

Office of the Police Commissioner



Annual Review Minister's Directives *Police Act*

Security Police Officers Security Services Division – University of Prince Edward Island January 2018

Findings of compliance with Ministerial Directives.

Review conducted by Phil Pitts and Paul Stetson, Office of the Police Commissioner, on January 19, 2018. Mark Pharand, Manager of Security Services, University of PEI presented the file for review.

Appointment Records – One file reviewed. File reviewed was a new hire.

Item Reviewed	Record on File?	Description	Recommendation
1. Proof of age 19 years of age or more:	Yes: 1 No: 0	Copies of birth certificate on file	
2. Proof of Canadian Citizenship or having landed immigrant status	Yes: 1 No: 0	Copies of birth certificate 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: 1 No: 0	Copy of Atlantic Police Academy (APA) Certificates on file .	Graduated Sep.2,2016

Item Reviewed	Record on File?	Description	Recommendation
4. Proof of a criminal record and background checks including testing and interviews	Yes: 1 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: 1 No: 0		Verified by Fingerprints.
6. Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i>	Yes:1 No: 0	Copies of driver's licenses on file. Reviewed annually.	On file and current
7. Proof of being of good moral character (references)	Yes: 1 No: 0	Well documented and relevant references	
8. Form 2B on File	Yes:1 No: 0	Letter of Appointment	
9. Oath or Affirmation of Office on file	Yes: 1 No: 0	On file.	Sep.6/17
10. Proof Identification Card issued upon appointment	Yes: 1 No: 0	On file.	
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 ;	Yes: 1 No: 0 Yes: 1 No: 0		Sep.6/17

Item Reviewed	Record on File?	Description	Recommendation
(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: <ul style="list-style-type: none"> a. Code of Professional Conduct and Discipline; b. adopted Use of Force Model; c. Minister's Directives 	Yes: 1 No: 0 Yes: 1 No: 0 Yes: 1 No: 0		
12. Appointee entered into the Register	Yes: 1 No: 0		
13. Appointee current status updated into the Register	Yes: 1 No: 0		

Training Records – One file reviewed.

Item Reviewed	Record on File?	Description	Recommendation
1. Firearms <ul style="list-style-type: none"> a. Re-qualification documented b. Instructors: c. d. Instructors certification was current at time of qualification 	Yes: 0 No: 0 Yes: 0 No: 0 Yes: 0 No: 0	Firearms not issued to UPEI Security Officers	

Item Reviewed	Record on File?	Description	Recommendation
<p>2. Conducted Energy Weapon (CEW) a. Re-qualification documented</p> <p>b. Instructor</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 0 No: 0</p>	<p>CEWs not issued to UPEI Security Officers</p>	
<p>3. First Aid 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: 1 No: 0</p> <p>Yes: 1 No: 0</p> <p>Yes: 1 No: 0</p>	<p>St John's Ambulance Trained – Instructor Blythe Murray</p>	
<p>4. Cardio Pulmonary Resuscitation a. Re-qualification documented</p> <p>b. Instructor(s)</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 1 No: 0</p> <p>Yes: 1 No: 0</p> <p>Yes: 1 No: 0</p>	<p>St John's Ambulance Trained – Instructor Blythe Murray</p>	
<p>5. Domestic Violence a. Attendance documented</p> <p>b. Instructor: Susan Maynard</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 1 No: 0</p>	<p>APA trained</p>	<p>Retraining due in 2018</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: 1 No: 0</p> <p>Yes: 1 No: 0</p>	<p>APA</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: 1 No: 0</p> <p>Yes: 1 No: 0</p>	<p>APA</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: 0 No: 1</p> <p>Yes: 0 No: 1</p>	<p>Security Officers operate marked vehicles with full emergency equipment both on and off campus in the city of Charlottetown but are not trained in motor vehicle pursuit or the operation of an emergency vehicle. This puts the officers and public at risk and creates liability issues for the officers and UPEI.</p>	<p>Steps be taken to train Security Officer in this area as soon as possible.</p>

Annual Review of Production of Identification Cards upon Request

Number of officers sampled	Identification Card Produced	Identification Card Not Produced
1	1	0

Summary:

Ministerial Directives

Overall there is an excellent level of documented compliance with Ministerial Directives. It was noted that the Manager of Security Services does not have police officer status yet supervises a work force that does.

Training

At the time of the review all training was current with the exception of the compliance with training on emergency vehicle operation and motor vehicle pursuit training. Security Officers operate marked vehicles with full emergency equipment both on and off campus in the city of Charlottetown but are not trained in motor vehicle pursuit or the operation of an emergency vehicles. This puts the officers and public at risk and creates liability issues for the officers and UPEI. This issues has been noted in past reviews and not been acted on.

Identification Cards

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

Recommendation:

That immediate steps be taken by UPEI to provide proper training in motor vehicle pursuit and emergency vehicle operation

Respectfully submitted,

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