

Office of the Police Commissioner



Annual Review Minister's Directives *Police Act*

Charlottetown Police Services 2024

Findings of compliance with Ministerial Directives.

Review conducted by Alexis Triantafillou, Office of the Police Commissioner, on February 28, 2025 with Deputy Chief Jennifer McCarron of the Charlottetown Police Service.

Appointment records – A total of seven files were reviewed. 3 files were pre-2010 hires and therefore exempt from the bulk of appointment file requirements. Documentation in most cases was present in these 3 files also.

Item Reviewed	Record on File?	Description	Recommendation
1. Proof of age 19 years of age or more:	Yes: 7 No: 0	Copies of birth certificates or Dr. License on file	
2. Proof of Canadian Citizenship or having landed immigrant status	Yes: 7 No: 0	Birth certificate, Cdn. Passport or Citizenship Certificate.	
3. 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 3 years of satisfactory full time	Yes:7 No: 0	6 APA grads. 1 x RCMP	

Item Reviewed	Record on File?	Description	Recommendation
service as a member of any police service in Canada.			
4. Proof of a criminal record and background checks including testing and interviews	Yes: 7 No: 0		2019 Ministerial Directive regarding Security Clearance being complied with.
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: 7 No: 0		2019 Ministerial Directive regarding Security Clearance being complied with.
6. Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i>	Yes: 7 No: 0	Copies of PEI driver's licenses on file. File updated annually.	
7. Proof of being of good moral character (references)	Yes: 7 No: 0		2019 Ministerial Directive regarding Security Clearance being complied with.
8. Form 2B on File	Yes: 7 No: 0	On file	
9. Oath or Affirmation of Office on file	Yes: 7 No: 0	On file.	
10. Proof Identification Card issued upon appointment	Yes: 7 No: 0	On file.	
11. 11. Proof the appointee was provided with a copy of the <i>Police Act and Regulations</i> (a) and reasonable steps were taken to confirm the appointee has reviewed and understands the provisions of the <i>Police Act and Regulations</i> :	Yes: 7 No: 0 Yes: 7 No: 0	On file	

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: 7 No: 0 Yes: 7 No: 0 Yes: 7 No: 0		
12. Appointee entered into the Register	Yes: 7 No: 0		
13. Appointee current status updated into the Register	Yes: 7 No: 0		

Training Records – A total of seven files reviewed.

Item Reviewed	Record on File?	Description	Recommendation
1.Firearms a.Re-qualification documented b. Instructor: Kennedy c.Instructors certification was current at time of qualification Carbines d.Re-qualification documented e.Instructor: Kennedy, Woods, Pound f. Instructors certification was current at time of qualification	Yes: 7 No: 0 Yes Yes: 7 No: 0 Yes	Instructor certification was on file and verified as current. CPS policy is that only trained officers use the carbines.	
2. Conducted Energy Weapon (CEW) a.Re-qualification documented Instructors: Woods b.Instructors certification was current at time of qualification	Yes: 5 No: 2 Yes. Yes	CPS policy is that only trained officers use the CEWs This training is completed 'in house' by a CPS instructor. ****2 expired members were set for re-certification in March Of 2025,*****	
3.First Aid a.Re-qualification documented.	Yes:7 No: 0	Instructor certification was on file and verified as current.	

Item Reviewed	Record on File?	Description	Recommendation
b. Instructor: Hogan c. Instructors certification was current at time of qualification Exp 2021	Yes	This training is completed 'in house' by a CPS instructor.	
4.Cardio Pulmonary Resuscitation a. Re-qualification documented b. Instructor: Hogan c. Instructors certification was current at time of qualification	Yes: 7 No: 0 Yes	Instructor certification was on file and verified as current. This training is completed 'in house' by a CPS instructor.	
5. Domestic Violence a. Attendance documented b. Instructor: c. Instructors certification was current at time of qualification	Yes: 7 No: 0		
6.Law and Legal Procedure a. Attendance documented b. CPKN component completion documented c. Instructor:__APA d. Instructors certification was current at time of qualification	Yes: 7 No: 0 APA Instructors APA		

Item Reviewed	Record on File?	Description	Recommendation
7. Use of Force a. Attendance documented b. Instructor: Miller c. Instructors certification was current at time of qualification	Yes.7 No: 0 CPS/APA Instructors Yes	(Active Threat training also completed and documented)	
8. Motor Vehicle Pursuit and Emergency Vehicle Operation a. Attendance documented b. Instructor. c. Instructors certification was current at time of qualification	Yes: 5 No: 2 APA APA	2 officers are due this year to update driving course. APA is only site and this is dependent of that institution's schedule.	

Annual Review of Production of Identification Cards upon Request

Number of officers sampled	Identification Card Produced	Identification Card Not Produced
2	2	0

Summary:**Appointment:**

Appointment records/files were neat and in very good order. Any previous noted deficiencies have been improved, and all files were up to date.

Training:

Training requirements are being met. There is an excellent level of documented compliance with Ministerial Directives. Two officers were expired on CEW but were due to be re-certified in the coming days in March 2025.

Identification Cards:

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

Police Records Management System:

No report provided on PROs review/QA completed this past year.

Recommendations:

Continued strong maintenance of training/appointment files.

Alexis Triantafillou,
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