



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

**Security Police Officers  
Security Services Division – University of Prince Edward Island  
2019**

**Findings of compliance with Ministerial Directives.**

Review conducted by Phil Pitts, Office of the Police Commissioner, on February 20, 2020 covering the 2019 calendar year. Mark Pharand, Manager of Security Services, University of PEI presented the file for review.

**Appointment Records** – One file reviewed.

<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: 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. <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: 1 No: 0	Copy of Atlantic Police Academy (APA) Certificates on file .	Graduated 31Aug 2018

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	As UPEI Security Police provide security to National Research Council facility on campus they completed security clearance to Enhanced Reliability the federal level.	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	Three references recorded and contacted by manager.
8. Form 2A on File	Yes:1 No: 0	Letter of Appointment	19 Feb 19
9. Oath or Affirmation of Office on file	Yes: 1 No: 0	On file.	19 Feb 19
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) <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 ;	Yes: 1 No: 0  Yes: 1 No: 0		13 Mar 2019  See recommendations

Item Reviewed	Record on File?	Description	Recommendation
(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: <ul style="list-style-type: none"> <li>a. Code of Professional Conduct and Discipline;</li> <li>b. adopted Use of Force Model;</li> <li>c. Minister's Directives</li> </ul>	Yes: 1 No: 0  Yes: 1 No: 0  Yes: 1 No: 0		
12. Appointee entered into the Register	Yes: 1 No: 0		4 FRB 2019
13. Appointee current status updated into the Register	Yes: 1 No: 0		

**Training Records** – One file reviewed.

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

Item Reviewed	Record on File?	Description	Recommendation
<p><b>2. Conducted Energy Weapon (CEW)</b>  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>N/A</p>
<p><b>3. First Aid</b>  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><b>4. Cardio Pulmonary Resuscitation</b>  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><b>5. Domestic Violence</b>  a. Attendance documented</p> <p>b. Instructor:  Susan Maynard</p> <p>c. Instructors certification was current at time of qualificatio</p>	<p>Yes: 1 No: 0</p>		

Item Reviewed	Record on File?	Description	Recommendation
<p><b>6.Law and Legal Procedure</b></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 Blog</p>	
<p><b>7.Use of Force</b></p> <p>a. Attendance documented</p> <p>b. Instructor: Gordon Campbell</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><b>8. Motor Vehicle Pursuit and Emergency Vehicle Operation</b></p> <p>a. Attendance documented</p> <p>b. Instructors:APA</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 1No: 0</p> <p>Yes: 1 No: 0</p> <p>Yes.</p>	<p>All Security Officers were trained in this area in 2019 as per our recommendation in last year's review.</p>	

## Annual Review of Production of Identification Cards upon Request

Number of officers sampled	Identification Card Produced	Identification Card Not Produced
2	2	0

### Summary:

#### Ministerial Directives

Overall there is an excellent level of documented compliance with Ministerial Directive with the exception of the Directive on Police Record Management Systems. It was noted that the Manager of Security Services does not have police officer status yet supervises a work force that does.

#### Appointments

Appointment records reviewed were complete and well documented.

#### Training

All training records reviewed were complete and well documented. As noted earlier UPEI has taken steps to provide proper training in motor vehicle pursuit and emergency vehicle operation to their security officers as recommended in last year's review.

#### Identification Cards

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

#### Police Record Management Systems

UPEI advise that they are unable to comply with the Ministerial Directive regarding the use of CPIC and PROS by April 2020 as they do not have access to these systems.

Respectfully submitted,

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