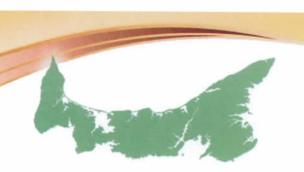
# Office of the Police Commissioner



### Annual Review Minister's Directives Police Act

# **Kensington Police Services** 2021

#### Findings of compliance with Ministerial Directives.

Review conducted by Phil Pitts, Office of the Police Commissioner, on February 25, 2022 covering the calendar year 2021. Kensington Police Services Chief Lewie Sutherland and Deputy Chief Landon Yuill presented the files for review.

Appointment Records - Three files reviewed. All were part-time employees and new hires.

Item Reviewed	Record on File?	Description	Recommendation
1. Proof of age 19 years of	Yes 3 No: 0	Copies of birth	
age or more:		certificates or passport on file	
2. Proof of Canadian Citizenship or having landed immigrant status	Yes: 3 No: 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: 3 No: 0	All APA graduates	

	Item Reviewed	Record on File?	Description	Recommendation
4.	Proof of a criminal record and background checks including testing and interviews	Yes: 3 No: 0	As above	2019 Ministerial Directive regarding Security Clearance being complied with.
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: 3 No: 0	As above	As above.
6.	Proof of having a valid class 5 driver's license issued under the Highway Safety Act	Yes:3 No: 0	Copies of driver's licenses on file. Reviewed annually.	
7.	Proof of being of good moral character (references)	Yes: 3 No: 0	Well documented and relevant references	
8.	Form 2B on File	Yes 3 No: 0	Letter of Appointment	
9.	Oath or Affirmation of Office on file	Yes: 3 No: 0	On file.	
10.	Proof Identification Card issued upon appointment	Yes3 No: 0	Copies on file.	
prov Poli	Proof the appointee was rided with a copy of the ce Act and Regulations and reasonable steps were taken to confirm the appointee has reviewed and understands the	Yes: 3 No:0	On file and signed.	
	provisions of the <i>Police</i> Act and Regulations;  (b) and, in particular, ensure the appointee was	Yes:3 No: 0		

Item Reviewed	Record on File?	Description	Recommendation
provided a copy and			
reasonable steps are			
taken to ensure the			
appointee			
understands the			
provisions of the:			
a. Code of Professional		12	
Conduct and	Yes: 3 No: 0		
Discipline;	1 es. 3 No. 0		
Discipline,			
b. adopted Use			
of Force Model;	Yes: 3 No: 0		
c. Minister's	1.00.0		
Directives	Yes: 3 No:0		
12. Appointee entered into	Yes: 3 No: 0		
the Register			
12 Appointed augment -t-t	Vac. 2 Na. 0		
<ol> <li>Appointee current status updated into the</li> </ol>	Yes: 3 No: 0		
Register			
10515101			

# $Training\ Records-Three\ files\ reviewed.$

Item Reviewed	Record on File?	Description	Recommendation
Firearms     a.Re-qualification     documented	Yes: 3 No: 0	APA.	
<ul><li>b. Instructors: APA</li><li>c.Instructors certification was current at time of qualification</li></ul>	Yes: 3 No: 0 Yes: 3 No: 0		
2.Conducted Energy     Weapon (CEW)     a.Re-qualification     documented      b. Instructor . APA	Yes: 3 No: 0	APA	

Item Reviewed	Record on File?	Description	Recommendation
c.Instructors certification was current at time of qualification			
3.First Aid		2	
a.Re-qualification documented yes: no: b. Instructor(s)	Yes: 3 No: 0 Yes: 3 No: 0	Instructor certification was on file and verified as current.	
APA/1 <sup>ST</sup> Aid Service c.Instructors certification was current at time of	Yes: 3 No: 0		
qualification			
4.Cardio Pulmonary Resuscitation a. Re-qualification documented	Yes: 3 No: 0	As above	
b. Instructor(s)	Yes: 3 No: 0		
c. Instructors certification was current at time of qualification	Yes: 3 No: 0		
<ul><li>5.Domestic Violence</li><li>a. Attendance</li><li>documented</li><li>b. Instructor:</li><li>Jaylee Grady</li></ul>	Yes: 3 No: 0	Training provided through the Victims of Family Violence Advisory Committee or during APA basic training	
c. Instructors certification was current at time of qualification			

Item Reviewed	Record on File?	Description	Recommendation
6.Law and Legal Procedure a. Attendance documented	Yes: 3 No: 0 Yes: 3 No: 0		
b. CPKN component completion documented			
c. Instructor: APA			
d. Instructors certification was current at time of qualification			
7.Use of Force a. Attendance documented	Yes:3 No: 0	Modified due to COVID	
<ul> <li>b. Instructor:     APA</li> <li>c. Instructors     certification was     current at time of     qualification</li> </ul>	Yes: 3 No: 0		
8. Motor Vehicle Pursuit and Emergency Vehicle Operation a. Attendance documented	Yes: 3 No: 0 Yes: 3 No: 0	APA Instructors.	All within the 5 years
<ul> <li>b. Instructors     APA</li> <li>c. Instructors     certification was     current at time of     qualification</li> </ul>	1 cs. 3 No: 0		

## Annual Review of Production of Identification Cards upon Request

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

#### Summary:

#### **Appointment:**

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

All officers reviewed were hired after the 2019 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

#### **Identification Cards**

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

#### Police Records Management System

A full a review was done in January of 2021 covering the review period of 2019. This review was conducted by the RCMP and reported a score of 94.9% which is well within the target expected. Chief Sutherland provided a memo indicating a quality assurance audit was done by their records manager in 2021 and all recommendations from the RCMP audit have been addressed as well as any shortcomings found in the quality assurance audit..

#### **Recommendations:**

Nil.

Respectfully submitted,

P.W. (Phil) Pitts,

Manager,

Office of the Police Commissioner