



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

**Summerside Police Services  
2019**

**Findings of compliance with Ministerial Directives.**

Review conducted by Phil Pitts, Office of the Police Commissioner, on February 25, 2020 for the calendar year 2019 Summerside Police Services Deputy Chief Sinclair Walker and Cpl. Jason Blaquaire presented the files for review.

**Appointment Records** – A total of five files reviewed; three full time officers and two part-time officers.

<b>Item Reviewed</b>	<b>Record on File?</b>	<b>Description</b>	<b>Recommendation</b>
1. Proof of age 19 years of age or more:	Yes:5 No: 0	Copies of birth certificates on file	
2. Proof of Canadian Citizenship or having landed immigrant status	Yes: 5 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. <b>OR</b> Proof of having at least three (3) years of satisfactory full time service as a member of any police service in Canada	Yes: 5 No: 0	Copy of Atlantic Police Academy (APA) Certificates on file for all 5.  Three full time officers hired prior to Police Act (2010) and therefore not required	

Item Reviewed	Record on File?	Description	Recommendation
<p><b>4.</b> Proof of a criminal record and background checks including testing and interviews</p>	<p>Yes: 2 No 3</p>	<p>Fingerprint checks done as well as reference and background checks on two part-time officers. Three full time officers hired prior to Police Act (2010) and therefore not required.</p>	
<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>	<p>Yes: 2 No 3</p>	<p>Fingerprint checks done as well as reference and background checks on two part-time officers. Three full time officers hired prior to Police Act (2010) and therefore not required..</p>	
<p><b>6.</b> Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i></p>	<p>Yes:5 No: 0</p>	<p>Copies of driver's licenses on file. Reviewed annually.</p>	
<p><b>7.</b> Proof of being of good moral character (references)</p>	<p>Yes: 2 No 3</p>	<p>Well documented and relevant references.</p> <p>Fingerprint checks done as well as reference and background checks on two part-time officers. Three full time officers hired prior to Police Act (2010) and therefore not required.</p>	
<p><b>8.</b> Form 2B on File</p>	<p>Yes:5 No: 0</p>	<p>Letter of Appointment</p>	
<p><b>9.</b> Oath or Affirmation of Office on file</p>	<p>Yes: 5 No: 0</p>	<p>On file.</p>	

Item Reviewed	Record on File?	Description	Recommendation
10. Proof Identification Card issued upon appointment	Yes: 5 No: 0	On file.	
<p>11. 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>a. Code of Professional Conduct and Discipline;</p> <p>b. adopted Use of Force Model;</p> <p>c. Minister’s Directives</p>	<p>Yes: 5 No: 0</p> <p>Yes:5 No: 0</p> <p>Yes: 5 No: 0</p> <p>Yes: 5 No: 0</p> <p>Yes: 5 No: 0</p>		
12. Appointee entered into the Register	Yes: 5 No: 0		
13. Appointee current status updated into the Register	Yes: 5 No: 0		

**Training Records** – A total of five files reviewed; three full time officers and two part-time officers.

Item Reviewed	Record on File?	Description	Recommendation
<p><b>1. Firearms</b>  a. Re-qualification documented    <b>b.</b> Instructor: See description    <b>c.</b> Instructors certification was current at time of qualification</p>	<p>Yes: 5 No: 0    Yes: 5 No: 0    Yes: 5 No: 0</p>	<p>Instructor certification was on file and verified as current.    Certified in house instructors;  Cpls. Shawn McCarthy, Jason Blacquiere, Patrcik Daley</p>	
<p><b>2. Conducted Energy Weapon (CEW)</b>  a. Re-qualification documented    <b>b.</b> Instructor: Axon    <b>c.</b> Instructors certification was current at time of qualification</p>	<p>Yes: 5 No: 0</p>	<p>Instructor certification was on file and verified as current.</p>	
<p><b>3. First Aid</b>  a. Re-qualification documented yes: no:  <b>b.</b> Instructor(s)  <b>c.</b> Instructors certification was current at time of qualification</p>	<p>Yes: 5 No: 0    Yes: 5 No: 0    Yes: 5 No: 0</p>	<p>Instructor certification was on file and verified as current.    Certified Instructor:  Mitchell Cert# 197732</p>	
<p><b>4. Cardio Pulmonary Resuscitation</b>  a. Re-qualification documented    <b>b.</b> Instructor(s)    <b>c.</b> Instructors certification was</p>	<p>Yes: 5 No: 0    Yes: 5 No: 0    Yes: 5 No: 0</p>	<p>Certified Instructors;  Mitchell Cert# 197732</p>	

<b>Item Reviewed</b>	<b>Record on File?</b>	<b>Description</b>	<b>Recommendation</b>
current at time of qualification			
<b>5.Domestic Violence</b> a. Attendance documented  b. Instructor: c. Instructors certification was current at time of qualification	Yes: 5 No: 0		
<b>6.Law and Legal Procedure</b> a. Attendance documented  b. CPKN component completion documented  c. Instructor: APA  d. Instructors certification was current at time of qualification	Yes: 5 No: 0  Yes: 5 No: 0  Yes: 5 No: 0		
<b>7.Use of Force</b> a. Attendance documented  b. Instructors: Shawn McCarthy, Jason Blacquiere	Yes: 5 No: 0  Yes: 5 No: 0		

Item Reviewed	Record on File?	Description	Recommendation
c. Instructors certification was current at time of qualification			
<b>8. Motor Vehicle Pursuit and Emergency Vehicle Operation</b> a. Attendance documented  b. Instructors  c. Instructors certification was current at time of qualification	Yes: 5 No: 0      Yes: 5 No: 0	Certification current on all five officers reviewed.	

**Annual Review of Production of Identification Cards upon Request**

Number of officers sampled	Identification Card Produced	Identification Card Not Produced
<b>5</b>	<b>5</b>	<b>0</b>

**Summary:**

All recommendations from last year’s review have been complied with.

**Appointment**

Overall there is an excellent level of documented compliance with Ministerial Directives concerning appointments. There were no new hires after the new Ministerial Directive of Security Clearance.

**Training**

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

**Identification Cards**

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

**Police Records Management System**

The Deputy Chief provided a summary of the 2018 PROS audit including recommendations and steps taken to correct deficiencies noted.

**Recommendations:**

Nil.

Respectfully submitted,

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