

Office of the Police Commissioner



Annual Review Minister's Directives *Police Act*

Kensington Police Services 2023

Findings of compliance with Ministerial Directives.

Review conducted by Alexis Triantafillou, Office of the Police Commissioner, on March 04, 2024 covering the calendar year 2023. Kensington Police Services Chief Lewie Sutherland and Deputy Chief Landon Yuill presented the files for review.

Appointment Records – two files reviewed. All were part-time employees and new hires (post 2019).

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 or passport on file	
2. Proof of Canadian Citizenship or having landed immigrant status	Yes: 2 No: 0	Copies of birth certificates and/or Certificate of Citizenship	
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	Yes: 2 No: 0	2 x APA	

Item Reviewed	Record on File?	Description	Recommendation
time service as a member of any police service in Canada			
4. Proof of a criminal record and background checks including testing and interviews	Yes: 2 No: 0	As above	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: 2 No: 0	As above	As above.
6. Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i>	Yes:2 No: 0	Copies of driver's licenses on file. Reviewed annually.	
7. Proof of being of good moral character (references)	Yes: 2 No: 0	Well documented and relevant references	
8. Form 2B on File	Yes 2 No: 0	Letter of Appointment	
9. Oath or Affirmation of Office on file	Yes: 2 No: 0	On file.	
10. Proof Identification Card issued upon appointment	Yes: 2 No: 0	Copies on file.	
11. 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	Yes: 2 No:0 Yes: 2 No: 0	On file and signed.	

Item Reviewed	Record on File?	Description	Recommendation
<p>appointee was provided a copy and reasonable steps are taken to ensure the appointee understands the provisions of the:</p> <p>a. Code of Professional Conduct and Discipline;</p> <p>b. adopted Use of Force Model;</p> <p>c. Minister's Directives</p>	<p>Yes: 2 No: 0</p> <p>Yes: 2 No: 0</p> <p>Yes: 2 No: 0</p>		
12. Appointee entered into the Register	Yes: 2 No: 0		
13. Appointee current status updated into the Register	Yes: 2 No: 0		

Training Records – Two files reviewed.

Item Reviewed	Record on File?	Description	Recommendation
<p>1. Firearms</p> <p>a. Re-qualification documented</p> <p>b. Instructors: APA</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 2 No: 0</p> <p>Yes: 2 No: 0</p> <p>Yes: 2 No: 0</p>	APA.	
<p>2. Conducted Energy Weapon (CEW)</p> <p>a. Re-qualification documented</p> <p>b. Instructor . APA</p>	Yes: 2 No: 0	Both members CEW qualification expired. Course being set up vis assistance from SPS as no CEW instructor within KPS	

Item Reviewed	Record on File?	Description	Recommendation
c. Instructors certification was current at time of qualification			
3. First Aid a. Re-qualification documented yes: no: b. Instructor(s) APA/1 ST Aid Service c. Instructors certification was current at time of qualification	Yes: 2 No: 0 Yes: 2 No: 0 Yes: 2 No: 0	. Instructor certification was on file and verified as current. (Mitchel First Aid)	
4. Cardio Pulmonary Resuscitation a. Re-qualification documented b. Instructor(s) c. Instructors certification was current at time of qualification	Yes: 2 No: 0 Yes: 2 No: 0 Yes: 2 No: 0	As above	
5. Domestic Violence a. Attendance documented b. Instructor: Jaylee Grady c. Instructors certification was current at time of qualification	Yes: 2 No: 0	. .	

Item Reviewed	Record on File?	Description	Recommendation
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: 2 No: 0 Yes: 2 No: 0		
7.Use of Force a. Attendance documented b. Instructor: MacDonald c. Instructors certification was current at time of qualification	Yes:2 No: 0 . Yes: 2 No: 0		
8. Motor Vehicle Pursuit and Emergency Vehicle Operation a. Attendance documented b. Instructors APA c. Instructors certification was current at time of qualification	Yes: 2 No: 0 Yes: 2 No: 0		All within the 5 years

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:

Continued strong level of documented compliance with Ministerial Directives.

All officers reviewed were hired after the 2019 security screening directive was issued. Compliance was reviewed and found to be complete and well documented.

Training:

Training records were present and up to date.

Police Records Management System

Documentation was provided by Chief Sutherland that continued PROs internal auditing continues to align with ORMS audit recommendations and guidelines.

Recommendations:

Continued strong documentation and filing of Training and Appointment files.

Submitted,

Alexis Triantafillou,
Manager,
Office of the Police Commissioner