

Office of the Police Commissioner



Annual Review Minister's Directives *Police Act*

Atlantic Police Academy 2023

Findings of compliance with Ministerial Directives.

Review of calendar year 2023 conducted at Atlantic Police Academy by Alexis Triantafillou, Manager, Office of the Police Commissioner with Melissa Paxton, executive Admin Assistant, on January 22, 2024.

Appointment records –Three cadets and two police instructor files reviewed.

Item Reviewed	Record on File?	Description	Recommendation
1. Proof of age 19 years of age or more:	Yes: 5	Copy of Birth Certificates	
2. Proof of Canadian Citizenship or having landed immigrant status	Yes 5	Copy of Birth Certificates	
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: 2	Applies to Instructing Officers only.	Both instructors APA graduates

Item Reviewed	Record on File?	Description	Recommendation
4. Proof of a criminal record and background checks including testing and interviews	Yes: 5 No: 0	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:5 No:0	On file	
6. Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i>	Yes:5		
7. Proof of being of good moral character (references)	Yes: 5		
8. Respective Forms 4B,5B, 6B on File	Yes: 5	Documents on file	
9. Oath or Affirmation of Office on file	Yes: 5	Documents on file	
10. Proof Identification Card issued upon appointment	Yes: 5	Cadets (3) identification card returned and purged upon graduation. Photo copies 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 ; (b) and , in particular, ensure the appointee was provided a copy and reasonable steps are	Yes to all: 5	Cadets provided an electronic version of the documents in the context of a course involving all cadets approx 4-5 weeks into training course.	<u>Notice of Compliance – PEI Police Act – Instructor</u> Instructors have to affirm that they are made aware and understand the references listed in notice. Each section is hyperlinked to the section of the Police Act or Regulations that refers. Further, powers of a PO on PEI are explained and they are given a copy of the Use of Force model. They are made aware

Item Reviewed	Record on File?	Description	Recommendation
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			that the Police Identification card belongs to the APA and is to be returned upon expiration of his/her employment. Ministerial Directives that apply to APA are now included in <u>Notice of Compliance.</u>
12. Appointee entered into the Register	Yes: 5	Documents on file	
13. Appointee current status updated into the Register	Yes: 5	Documents on file	

Two (2) Training Record files (Police Instructors) were reviewed with the following results:

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

Item Reviewed	Record on File?	Description	Recommendation
a. Re-qualification documented Instructor: Red Cross/St John Amb. b. Instructors certification was current at time of qualification	Yes: 2 No:0		
4. Cardio Pulmonary Resuscitation a. Re-qualification documented b. Instructor: As above c. Instructors certification was current at time of qualification	Yes: 2 No:0		
5. Domestic Violence a. Attendance documented b. Instructor: Maynard c. Instructors certification was current at time of qualification	Yes: 2 No:0		
6. Law and Legal Procedure a. Attendance documented b. CPKN component completion documented c. Instructor: APA Blog d. Instructors certification was current at time of qualification	Yes: 2		
7. Use of Force a. Attendance documented b. Instructor: APA	Yes: 2		

Item Reviewed	Record on File?	Description	Recommendation
c. Instructors certification was current at time of qualification			
8. Motor Vehicle Pursuit and Emergency Vehicle Operation a. Attendance documented: b. Instructor: APA c. Instructors certification was current at time of qualification	Yes: 2 No: 2		

Annual Review of Production of Identification Cards upon Request

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

Finding Summary

Appointment:

Appointment records are comprehensive and complete for the cadet candidates.

The 2 instructor (peace officer) appointment files were up to date and of no issue.

Training:

Training files were up to date. Each instructor is an instructor on one or several of the required training fields.

Recommendation(s):

There was discussion with both the Director and Deputy Director in regard to obtaining Vulnerable Sector checks for Academy/Instructor members. There was a level of difficulty in obtaining same as the APA does have query capability itself. I advised to still obtain same checks completed as Instructors are peace officers for the Province and as such, could be called into general policing service/response by the Attorney General if required.

That APA carry on forward with its compliance in regard to Cadet appointment/acceptance.

I verbally updated Director Jeffery Minten of these findings upon completion of my review.

Alexis Triantafillou, Manager

Office of the Police Commissioner