



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

**Summerside Police Services
December 2017**

Findings of compliance with Ministerial Directives.

Review conducted by Phil Pitts and Paul Stetson, Office of the Police Commissioner, on December 12, 2017. Summerside Police Services Chief David Poirier and Cpl. Jason Blaquaire presented the files for review.

Appointment Records – Four files reviewed. Four full time employees of which three were new hires.

Item Reviewed	Record on File?	Description	Recommendation
1. Proof of age 19 years of age or more:	Yes:4 No: 0	Copies of birth certificates on file	
2. Proof of Canadian Citizenship or having landed immigrant status	Yes: 4 No: 0	Copy of birth certificates on file	
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: 4 No: 0	Copy of Atlantic Police Academy (APA) Certificates on file .	

Item Reviewed	Record on File?	Description	Recommendation
<p>4. Proof of a criminal record and background checks including testing and interviews</p>	<p>Yes: 2 No:2</p>	<p>Two had prints taken but no confirmation of negative criminal record.</p>	<p>Officers not be hired or appointed until Criminal Records checks confirmed as negative.</p>
<p>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</p>	<p>Yes: 2 No:2</p>	<p>Two had prints taken but no confirmation of negative criminal record.</p>	<p>Officers not be hired or appointed until Criminal Records checks confirmed as negative</p>
<p>6. Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i></p>	<p>Yes:4 No: 0</p>	<p>Copies of driver's licenses on file. Reviewed annually.</p>	
<p>7. Proof of being of good moral character (references)</p>	<p>Yes: 4 No: 0</p>	<p>Well documented and relevant references</p>	
<p>8. Form 2B on File</p>	<p>Yes:4 No: 0</p>	<p>Letter of Appointment</p>	
<p>9. Oath or Affirmation of Office on file</p>	<p>Yes: 4 No: 0</p>	<p>On file.</p>	
<p>10. Proof Identification Card issued upon appointment</p>	<p>Yes: 4 No: 0</p>	<p>On file.</p>	
<p>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</p>	<p>Yes: 3 No:1</p>	<p>There is a comprehensive system now in place to ensure compliance however one employee was not done.</p>	<p>Chief Poirier advised that this has since been completed with the employee on 21 Dec. 17.</p>

Item Reviewed	Record on File?	Description	Recommendation
provisions of the <i>Police Act</i> and Regulations ; (b) and , in particular, ensure the appointee was provided a copy and 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:3 No: 1 Yes: 3 No: 1 Yes: 3 No: 1 Yes: 3 No:1		
12. Appointee entered into the Register	Yes: 4 No: 0		
13. Appointee current status updated into the Register	Yes: 4 No: 0		

Training Records – Four files reviewed.

Item Reviewed	Record on File?	Description	Recommendation
1. Firearms a. Re-qualification documented b. Instructor: See description c. Instructors certification was current at time of qualification	Yes: 4 No: 0 Yes: 4 No: 0 Yes: 4 No: 0	Instructor certification was on file and verified as current. Certified in house instructors; Cpls. Shawn McCarthy, Jason Blacquiere. Cst. Ricky MacLeod.	

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

Item Reviewed	Record on File?	Description	Recommendation
<p>6.Law and Legal Procedure</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: 4 No: 0</p> <p>Yes: 4 No:</p>		
<p>7.Use of Force</p> <p>a. Attendance documented</p> <p>b. Instructor:</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 4 No: 0</p> <p>Yes: 4 No: 0</p>	<p>Certified in house instructors; Shawn McCarthy, Jason Blacquiere.</p>	<p>Training was not completed at the time of the review but was scheduled for later in Dec. Chief confirms it has since been completed.</p>
<p>8. Motor Vehicle Pursuit and Emergency Vehicle Operation</p> <p>a. Attendance documented</p> <p>b. Instructors</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 4 No: 0</p> <p>Yes: 4 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
6	6	0

Summary:

Ministerial Directives

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

There was one instance where there was no documentation of an 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 in spite of procedures in place to ensure this occurred. Chief Poirier has since dealt with this issue and is in compliance.

Of more concern is that, of the four files reviewed, it was noted that there two officers hired and appointed prior to confirmation of a negative criminal records check by way of a fingerprint search. The appropriate reference and background checks were completed and well documented as well as CPIC and PROS checks which were negative. The fingerprints were taken and submitted for searching but the results not received back from Ottawa prior to them being hired. They have since been resubmitted. Chief Poirier advises that since our review all officers hired since the inception of the Police Act have had their prints updated and are now all negative on their respective files. Going forward he has placed policy in place to ensure all criminal records checks have been completed prior to hiring of police officers.

Training

At the time of the review Use of Force training had not been completed but was scheduled for later in December. Since that time Chief Poirier confirms all training has been completed. All training is well documented and instructors certification current. With the introduction of the carbine to Municipal Police Services in 2017 we included training in this area for our 2017 firearms training review. Summerside Police Services have trained and certified 43 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 Summerside Police Services to ensure that all criminal records checks are completed and negative prior to the hiring and appointment of police officers.
2. That the Annual Reviews of Police Services by our office be completed after the end of the calendar year to allow for the completion of scheduled training during that year.

Respectfully submitted,

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