

Office of
the Police Commissioner



Annual Review
Minister’s Directives
Police Act

Charlottetown Police Services
2025

Findings of compliance with Ministerial Directives.

Review conducted by Alexis Triantafillou, Office of the Police Commissioner, on January 23, 2026 with Training NCO Sgt Mike Chaloner of the Charlottetown Police Service.

Appointment records – A total of seven files were reviewed. 1 file was a pre-2010 hire and therefore exempt from the bulk of appointment file requirements.

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	7 APA grads.	

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		
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: <ul style="list-style-type: none"> 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
<p>1. Firearms</p> <p>a. Re-qualification documented</p> <p>b. Instructor: Kennedy</p> <p>c. Instructors certification was current at time of qualification</p> <p>Carbines</p> <p>d. Re-qualification documented</p> <p>e. Instructor: Kennedy, Woods, Pound</p> <p>f. Instructors certification was current at time of qualification</p>	<p>Yes: 7 No: 0</p> <p>Yes</p> <p>Yes: 7 No: 0</p> <p>Yes</p>	<p>Instructor certification was on file and verified as current.</p> <p>CPS policy is that only trained officers use the carbines.</p>	
<p>2. Conducted Energy Weapon (CEW)</p> <p>a. Re-qualification documented Instructors: Woods</p> <p>b. Instructors certification was current at time of qualification</p>	<p>Yes: 0 No: 7</p> <p>Yes.</p> <p>Yes</p>	<p>Due to logistical reasons, bulk of CEW certification had or was about to expire. Re-certs were booked for all members for February 2026</p>	
<p>3. First Aid</p> <p>a. Re-qualification documented.</p>	<p>Yes: 7 No: 0</p>	<p>Instructor certification was on file and verified as current.</p>	

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: 7 No: 0 APA APA		

Annual Review of Production of Identification Cards upon Request

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

Summary:

As Policing Standards were introduced in 2025, this annual Review will cease and or be modified moving forward.

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. Expiry on CEW was noted and explained. Due to logistical reasons, recerts could not be completed before review. All members in CPS were noted to be booked for recert training in Feb 2026.

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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