



**Annual Review  
Minister’s Directives  
*Police Act***

**Kensington 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 23, 2018. Kensington Police Services Chief Lewie Sutherland presented the files for review.

**Appointment Records** – Two files reviewed. Both were full time employees and one was a new hire.

<b>Item Reviewed</b>	<b>Record on File?</b>	<b>Description</b>	<b>Recommendation</b>
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: 2No: 0	Copies of birth certificates or passport on file	
3. Either: Proof of graduation from the Atlantic Police Academy or from a similar program at an approved police training agency. <b>OR</b> Proof of having at least three (3) years of satisfactory full time service as a member of any police service in Canada	Yes: 2 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: 2 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: 2 No: 0		
6. Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i>	Yes:2No: 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	On file.	
11. Proof the appointee was provided with a copy of the <i>Police Act</i> and Regulations (a) <b>and</b> reasonable steps were taken to confirm the appointee has reviewed and understands the provisions of the <i>Police Act</i> and Regulations ; (b) <b>and</b> , in particular, ensure the	Yes: 0 No:2  Yes:0 No: 2	Chief Sutherland advises this has been done but there is no documented proof of it.	That the Chief take steps asap to ensure a sign off form is completed and signed by all officers indicating compliance with the Minster's Directive.

<b>Item Reviewed</b>	<b>Record on File?</b>	<b>Description</b>	<b>Recommendation</b>
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"> <li>a. Code of Professional Conduct and Discipline;</li> <li>b. adopted Use of Force Model;</li> <li>c. Minister's Directives</li> </ul>	Yes: 0 No: 2  Yes: 0 No: 2  Yes: 0 No: 2		
12. Appointee entered into the Register	Yes: 2 No: 0		
13. Appointee current status updated into the Register	Yes: 2 No: 0		

**Training Records** – Four files reviewed.

<b>Item Reviewed</b>	<b>Record on File?</b>	<b>Description</b>	<b>Recommendation</b>
<b>1. Firearms</b> <ul style="list-style-type: none"> <li>a. Re-qualification documented</li> <li>b. Instructors: B. MacDonald/Blacquiere /MaCarthy</li> <li>c. Instructors certification was current at time of qualification</li> </ul>	Yes: 2 No: 0  Yes: 2 No: 0  Yes: 2 No: 0	Instructor certification was on file and verified as current.  Certified in house instructors; Cpls. Shawn McCarthy, Jason Blacquiere. Cst. Brent MacDonald.	
<b>2. Conducted Energy Weapon (CEW)</b>		Instructor certification was on file and verified as current.	

<b>Item Reviewed</b>	<b>Record on File?</b>	<b>Description</b>	<b>Recommendation</b>
<p>a. Re-qualification documented</p> <p>b. Instructor</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 2 No: 0</p>	<p>Certified instructors; Cpls. Shawn McCarthy, Jason Blacquiere.</p>	
<p><b>3. First Aid</b></p> <p>a. Re-qualification documented yes: no:</p> <p>b. Instructor(s)</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>	<p>Instructor certification was on file and verified as current.</p> <p>Cst. Craig Murphy</p>	
<p><b>4. Cardio Pulmonary Resuscitation</b></p> <p>a. Re-qualification documented</p> <p>b. Instructor(s)</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>	<p>Certified instructors; Cst. Craig Murphy</p>	
<p><b>5. Domestic Violence</b></p> <p>a. Attendance documented</p> <p>b. Instructor: Susan Maynard</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 2 No: 0</p>	<p>Training provided through the Victims of Family Violence Advisory Committee</p>	

Item Reviewed	Record on File?	Description	Recommendation
<p><b>6.Law and Legal Procedure</b></p> <p>a. Attendance documented</p> <p>b. CPKN component completion documented</p> <p>c. Instructor: APA</p> <p>d. Instructors certification was current at time of qualification</p>	<p>Yes: 0 No: 0</p> <p>Yes: 2 No: 0</p>	<p>Cpl. Griffin's updated training not noted on the KPS record of training.</p>	<p>Record be updated to reflect this training. .</p>
<p><b>7.Use of Force</b></p> <p>a. Attendance documented</p> <p>b. Instructor:</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>Certified instructors; Shawn McCarthy, Jason Blacquiere.</p>	
<p><b>8. Motor Vehicle Pursuit and Emergency Vehicle Operation</b></p> <p>a. Attendance documented</p> <p>b. Instructors</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>APA Instructors</p>	

## Annual Review of Production of Identification Cards upon Request

Number of officers sampled	Identification Card Produced	Identification Card Not Produced
3	3	0

### Summary:

#### Ministerial Directives

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

There was no documentation of either officer having received and understood the Police Act and Regulations, Code of Professional Conduct and Discipline as well as the adopted Use of Force Model and Minister's Directives. This was also noted on last year's review and while Chief Sutherland advises that it has been done there is no documented proof that it was as required.

#### Training

At the time of the review all training was current however there was one instance where it was not reflected in the Report of Police Officer's Training. This will be updated by the Chief.

#### Identification Cards

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

#### Recommendation:

1. That immediate steps be taken by Kensington Police Services to create an acknowledgement form to document that appointees have been provided with copies of the Police Act and Regulations and reasonable steps have been taken to ensure the appointee has reviewed and understood them. \*Chief Sutherland advises that this has been done and will be reviewed with all police officers.

Respectfully submitted,

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