

Office of the Police Commissioner



Annual Review Minister's Directives *Police Act*

Kensington Police Services 2019

Findings of compliance with Ministerial Directives.

Review conducted by Phil Pitts, Office of the Police Commissioner, on February 5, 2019 covering the calendar year 2018. Kensington Police Services Chief Lewie Sutherland presented the files for review.

Appointment Records – Two files reviewed. One was a full time employees and one part-time new hire.

Item Reviewed	Record on File?	Description	Recommendation
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. OR 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	One part-time office hired in 2019 had the full Security Clearance completed as per new Directive. One full time officers hired prior to 2010 was except..	New Ministerial Directive regarding Security Clearance being complied with.

Item Reviewed	Record on File?	Description	Recommendation
4. Proof of a criminal record and background checks including testing and interviews	Yes: 2 No: 0	As above	As above
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	As above	As above.
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: 1 No: 1	One on file. The part-time officer had left KPS and his card destroyed.	
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 ; (b) and , in particular, ensure the appointee was	Yes: 2 No:0 Yes:2 No: 0	On file and signed.	

Item Reviewed	Record on File?	Description	Recommendation
<p>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: 2 No: 0</p> <p>Yes: 2 No: 0</p> <p>Yes: 2 No:0</p>		
<p>12. Appointee entered into the Register</p>	<p>Yes: 2 No: 0</p>		
<p>13. Appointee current status updated into the Register</p>	<p>Yes: 2 No: 0</p>		

Training Records – Two files reviewed.

Item Reviewed	Record on File?	Description	Recommendation
<p>1. Firearms</p> <p>a. Re-qualification documented</p> <p>b. Instructors: B. MacDonald</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>Certified in house instructor; Cst. Brent MacDonald.</p>	
<p>2. Conducted Energy Weapon (CEW)</p> <p>a. Re-qualification documented</p>	<p>Yes: 2 No: 0</p>		

Item Reviewed	Record on File?	Description	Recommendation
<p>b. Instructor Sgt. Blaquire SPS</p> <p>c. Instructors certification was current at time of qualification</p>			
<p>3. First Aid</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>4. Cardio Pulmonary Resuscitation</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>As above</p>	
<p>5. Domestic Violence</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>	<p>Both within the 3 year period.</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: 2 No: 0</p> <p>Yes: 2 No: 0</p>		<p>Both within the 3 year period.</p>
<p>7.Use of Force</p> <p>a. Attendance documented</p> <p>b. Instructor: APA</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 2 No: 0</p> <p>.</p> <p>Yes: 2 No: 0</p>		
<p>8. Motor Vehicle Pursuit and Emergency Vehicle Operation</p> <p>a. Attendance documented</p> <p>b. Instructors APA</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:

Appointment:

Overall there was an excellent level of documented compliance with Ministerial Directives.

The full time officer reviewed was hired prior to the Police Act being proclaimed in 2010 and, while not required, most documents were on file and available for review.

The part time officer's file had all required documents with the exception of his ID card. He was only with KPS a short time and left for employment with another police service at which time his KPS ID card was destroyed. As this officer was hired after the new security screening directive was issued compliance was reviewed and found to be complete and well documented.

Training:

All mandated training had been completed and was well documented

Police Records Management System

A copy of the 2018 PROS review was provided as well as report on action taken to address recommendations from that review as required.

Recommendations:

Nil.

Respectfully submitted,

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