

# Office of the Police Commissioner



## Annual Review Minister's Directives *Police Act*

### Provincial Conservation Officers 2024

#### Findings of compliance with Ministerial Directives.

Review conducted by Alexis Triantafillou, Office of the Police Commissioner, on February 12, 2025 for the calendar year 2024. Chief Conservation Officer Erin Perry presented the files for review.

**Appointment Records** – A total of two files reviewed both full time officers.

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

Item Reviewed	Record on File?	Description	Recommendation
4. Proof of a criminal record and background checks including testing and interviews	Yes:2 No: 0	Police conducted CR checks on file	
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: 2 No:0		
6. Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i>	Yes:2	Copies of driver's licenses on file. Reviewed annually.	
7. Proof of being of good moral character (references)	Yes: 2		
8. Form 2B on File	Yes: 2	On File	
9. Oath or Affirmation of Office on file	Yes: 2	On file.	
10. Proof Identification Card issued upon appointment	Yes: 2	On file.	
11. 11. Proof the appointee was provided with a copy of the <i>Police Act</i> and Regulations (a) <b>and</b> reasonable steps were taken to confirm the appointee has reviewed and understands the provisions of the <i>Police Act</i> and Regulations ; (b) <b>and</b> , in particular, ensure the appointee was	Yes to all: 2	Documented with in file	

Item Reviewed	Record on File?	Description	Recommendation
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			
12. Appointee entered into the Register	Yes: 2		
13. Appointee current status updated into the Register	Yes: 2		

**Training Records** – A total of two files reviewed both full time officers.

Item Reviewed	Record on File?	Description	Recommendation
<b>1. Firearms</b> a. Re-qualification documented  <b>b.</b> Instructor: MacDonald  <b>c.</b> Instructors certification was current at time of qualification	Yes: 2   Yes: 2	.	
<b>2. Conducted Energy Weapon (CEW)</b> a. Re-qualification documented  <b>b.</b> Instructor:	N/A	Conservation Officers do not carry CEW	

Item Reviewed	Record on File?	Description	Recommendation
c. Instructors certification was current at time of qualification			
<b>3. First Aid</b> a. Re-qualification documented yes: no: <b>b.</b> Instructor(s) c. Instructors certification was current at time of qualification	Yes: 2 No 0  Yes: 2 No 0	. (Red Cross)	
<b>4. Cardio Pulmonary Resuscitation</b> a. Re-qualification documented  b. Instructor(s)  c. Instructors certification was current at time of qualification	Yes: 2 No 0  Yes: 2 No 0	(Red Cross)	
<b>5. Domestic Violence</b> a. Attendance documented  b. Instructor: c. Instructors certification was current at time of qualification	N/A	.	
<b>7. Law and Legal Procedure</b> a. Attendance documented  b. CPKN component completion documented  c. Instructor: APA	Yes: 2 No 0  Yes: 2 No 0		

Item Reviewed	Record on File?	Description	Recommendation
d. Instructors certification was current at time of qualification			
<b>7. Use of Force</b> a. Attendance documented  b. Instructors: APA  c. Instructors certification was current at time of qualification	Yes: 2 No: 0   Yes: 2	.	
<b>8. Motor Vehicle Pursuit and Emergency Vehicle Operation</b> a. Attendance documented  b. Instructors: APA  c. Instructors certification was current at time of qualification	Yes: 2 No 0	.	

**Annual Review of Production of Identification Cards upon Request**

Number of officers sampled	Identification Card Produced	Identification Card Not Produced
<b>1</b>	<b>1</b>	<b>1</b>

### **Summary:**

#### **Appointment**

Appointment records were well maintained and up to date.

Discussion again as to potential new hires as these positions are advertised and filled through the PEI Civil Service Commission. Required documents need to be brought from that organization and into the files to be reviewed on site.

#### **Training**

All training up to date and documented as such.

#### **Identification Cards**

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

#### **Police Records Management System**

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

### **Recommendations:**

- The requisite administrative files/paperwork for the Appointments be obtained and placed in the personnel file and available for review.
- Strong maintenance of the personnel files be maintained.

Alexis Triantafillou,  
Manager  
Office of the Police Commissioner