

Office of the Police Commissioner



Annual Review Minister's Directives *Police Act*

Security Police Officers Security Services Division – University of Prince Edward Island 2021

Findings of compliance with Ministerial Directives.

Review conducted by Phil Pitts, Office of the Police Commissioner, on March 2, 2022 covering the 2021 calendar year. Jeremy Dallaire, Facilities Operations Manager and Ashley McKenna of University of PEI presented the file for review.

Appointment Records – One file reviewed.

Item Reviewed	Record on File?	Description	Recommendation
1. Proof of age 19 years of age or more:	Yes: 1 No: 0	Copies of birth certificate on file	
2. Proof of Canadian Citizenship or having landed immigrant status	Yes: 1 No: 0	Copies of birth certificate on file	
3. Either: Proof of graduation from the Atlantic Police Academy or from a similar program at an approved police training agency. OR Proof of having at least three (3) years of satisfactory full time service as a member of any police service in Canada	Yes: 1 No: 0	Copy of Atlantic Police Academy (APA) Certificates on file . 2019	

Item Reviewed	Record on File?	Description	Recommendation
<p>provided a copy and reasonable steps are taken to ensure the appointee understands the provisions of the:</p> <p>a. Code of Professional Conduct and Discipline;</p> <p>b. adopted Use of Force Model;</p> <p>c. Minister's Directives</p>	<p>Yes: 1 No: 0</p> <p>Yes: 1 No: 0</p> <p>Yes: 1 No: 0</p>		
12. Appointee entered into the Register	Yes: 1 No: 0		
13. Appointee current status updated into the Register	Yes: 1 No: 0		

Training Records – One file reviewed.

Item Reviewed	Record on File?	Description	Recommendation
<p>1. Firearms</p> <p>a. Re-qualification documented</p> <p>b. Instructors:</p> <p>c.</p> <p>d. Instructors certification was current at time of qualification</p>	<p>Yes: 0 No: 0</p> <p>Yes: 0 No: 0</p> <p>Yes: 0 No: 0</p>	Firearms not issued to UPEI Security Officers	N/A
<p>2. Conducted Energy Weapon (CEW)</p> <p>a. Re-qualification documented</p> <p>b. Instructor</p>	Yes: 0 No: 0	CEWs not issued to UPEI Security Officers	N/A

Item Reviewed	Record on File?	Description	Recommendation
c. Instructors certification was current at time of qualification			
3. First Aid a. Re-qualification documented yes: no: b. Instructor(s) c. Instructors certification was current at time of qualification	Yes: 1 No: 0 Yes: 1 No: 0 Yes: 1 No: 0		
4. Cardio Pulmonary Resuscitation a. Re-qualification documented b. Instructor(s) c. Instructors certification was current at time of qualification	Yes: 1 No: 0 Yes: 1 No: 0 Yes: 1 No: 0		
5. Domestic Violence a. Attendance documented b. Instructor: APA c. Instructors certification was current at time of qualification	Yes: 1 No: 0		
6. Law and Legal Procedure a. Attendance documented b. CPKN component completion documented	Yes: 1 No: 0 Yes: 1 No: 0		

Item Reviewed	Record on File?	Description	Recommendation
<p>c. Instructor: APA</p> <p>d. Instructors certification was current at time of qualification</p>			
<p>7. Use of Force</p> <p>a. Attendance documented</p> <p>b. Instructor: Gordon Campbell</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 1 No: 0</p> <p>Yes: 1 No: 0</p>	<p>APA January, 2021</p>	
<p>8. Motor Vehicle Pursuit and Emergency Vehicle Operation</p> <p>a. Attendance documented</p> <p>b. Instructors APA</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 1 No: 0</p> <p>Yes: 1 No: 0</p>	<p>APA May 22, 2019</p>	

Annual Review of Production of Identification Cards upon Request

Number of officers sampled	Identification Card Produced	Identification Card Not Produced
1	1	0

Summary:

Ministerial Directives

Overall there is an excellent level of documented compliance with Ministerial Directives with the exception of the Police Reporting Occurrence System (PROS). It was noted that the facilities manager, who supervises the UPEI Security Service, does not have police officer status yet supervises a work force that does.

Appointments

The full Provincial Security requirements have been met with security screening forms PEISCF-001 and 002 completed and on file.

Training

All training was current for the file reviewed.

Police Records Management System

UPEI Security Services are not using Police Reporting Occurrence System (PROS) as required by Ministerial Directive. UPEI does not have the ability to access the RCMP's record management system (PROS) and, as such, they are unable to comply with the Ministerial Directive on Records Management.

Identification Cards

Officers are carrying their identification cards for production on demand as required.

Respectfully submitted,



P.W. (Phil) Pitts Manager
Office of the Police Commissioner