

Office of the Police Commissioner



Annual Review Minister's Directives *Police Act*

Charlottetown Police Services January 2018

Findings of compliance with Ministerial Directives.

Review conducted by Phil Pitts and Paul Stetson, Office of the Police Commissioner, on January 3, 2018 with Chief Paul Smith.

1. Appointment records – Five files of sworn full time officers reviewed.

Item Reviewed	Record on File?	Description	Recommendation
1. Proof of age 19 years of age or more:	Yes: 5 No: 0	Copies of birth certificates or Dr. License on file	
2. Proof of Canadian Citizenship or having landed immigrant status	Yes: 5 No: 0	Four copies of birth certificates on file and one confirmed by Canadian Passport	
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: 5 No: 0	Copy of Atlantic Police Academy (APA) Certificates on file .	

Item Reviewed	Record on File?	Description	Recommendation
4. Proof of a criminal record and background checks including testing and interviews	Yes: 5 No: 0		
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	Criminal records checks all negative via fingerprints.	
6. Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i>	Yes: 5 No: 0	Copies of PEI driver's licenses on file. File updated annually.	
7. Proof of being of good moral character (references)	Yes: 3 No: 2	Direct reference checks not available for two.	These were probably done but there is no record of such on their personnel files.
8. Form 2B on File	Yes: 5 No: 0	On file	
9. Oath or Affirmation of Office on file	Yes: 5 No: 0	On file.	
10. Proof Identification Card issued upon appointment	Yes: 5 No: 0	On file. (Computerized master list denoting service number and expiry date.)	
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	Yes: 5 No: 0 Yes: 5 No: 0	Each new police services employee has to fill out the "Police Services Orientation Checklist" with a supervisor and given a package that includes the Police Act, Code of Professional Conduct and Discipline and the adopted Use of Force Model. The completed form is then kept on	

Item Reviewed	Record on File?	Description	Recommendation
<p>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: 5 No: 0</p> <p>Yes: 5 No: 0</p> <p>Yes: 5 No: 0</p>	<p>employee's file.</p>	
<p>12. Appointee entered into the Register</p>	<p>Yes: 5 No: 0</p>		
<p>13. Appointee current status updated into the Register</p>	<p>Yes: 5 No: 0</p>		

2. Training Records - Five files reviewed.

Item Reviewed	Record on File?	Description	Recommendation
<p>1. Firearms</p> <p>a. Re-qualification documented</p> <p>b. Instructor: Vessey/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: Vessey/Kennedy</p>	<p>Yes: 5 No: 0</p> <p>Yes</p> <p>Yes: 2 No: 3</p>	<p>Instructor certification was on file and verified as current.</p> <p>This training is completed 'in house' by a CPS instructor.</p> <p>Instructor certification on file and current</p>	<p>That all officers be trained in the use of</p>

Item Reviewed	Record on File?	Description	Recommendation
<p>f. Instructors certification was current at time of qualification</p>	<p>Yes</p>	<p>Training completed in house by CPS instructors.</p> <p>CPS policy is that only trained officers use the carbines.</p>	<p>carbines.</p>
<p>2. Conducted Energy Weapon (CEW) a. Re-qualification documented</p> <p>Instructors: Vessey/Kennedy</p> <p>b. Instructors certification was current at time of qualification</p>	<p>Yes: 5 No: 0</p> <p>Yes.</p>	<p>Instructor certification was on file and verified as current.</p> <p>This training is completed 'in house' by a CPS instructor.</p>	
<p>3. First Aid a. Re-qualification documented. b. Instructor: Cst Ross Davis c. Instructors certification was current at time of qualification</p>	<p>Yes: 5 No: 0</p> <p>Yes</p>	<p>Instructor certification was on file and verified as current.</p> <p>This training is completed 'in house' by a CPS instructor.</p>	
<p>4. Cardio Pulmonary Resuscitation a. Re-qualification documented</p> <p>b. Instructor: Cst. Ross Davis</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 5 No: 0</p> <p>Yes</p>	<p>Instructor certification was on file and verified as current.</p> <p>This training is completed 'in house' by a CPS instructor.</p>	

Item Reviewed	Record on File?	Description	Recommendation
5.Domestic Violence a. Attendance documented b. Instructor: c. Instructors certification was current at time of qualification	Yes: 4 No: 1 Susan Maynard, Victim Services Yes	One had expired	That Cst. LEE be provided Domestic Violence update as soon as possible.
6.Law and Legal Procedure a. Attendance documented b. CPKN component completion documented c. Instructor:_____	Yes: 5 No: 2 APA Instructors APA	APA on line training current.	
7.Use of Force a. Attendance documented b. Instructor: Kennedy/ Vessey c. Instructors certification was current at time of qualification	Yes.5 No: 0 CPS Instructors Yes	This training is completed 'in house' by a CPS instructor	
8. Motor Vehicle Pursuit and Emergency Vehicle Operation a. Attendance	Yes: 5 No: 0		

Item Reviewed	Record on File?	Description	Recommendation
documented			
b. Instructor.	APA		
c. Instructors certification was current at time of qualification	APA		

3. Annual Review of Production of Identification Cards upon Request

Number of officers sampled	Identification Card Produced	Identification Card Not Produced
7	7	0

Summary:

Ministerial Directives

Overall there is an excellent level of documented compliance with Ministerial Directives with the following exception:

There was no record on file of reference checks being done on two of the five officers reviewed.

Training

Overall training requirements are being met with one minor exception on an officer having his Family Violence training expired. Training records are current and well documented. With the introduction of the carbine to Municipal Police Services in 2017 we included training in this area for our 2017 firearms training review. Charlottetown Police Services have trained and certified 27 officers in its use.

Identification Cards

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

Recommendations:

1. That steps be taken by Charlottetown Police Services to ensure that all character reference checks are completed and documented on their officer's files of police officers.
2. That steps be taken to review and update all officer Family Violence training as required.
3. While there is no indication that officers not trained are using the carbine, it is recommended that Charlottetown Police continue their efforts and have all officers certified in the use of the police carbine as soon as possible and that such training be recorded in their "Report on Training" for the year.

Respectfully submitted,

P.W. (Phil) Pitts,
Manager, Office of the Police Commissioner