

Office of the Police Commissioner



Annual Review Minister's Directives *Police Act*

Atlantic Police Academy 2024

Findings of compliance with Ministerial Directives.

Review conducted by Alexis Triantafillou, Office of the Police Commissioner, on February 12, 2025 covering the 2024 calendar year. Director Jeffrey Minten and Melissa Paxton presented the files for review.

Appointment Records – 5 files reviewed: 2 x Instructor and 3 x Cadet

Item Reviewed	Record on File?	Description	Recommendation
1. Proof of age 19 years of age or more:	Yes: 5 No: 0	Copies of birth certificate on file	
2. Proof of Canadian Citizenship or having landed immigrant status	Yes: 5 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	Yes: 2 No: 0	(EPS and OPC certifications on file)	

Item Reviewed	Record on File?	Description	Recommendation
time service as a member of any police service in Canada			
4. Proof of a criminal record and background checks including testing and interviews	Yes: 4 No: 1	1 cadet file from Nfld did not contain CR review. However, cadet was cleared and sponsored by local police agency before attending APA. APA will ensure all CR reports are received.	
5. Proof of not having been found guilty of an offence under the <i>Criminal Code</i> or the <i>Controlled Drug and Substances Act</i> , or if found guilty, has received a pardon	Yes: 4 No: 1	As above. Not on file but completed by local POJ prior to arrival.	
6. Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i>	Yes:5 No: 0	Copies of driver's licenses on file. Reviewed annually.	
7. Proof of being of good moral character (references)	Yes: 5 No: 0		
8. Form 2A on File	Yes:5 No: 0	Letter of Appointment	
9. Oath or Affirmation of Office on file	Yes: 5 No: 0	On file.	
10. Proof Identification Card issued upon appointment	Yes: 5 No: 0	On file.	
11. Proof the appointee was provided with a copy of the <i>Police Act</i> and Regulations (a) and reasonable steps were taken to confirm the appointee has reviewed and understands the provisions of the <i>Police Act</i> and Regulations ;	Yes: 5 No: 0 Yes: 5 No: 0		

Item Reviewed	Record on File?	Description	Recommendation
(b) and , in particular, ensure the appointee was provided a copy and reasonable steps are taken to ensure the appointee understands the provisions of the: a. Code of Professional Conduct and Discipline; b. adopted Use of Force Model; c. Minister's Directives	Yes: 5 No: 0 Yes: 5 No: 0 Yes: 5 No: 0		
12. Appointee entered into the Register	Yes: 5 No: 0		
13. Appointee current status updated into the Register	Yes: 5 No: 0		

Training Records – Instructor files reviewed only (2 files).

Item Reviewed	Record on File?	Description	Recommendation
1. Firearms a. Re-qualification documented b. Instructors: c. d. Instructors certification was current at time of qualification	Yes: 2 No: 0 Yes: 2 No: 0 Yes: 2 No: 0		N/A
2. Conducted Energy Weapon (CEW)	Yes: 2 No: 0		N/A

Item Reviewed	Record on File?	Description	Recommendation
a. Re-qualification documented b. Instructor c. Instructors certification was current at time of qualification			
3. First Aid a. Re-qualification documented yes: no: b. Instructor(s) (Red Cross) c. Instructors certification was current at time of qualification	Yes: 2 No: 0 Yes: 2 No: 0 Yes: 2 No: 0	.	
4. Cardio Pulmonary Resuscitation a. Re-qualification documented b. Instructor(s): Red Cross c. Instructors certification was current at time of qualification	Yes: 2 No: 0 Yes: 2 No: 0 Yes: 2 No: 0		
5. Domestic Violence a. Attendance documented b. Instructor: APA c. Instructors certification was current at time of qualification	Yes: 2 No: 0	.	
6. Law and Legal Procedure a. Attendance documented	Yes: 2 No: 0		.

Item Reviewed	Record on File?	Description	Recommendation
<p>b. CPKN component completion documented</p> <p>c. Instructor: APA</p> <p>d. Instructors certification was current at time of qualification</p>	Yes: 2 No:		
<p>7. Use of Force</p> <p>a. Attendance documented</p> <p>b. Instructor:</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 1 No: 1</p> <p>.</p> <p>Yes: 2 No: 0</p>	One officer not up to date on this aspect	
<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: 1</p> <p>Yes: 1 No: 1</p>	One officer not up to date on this aspect	

Annual Review of Production of Identification Cards upon Request

Number of officers sampled	Identification Card Produced	Identification Card Not Produced
0 (none working this date)	0	0

Summary:

I reviewed five files of which two were instructor files and three Cadet files. In concert with previous years' reviews, there appears to be an overall strong level of documented compliance with Ministerial Directives. PROs is not utilized by this service. No issues to report.

Appointments

In compliance. No deficiencies noted.

Training

Training was current. Where there is any deficiency, as it is the primary Training Facility in PEI, any shortfalls can be ameliorated in short order.

Police Records Management System

No use of PROs by APA.

Alexis Triantafillou,
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Office of the Police Commissioner