

Office of
the Police Commissioner



Annual Review
Minister's Directives
Police Act

Security Police Officers
Security Services Division – University of Prince Edward Island
2020

Findings of compliance with Ministerial Directives.

Review conducted by Phil Pitts, Office of the Police Commissioner, on June 17, 2021 covering the 2020 calendar year. Jeremy Dallaire, Facilities Operations Manager, University of PEI presented the file for review.

Appointment Records – One file reviewed.

Item Reviewed	Record on File?	Description	Recommendation
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. OR 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	29 August 2008

Item Reviewed	Record on File?	Description	Recommendation
4. Proof of a criminal record and background checks including testing and interviews	Yes: 1 No: 0	RCMP vulnerable Sector Check completed 2015	
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.	
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	2015
9. Oath or Affirmation of Office on file	Yes: 1 No: 0	On file.	2015
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) 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	Yes: 1 No: 0 Yes: 1 No: 0		2015 – Certified by Manager and signed by appointee.

Item Reviewed	Record on File?	Description	Recommendation
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"> a. Code of Professional Conduct and Discipline; b. adopted Use of Force Model; c. Minister's Directives 	Yes: 1 No: 0 Yes: 1 No: 0 Yes: 1 No: 0		
12. Appointee entered into the Register	Yes: 1 No: 0		
13. Appointee current status updated into the Register	Yes: 1 No: 0		

Training Records – One file reviewed.

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

Item Reviewed	Record on File?	Description	Recommendation
b. Instructor c. Instructors certification was current at time of qualification			
3. First Aid a. Re-qualification documented yes: no: b. Instructor(s) c. Instructors certification was current at time of qualification	Yes: 1 No: 0 Yes: 1 No: 0 Yes: 1 No: 0	Completed in 2018 with recertification not due to 2021	
4. Cardio Pulmonary Resuscitation a. Re-qualification documented b. Instructor(s) c. Instructors certification was current at time of qualification	Yes: 1 No: 0 Yes: 1 No: 0 Yes: 1 No: 0	Completed in 2018 with recertification not due to 2021	
5. Domestic Violence a. Attendance documented b. Instructor: Susan Maynard c. Instructors certification was current at time of qualification	Yes: 1 No: 0	03 MAY 19	
6. Law and Legal Procedure a. Attendance documented	Yes: 1 No: 0	APA Blog	

Item Reviewed	Record on File?	Description	Recommendation
b. CPKN component completion documented c. Instructor: APA d. Instructors certification was current at time of qualification	Yes: 1 No: 0		
7. Use of Force a. Attendance documented b. Instructor: Gordon Campbell c. Instructors certification was current at time of qualification	Yes: 1 No: 0 . Yes: 1 No: 0	APA January, 2021	
8. Motor Vehicle Pursuit and Emergency Vehicle Operation a. Attendance documented b. Instructors APA c. Instructors certification was current at time of qualification	Yes: 1 No: 1 Yes: 1 No: 1	APA May 22, 2019	

Annual Review of Production of Identification Cards upon Request

Number of officers sampled	Identification Card Produced	Identification Card Not Produced
1	1	1

Summary:

Ministerial Directives

Overall there is an excellent level of documented compliance with Ministerial Directives with the exception of the Police Reporting Occurrence System (PROS). It was noted that the Manager of Security Services does not have police officer status yet supervises a work force that does.

Appointments

The full Provincial Security requirements have also been met with security screening forms PEISCF-001 and 002 completed and on file.

Training

All training was current for the file reviewed. The only mandatory training not completed in the 2020 calendar year was Use of Force training and it was completed in January 2021 well within Minister's extension to June 30, 2021.

Police Records Management System

UPEI Security Services are not using Police Reporting Occurrence System (PROS) as required by Ministerial Directive. The attached correspondence from Jackie Podger, VP Administration and Finance UPEI outlines their inability to access the RCMP's record management system (PROS) and, as such, they are unable to comply with the Ministerial Directive on Records Management.

Identification Cards

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'P. W. Pitts', written over a horizontal line.

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



UNIVERSITY
of Prince Edward
ISLAND

A handwritten signature in the top right corner of the page.

August 21, 2019

Mr. Tom Jarmyn
Police Commissioner PEI
114 Kent Street
PO Box 427
Charlottetown, PE C1A 7K7

Dear Mr. Jarmyn:

This is in reply to your memorandum dated 4 June 2019, and your email of 6 August 2019 attaching a Policy Statement with respect to the requirement for Annual Review of usage of the PROS RMS.

The University of Prince Edward Island is unable to follow the Ministerial Directive and Policy Statement respecting the use of CPIC and PROS.

By letter dated 7 December 2017, a copy of which is enclosed, I advised Gordon Garrison that UPEI Security Police are unable to obtain access to CPIC and PROS. UPEISP does not fall under the guidelines for access to the RCMP's Operational Records Management System (PROS). Access to PROS is closely regulated and cannot be granted to an agency that does not have CPIC Category 1 status. UPEISP does not have CPIC Category 1 status. We have exhausted all possible scenarios in an effort to grant UPEISP access to PROS, but no arrangements can be put in place.

Should you wish to discuss, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Jackie Podger".

Jackie Podger, BA (Hons), MA, MIR, CMA, CPA
Vice-President Administration and Finance

OFFICE OF THE VICE-PRESIDENT ADMINISTRATION AND FINANCE

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