

Office of the Police Commissioner



Annual Review Minister's Directives *Police Act*

Atlantic Police Academy 2020

Findings of compliance with Ministerial Directives.

Review of calendar year 2020 conducted at Atlantic Police Academy by Phil Pitts, Manager, Office of the Police Commissioner with Forrest Spencer, Director, and Arlene Heffell, Executive Assistant on June 15, 2021.

Appointment records –Three cadets and two police instructor files reviewed.

Item Reviewed	Record on File?	Description	Recommendation
1. Proof of age 19 years of age or more:	Yes: 5	Copy of Birth Certificates	
2. Proof of Canadian Citizenship or having landed immigrant status	Yes 5	Copy of Birth Certificates	
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	Applies to Instructing Officers only. One APA and one Ontario Police College	

Item Reviewed	Record on File?	Description	Recommendation
4. Proof of a criminal record and background checks including testing and interviews	Yes: 5	On file	
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	On file	
6. Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i>	Yes:5		
7. Proof of being of good moral character (references)	Yes: 5		
8. Respective Forms 4B,5B, 6B on File	Yes: 5	Documents on file	
9. Oath or Affirmation of Office on file	Yes: 5	Documents on file	
10. Proof Identification Card issued upon appointment	Yes: 5	Cadets (3) identification card returned and purged upon graduation. Photo copies on file.	
<p>11. Proof the appointee was provided with a copy of the <i>Police Act</i> and Regulations</p> <p>(a) and 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) and, in particular, ensure the appointee was provided a copy and reasonable steps are taken to ensure the</p>	Yes to all: 5	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><u>Notice of Compliance – PEI Police Act – Instructor</u></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</p>

Item Reviewed	Record on File?	Description	Recommendation
appointee understands the provisions of the: <ol style="list-style-type: none"> a. Code of Professional Conduct and Discipline; b. adopted Use of Force Model; c. Minister's Directives 			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. Ministerial Directives that apply to APA are now included in <u>Notice of Compliance.</u>
12. Appointee entered into the Register	Yes: 5	Documents on file	
13. Appointee current status updated into the Register	Yes: 5	Documents on file	

Two (2) Training Record files (Police Instructors) were reviewed with the following results:

Item Reviewed	Record on File?	Description	Recommendation
1. Firearms <ol style="list-style-type: none"> a. Re-qualification documented b. Instructor B. MacDonald APA c. Instructors certification was current at time of qualification 	Yes: 2		
2. Conducted Energy Weapon (CEW) <ol style="list-style-type: none"> a. Re-qualification documented b. Instructor: APA c. Instructors certification was current at time of qualification 	Yes: 2		

Item Reviewed	Record on File?	Description	Recommendation
3.First Aid a. Re-qualification documented Instructor: Red Cross/St John Amb. b. Instructors certification was current at time of qualification	Yes: 2		
4.Cardio Pulmonary Resuscitation a. Re-qualification documented b. Instructor: As above c. Instructors certification was current at time of qualification	Yes: 2		
5.Domestic Violence a. Attendance documented b. Instructor: Grady c. Instructors certification was current at time of qualification	Yes: 2		
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: 2		

Item Reviewed	Record on File?	Description	Recommendation
7. Use of Force a. Attendance documented b. Instructor: c. Instructors certification was current at time of qualification	No: 2	Not applicable	
8. Motor Vehicle Pursuit and Emergency Vehicle Operation a. Attendance documented: b. Instructor: c. Instructors certification was current at time of qualification	No: 2	Not applicable – do not operate.	

Annual Review of Production of Identification Cards upon Request

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

Finding Summary

Appointment:

Appointment records are comprehensive and complete demonstrating excellent compliance with Ministerial Directives. There was one new hire which 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. None of the cadets reviewed had these forms on file. The APA has been using an in house form that covers this same basic information. I don't see it as an area of concern for this review but have brought it to the attention of the APA going forward.

Training:

All mandated training for both instructing officers was complete and well documented.

Recommendations:

1. That forms PEISCF-001 and 002 be utilized for Police Cadets to comply with Appendix 10 of the Minister's Directive on Appointments.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'P.W. Pitts', with a stylized flourish at the end.

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