

**Office of  
the Police Commissioner**



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

**Atlantic Police Academy  
2019**

**Findings of compliance with Ministerial Directives.**

Review of calendar year 2019 conducted at Atlantic Police Academy by Phil Pitts, Manager, Office of the Police Commissioner with Forrest Spencer, Director, and Arlene Heffell, Executive Assistant on Feb.26, 2020

1. Appointment records –Three cadets and two police instructor files reviewed. One police instructor file reviewed was that of the Deputy Director. While classified as a police instructor his role is primarily administrative in nature and therefore a number of the training elements do not apply.

<b>Item Reviewed</b>	<b>Record on File?</b>	<b>Description</b>	<b>Recommendation</b>
<b>1.</b> Proof of age 19 years of age or more:	Yes: 5	Copy of Birth Certificates	
<b>2.</b> Proof of Canadian Citizenship or having landed immigrant status	Yes 5	Copy of Birth Certificates	
<b>3.</b> Either: Proof of graduation from the Atlantic Police Academy or from a similar program at an approved police training agency.	Yes: 2	Applies to Instructing Officers only. RCMP basic training and Ontario Police C	

Item Reviewed	Record on File?	Description	Recommendation
<p style="text-align: center;"><b>OR</b></p> <p>Proof of having at least three (3) years of satisfactory full time service as a member of any police service in Canada</p>			
<p><b>4.</b> Proof of a criminal record and background checks including testing and interviews</p>	Yes: 4	On file	One instructing officer's fingerprints were lost during hiring process but have been resubmitted. Had previous security clearance with Edmonton Police and OPP.
<p><b>5.</b> 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>	Yes:4	On file	One instructing officer's fingerprints were lost during hiring process but have been resubmitted. Had previous security clearance with Edmonton Police and OPP.
<p><b>6.</b> Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i></p>	Yes:5		
<p><b>7.</b> Proof of being of good moral character (references)</p>	Yes: 5		
<p><b>8.</b> Respective Forms 4B,5B, 6B on File</p>	Yes: 5	Documents on file	
<p><b>9.</b> Oath or Affirmation of Office on file</p>	Yes: 5	Documents on file	
<p><b>10.</b> Proof Identification Card issued upon appointment</p>	Yes: 5	Cadets (3) identification card returned and purged upon graduation. Photo copies on file.	

Item Reviewed	Record on File?	Description	Recommendation
<p><b>11. 11.</b> Proof the appointee was provided with a copy of the <i>Police Act</i> and Regulations</p> <p>(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 ;</p> <p>(b) <b>and</b>, in particular, ensure the appointee was provided a copy and reasonable steps are taken to ensure the appointee understands the provisions of the:</p> <p style="padding-left: 40px;">a. Code of Professional Conduct and Discipline;</p> <p style="padding-left: 40px;">b. adopted Use of Force Model;</p> <p style="padding-left: 40px;">c. Minister’s Directives</p>	<p>Yes to all: 5</p>	<p>Cadets provided an electronic version of the documents in the context of a course involving all cadets approx 4-5 weeks into training course.</p>	<p><b><u>Notice of Compliance – PEI Police Act – Instructor</u></b></p> <p>Instructors have to affirm that they are made aware and understand the references listed in notice.</p> <p>Each section is hyperlinked to the section of the Police Act or Regulations that refers.</p> <p>Further, powers of a PO on PEI are explained and they are given a copy of the Use of Force model. They are made aware that the Police Identification card belongs to the APA and is to be returned upon expiration of his/her employment.</p> <p>Ministerial Directives that apply to APA are now included in <b><u>Notice of Compliance.</u></b></p>
<p><b>12.</b> Appointee entered into the Register</p>	<p>Yes: 5</p>	<p>Documents on file</p>	
<p><b>13.</b> Appointee current status updated into the Register</p>	<p>Yes: 5</p>	<p>Documents on file</p>	

**Two (2) Training Record file (Police Instructor) was reviewed with the following results:**

<b>Item Reviewed</b>	<b>Record on File?</b>	<b>Description</b>	<b>Recommendation</b>
<p>1. Firearms  a. Re-qualification documented    <b>b.</b> Instructor: _____    <b>c.</b> Instructors certification was current at time of qualification</p>	<p>Yes: 1</p>	<p>As noted Deputy Director employed on primarily Administrative duties and did not qualify.  The other instructing officer is an RCMP trained and certified instructor.</p>	
<p>2. Conducted Energy Weapon (CEW)  a. Re-qualification documented    <b>b.</b> Instructor:  <b>c.</b> Instructors certification was current at time of qualification</p>	<p>Yes: 1</p>	<p>As noted Deputy Director employed on primarily Administrative duties and did not qualify.</p>	
<p>3. First Aid  a. Re-qualification documented yes:  no:  <b>b.</b> Instructor:    <b>c.</b> Instructors certification was current at time of qualification</p>	<p>Yes: 1</p>	<p>As noted Deputy Director employed on primarily Administrative duties and did not certify.</p>	
<p>4. Cardio Pulmonary Resuscitation  a. Re-qualification documented  <b>b.</b> Instructor: Cody/Murphy  <b>c.</b> Instructors certification was current at time of qualification</p>	<p>Yes: 1</p>	<p>As noted Deputy Director employed on primarily Administrative duties and did not certify</p>	

Item Reviewed	Record on File?	Description	Recommendation
5.Domestic Violence a. Attendance documented  b. Instructor: Susan Maynard c. Instructors certification was current at time of qualification	Yes: 2 No 0		
6.Law and Legal Procedure a. Attendance documented b. CPKN component completion documented  c. Instructor: APA Blog  d. Instructors certification was current at time of qualification	Yes: 1		
7.Use of Force a. Attendance documented  b. Instructor: RCMP  c. Instructors certification was current at time of qualification	No: 2	Not applicable	
8. Motor Vehicle Pursuit and Emergency Vehicle Operation a. Attendance	No: 2	Not applicable – do not operate.	

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

3. Annual Review of Production of Identification Cards upon Request

Number of officers sampled	Identification Card Produced	Identification Card Not Produced
<b>2</b>	<b>2</b>	<b>0</b>

**Finding Summary**

**Appointment:**

Appointment records are comprehensive and complete demonstrating excellent compliance with Ministerial Directives. The two new hires were reviewed for compliance with Security Screening process put in place on March 01, 2019. It is being adhered to with Security Screening Forms PEISCF-001 and 002 completed and on file.

The Minister’s Directive, Appendix 10, Security Screening was discussed with the Director. He expressed concerns on the requirements for screening reviews on the various police systems listed under Section 3 of the Appendix of all adults residing with Cadets. With no access at the APA to the systems required to conduct the checks as required they would find this very difficult to meet. The present class of cadets was hired prior to this Directive taking effect but it is an issue that should be addressed before the 2020 review. This was discussed with John Flood, Policing Services, who agreed it was an issue and that he would address it.

**Training:**

All mandated training for one instructing officer was completed and well documented. The Deputy Director, while operating primarily in an administrative role, is listed as an instructing officer however has not completed much of the training required to meet the Directive.

**Recommendations:**

1. That the issue of security screening requirements for Police Cadets be addressed as soon as possible and results be communicated to the Director of the Atlantic Police Academy and the Office of the Police Commissioner.
2. While there does not appear to be any real job requirement for this training, given his role at the Academy, consideration should be given to having the Deputy Director complete the training requirements of an instructing officer.

Respectfully submitted,

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