



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

**Charlottetown Police Services
2019**

Findings of compliance with Ministerial Directives.

Review conducted by Phil Pitts, Office of the Police Commissioner, on February 11, 2020 with Chief Paul Smith.

Appointment records – A total of seven files were reviewed; four files of sworn full time officers, two part-time officers and one summer officer.

Item Reviewed	Record on File?	Description	Recommendation
1. Proof of age 19 years of age or more:	Yes: 7 No: 0	Copies of birth certificates or Dr. License on file	
2. Proof of Canadian Citizenship or having landed immigrant status	Yes: 7 No: 0	Birth certificate, Cdn. Passport or Citizenship Certificate.	
3. 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 3 years of satisfactory full time service as a member of any police service in Canada.	Yes:5 No: 2	Two were hired prior to <i>Police Act</i> (2010). Four had copies of Atlantic Police Academy (APA) Certificates on file and one had copy of Ont. Police College certificate 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: 2	Two full time officers hired in 2019 had the full Security Clearance completed as per new Directive as did the two new part-time hires and the summer hire. Two full time officers hired prior to 2010 are except.	New Ministerial Directive regarding Security Clearance being complied with.
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: 2	Two full time officers hired in 2019 had the full Security Clearance completed as per new Directive as did the two new part-time hires and the summer hire. Two full time officers hired prior to 2010 are except.	New Ministerial Directive regarding Security Clearance being complied with.
6. Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i>	Yes: 7 No: 0	Copies of PEI driver's licenses on file. File updated annually.	
7. Proof of being of good moral character (references)	Yes: 5 No: 2	Two full time officers hired in 2019 had the full Security Clearance completed as per new Directive as did the two new part-time hires and the summer hire. Two full time officers hired prior to 2010 are except.	New Ministerial Directive regarding Security Clearance being complied with.
8. Form 2B on File	Yes: 7 No: 0	On file	
9. Oath or Affirmation of Office on file	Yes: 7 No: 0	On file.	
10. Proof Identification Card issued upon appointment	Yes: 7 No: 0	On file. (Computerized master list denoting service number and expiry date.)	

Item Reviewed	Record on File?	Description	Recommendation
<p>11. Proof the appointee was provided with a copy of the <i>Police Act and Regulations</i></p> <p>(a) and reasonable steps were taken to confirm the appointee has reviewed and understands the provisions of the <i>Police Act and Regulations</i>:</p> <p>(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:</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: 7 No: 0</p> <p>Yes: 7 No: 0</p> <p>Yes: 7 No: 0</p> <p>Yes: 7 No: 0</p> <p>Yes: 7 No: 0</p>	<p>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 employee’s file.</p>	
<p>12. Appointee entered into the Register</p>	<p>Yes: 7 No: 0</p>		
<p>13. Appointee current status updated into the Register</p>	<p>Yes:7 No: 0</p>		

Training Records – A total of seven files were reviewed; four files of sworn full time officers, two part-time officers and one summer officer.

Item Reviewed	Record on File?	Description	Recommendation
<p>1. Firearms a. Re-qualification documented b. Instructor: Miller/Kennedy c. Instructors certification was current at time of qualification</p> <p>Carbines d. Re-qualification documented e. Instructor: Miller/Kennedy/Trainer f. Instructors certification was current at time of qualification</p>	<p>Yes: 7 No: 0</p> <p>Yes</p> <p>Yes: 6 No: 1</p> <p>Yes</p>	<p>Instructor certification was on file and verified as current. Miller Exp. 2022 Kennedy Exp. 2020</p> <p>This training is completed ‘in house’ by a CPS instructor.</p> <p>Instructor certification on file and current Miller Exp 2021 Kennedy Exp. 2021 Trainer Exp. 2022</p> <p>Training completed in house by CPS instructors.</p> <p>Summers hire not trained. CPS policy is that only trained officers use the carbines.</p>	<p>That all officers be trained in the use of carbines.</p>
<p>2. Conducted Energy Weapon (CEW) a. Re-qualification documented Instructors: Doucette/Miller</p>	<p>Yes: 5 No: 2</p> <p>Yes.</p>	<p>One full time employee was off duty sick at time of training and remains so. Summers hire did not receive training prior to employment. Instructor certification was on file and verified as current.</p> <p>CPS policy is that only trained officers use the CEWs</p>	<p>That part-time and summers officers be trained or re-certified prior to employment.</p>

Item Reviewed	Record on File?	Description	Recommendation
<p>b. Instructors certification was current at time of qualification</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 Exp 2021</p>	<p>Yes:5 No: 2 Yes</p>	<p>Instructor certification was on file and verified as current. One full time employee was off duty sick at time of training and remains so. Chief Smith confirmed the summer hire had this training but no record on file.. This training is completed ‘in house’ by a CPS instructor.</p>	<p>That a valid First Aid/CPR certificate be a mandatory requirement for employment.</p>
<p>4.Cardio Pulmonary Resuscitation a. Re-qualification documented b. Instructor: Cst. Ross Davis c. Instructors certification was current at time of qualification</p>	<p>Yes: 5 No: 2 Yes</p>	<p>Instructor certification was on file and verified as current. One full time employee was off duty sick at time of training and remains so. Chief Smith confirmed the summer hire had this training but no record on file.. This training is completed ‘in house’ by a CPS instructor.</p>	<p>That a valid First Aid/CPR certificate be a mandatory requirement for employment.</p>
<p>5.Domestic Violence a. Attendance documented b. Instructor: c. Instructors certification was current at time of qualification</p>	<p>Yes: 7 No: 7</p>	<p>All Domestic Violence training was current.</p>	<p>.</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:_____</p> <p>d. Instructors certification was current at time of qualification</p>	<p>Yes: 7 No: 0</p> <p>APA Instructors</p> <p>APA</p>	<p>APA on line training current.</p>	
<p>7.Use of Force</p> <p>a. Attendance documented</p> <p>b. Instructor: Millery/ Vessey</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes.7 No: 0</p> <p>CPS Instructors</p> <p>Yes</p>	<p>This training is completed ‘in house’ by a CPS instructor</p>	<p>Future summer hires have this completed prior to commencing duties.</p>
<p>8. Motor Vehicle Pursuit and Emergency Vehicle Operation</p> <p>a. Attendance documented</p> <p>b. Instructor.</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 7 No: 0</p> <p>APA</p> <p>APA</p>	<p>All within the 5 year on training.</p>	

Annual Review of Production of Identification Cards upon Request

Number of officers sampled	Identification Card Produced	Identification Card Not Produced
5	5	0

Summary:

Appointment

Overall there is an excellent level of documented compliance with Ministerial Directives. All recommendations from last year's review on appointment have been carried out. Compliance with the new Ministerial Directive on Security Clearance was reviewed on the five new hires since it was implemented and in all instances was complete and well documented

Training

Overall training requirements are being met. One full time officer was off duty sick for an extended period and missed their First Aid/CPR and Conducted Energy Weapon (CEW) training. This is understandable given the circumstance. The summer hire did not have carbine or CEW training but was not issued or authorized to use either. While the Chief confirmed they had First Aid/CPR training there was no record on file to verify it. It is also noted that there has been an effort made to train all officers in the use of the carbine although not required by Directive.

Identification Cards

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

Police Records Management System

Chief Smith provided a copy of the PROS reviewed conducted in October 2019 which lists findings and recommendations.

Recommendations:

1. That any summer or part-time officer be provided CEW training prior to employment.
2. That any summer or part-time officers provide current certification in First Aid/CPR as part of their application for employment.

Respectfully submitted,

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