

Office of the Police Commissioner



Annual Review Minister's Directives *Police Act*

Charlottetown Police Services 2023

Findings of compliance with Ministerial Directives.

Review conducted by Alexis Triantafillou, Office of the Police Commissioner, on February 23, 2024 with Sgt. Allan Kelly of the Charlottetown Police Service.

Appointment records – A total of seven files were reviewed; six files of sworn full time officers and one part-time officer..

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 service as a member of any police service in Canada.	Yes:7 No: 0	6 APA grads and 1 Military Police veteran. .	

Item Reviewed	Record on File?	Description	Recommendation
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> : (b) and , in particular, ensure the appointee was provided a copy and	Yes: 7 No: 0 Yes: 7 No: 0	6 Officers had completed same via a new CPS process. Most recent hire(casual) had his completed at APA	New process commenced by Sgt Kelly as a result of previous year's review. Officers now compliant and documented as reading and acknowledging Police Act.

Item Reviewed	Record on File?	Description	Recommendation
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 were reviewed; six files of sworn full time officers and one part-time officer.

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: Miller 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/Chaloner/Manning b.Instructors certification was current at time of qualification	Yes: 7 No: 0 Yes. Yes	CPS policy is that only trained officers use the CEWs This training is completed 'in house' by a CPS instructor.	
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: 5 No: 2	2 Officers due this year for updated Domestic Violence training. They have previous training but are required this year to update..	
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 in neat and in very good order. An issue noted in previous year's review as to documentation/acknowledgment of Police Act et al. was addressed and steps have been taken to have Officers complete this. Sgt Kelly undertook this deficiency from last year and this has been addressed. No issues noted.

Training:

Training requirements are being met. There is an excellent level of documented compliance with Ministerial Directives. The Domestic Violence Training is re-commencing with the Province. The Motor Vehicle Pursuit course is reported to being only offered by APA on a more limited basis. This may cause more Officers to be due for said training moving forward.

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,
Manager, Office of the Police Commissioner