectations of court reports. •Participated on the Summer Student Hiring, Workload, Wellness, Health and Safety, United Way, Intensive Supervision, Local Employee Recognition, Relocation and Western Regional Diversity Steering Committees. •Member of the London & Middlesex Local Immigration Partnership Justice and Protection Services Sub-Council. •Mentored new staff members, summer students and volunteer case aides. •Participated In The User Group Meeting For The Development Of The Program Tracking Module of The Offender Tracking Information System. •Office Wellness Representative.

Education: **Bachelor of Arts Sociology King's College The University of Western Ontario London, Ontario, Canada October 27, 2000**

Skills: I have been employed as a Probation and Parole Officer for the past eleven years. I have sound knowledge of the probation and parole field including thorough knowledge of relevant legislation, policies and regulations governing adult probation, parole, conditional sentence procedures; knowledge of OPS human resources legislation, directive, guidelines, attendance support and management, wellness coordination, workplace discrimination harassment policy and collective agreements within a unionized environment; ability to plan, organize, develop and coordinate resources. Additionally, I possess strengths in the areas of objectivity and sound judgment, problem solving, goal setting, prioritizing, good analytical and decision making skills; change management skills; demonstrated leadership and supervisory skills; excellent communication, negotiation, conflict resolution and interpersonal skills; knowledge and awareness of diversity. I welcome challenging learning.

Interest reason: I am interested in being representative of the community we serve in order to ensure the efficient administration of justice in Criminal and Provincial Offences Act proceedings. I am interested in maintaining the high quality of the justice system by maintaining the standards; utilizing my skills, knowledge and life experiences ; engaging in on-going development and growth of my social awareness. I am interested in exercising judicial responsibilities in an independent and impartial manner by continuing my commitment to public service.

Contributions: I have a concern for image. I am cognizant of how my role and the organization are seen by others. I ensure that my conduct is consistent with the respect accorded to me. I have integrity and my actions are consistent with what I say are important to me. I hold myself accountable for acting in ways, both privately and publicly, that are consistent with my stated values/principles/professional standards. My integrity is about principle centered living. It is about doing what is right. I have integrity when I am the good person I appear to be. I refuse to carry out orders that are immoral in order to live an honourable life and be an excellent role model. Integrity empowers and frees me. I am not unencumbered by the fear of being ridiculed or rejected by others, I do what I

believe is right. My reward is growth in my self-confidence, self-esteem, self-respect and courage. I maintain confidentiality. I am consistent, honest, open with my communications and transparent. In my participation on the committees noted below I hold myself and others accountable. I create accountability by: 1. Establishing clear goals and expectations. I always set standards for performance and I use policies, procedures and office protocols. 2. I am accountable within the organization so I lead by example. I will be the one who will challenge the individual's drive, performance and results. 3. I foster an organization of candour. I believe transparent, honest communications enable people to provide feedback about their performance and limit the opportunity to hedge around an issue. 4. I schedule and implement regular meetings that measure and track performance, productivity, and results. 5. I advocate rewards and recognition. Recognition doesn't always have to be monetary in nature. Verbal praise, both in the private and public setting, is highly appreciated and motivating. A sincere "thank you" can also go a long way. I have thanked individuals and committees/teams during staff meetings. Additionally, I have nominated staff members as part of the employee recognition program. I initiated this program in the office upon its commencement. 6. I define ownership of each process, procedure or direction I provide. I use professional judgment to set goals, make decisions and problem-solve. When forming judgments or making decisions I give reasoned consideration to: • Formal knowledge, for example, theory, legislation, policy/procedure and office protocols. • Practical wisdom, for example, experiences, social norms. • Emotional wisdom, for example, impact of work on my self and others. • Personal and professional values, for example, drawing on an ethical framework. -An advocate, who inspires, motivates and guides an individual or team with trust and respect to ensure that the organizational objectives, standards, policies and procedures are achieved. Leadership encompasses acting with integrity, leading by example and inspiring others to their full potential in order to work as an invested team to reach a common vision/goal. -My principles of Leadership include: 1) I know myself and I continually seek self-improvement: -I understand my attributes (beliefs, values, character, knowledge and skill). -I continually strengthen these attributes through reading, self-study, training, workshops, seminars, mentorship, and experience. 2) I am technically proficient: -I know my job and I have a solid familiarity with my colleagues' jobs descriptions. 3) I seek responsibility and I take responsibility for my actions: -I search for ways to guide my organization to new heights. -When things go wrong, I do not blame others. I analyze the situation; take corrective action and move on to the next challenge. -I hold myself to high standards which build a strong case to hold others to a higher standard. 4) I make sound and timely decisions: -I use good problem-solving decision-making and planning tools. I remain calm in crisis. 5) I set the example: -I am a good role model. People must not only hear what they are expected to do, they must also see it. 6) I know my colleagues and look out for their well-being: -I know human nature. -I elicit the greatness/strengths, which is inherent in people. -I know the importance of sincere caring for my colleagues. -I provide adequate support. -I show empathy. 7) I keep my colleagues informed: -I know how to communicate with my colleagues and the key people in the organization. 8) I develop a sense of responsibility in my colleagues: -I develop good character traits within my people. This will assist them in carrying out their professional responsibilities. I hold myself and other accountable for results. 9) I ensure that the tasks are understood, supervised and accomplished: -I communicate effectively. -I communicate, communicate, and communicate.

Past contributions: -I am an active participant on The Ministry of Community Safety and Correctional Services Western Region Diversity Steering Committee. Western Region embarked upon a journey of exploring and enhancing diversity in our Probation and Parole offices. A Western Region Diversity Steering Committee was struck in April 2008 and the goal of organizing a Regional Diversity conference was identified as one of the top priorities. During Western Region first Diversity conference, Celebrating Diversity: Moving Forward Together, I suggested that members wear clothing reflecting diversity if they felt comfortable to do so. I wore my East Asian clothing throughout the conference to model the values of diversity and inclusiveness and to use the opportunity to lead staff to support the Ministry's strategy. Additionally, I assisted as a team with the organization of mugs, gifts, introducing a workshop guest speaker, organizing an East Indian dance group to perform and I organized a Tai Chi demonstration. I actively participated in the conference to promote a welcoming climate where people are not alienated or sidelined because they don't fit into a set expectation. I want to create a climate where people felt that their background and lifestyle does not affect perceptions of them as a person or professional or affect their opportunities for development or organizational productiveness.

-I am also an active participant on The London & Middlesex Local Immigration Partnership Justice and Protection Services Sub-council. This organization is funded by Citizen and Immigration Canada and the Ministry of Citizenship and Immigration. The London and Middlesex Local Immigration Partnership is to welcome and foster better diversity of services to immigrants. The Rationale is: Many new comers report their negative experiences with the criminal justice systems and protection service in their country of origins. Such experience creates a sense of mistrust and fear towards the Canadian system. Building trust and respect is essential in developing and maintaining positive perceptions of the justice system, roles of police, the courts and probation/parole. A preventative approach allows for early referrals to support. This approach acknowledges and builds on existing work in the London community and recognizes that there is a gap in identifying risk factors in new immigrant populations.
Interpersonal: **Noted in aforementioned.**

Interview interest: **Yes**