

Office of the Police Commissioner



Annual Review Minister's Directives *Police Act*

Atlantic Police Academy 2018

Findings of compliance with Ministerial Directives.

Review of calendar year 2018 conducted at Atlantic Police Academy by Phil Pitts, Manager, Office of the Police Commissioner with Forest Spencer, Director, and Arlene Heffell, Executive Assistant on Feb.27,2019

1. Appointment records – Director, 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: 6	Copy of Birth Certificates	
2. Proof of Canadian Citizenship or having landed immigrant status	Yes 6	Copy of Birth Certificates	
3. Either: a. Proof of graduation from the Atlantic Police Academy or from a similar program at an approved police training agency. OR	Yes: 6	APA documents on file Director successfully completed the Canadian Police College Executive Development Course in Feb. 2012	

Item Reviewed	Record on File?	Description	Recommendation
Proof of having at least three (3) years of satisfactory full time service as a member of any police service in Canada			
4. Proof of a criminal record and background checks including testing and interviews	Yes: 6	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:6	On file	
6. Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i>	Yes:6		
7. Proof of being of good moral character (references)	Yes: 6		
8. Respective Forms 4B,5B, 6B on File	Yes: 6	Documents on file	
9. Oath or Affirmation of Office on file	Yes: 6	Documents on file	
10. Proof Identification Card issued upon appointment	Yes: 3	Cadets (3) identification card returned and purged upon graduation. Photo copies on file.	One police instructor had not received his ID card. It was processed on his engagement Nov. 18/18 but not rec'd yet.
11. 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	Yes to all: 6	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>

Item Reviewed	Record on File?	Description	Recommendation
provisions of the <i>Police Act</i> and Regulations ; (b) and , in particular, ensure the appointee was provided a copy and reasonable steps are taken to ensure the appointee understands the provisions of the: a. Code of Professional Conduct and Discipline; b. adopted Use of Force Model; c. Minister's Directives			Each section is hyperlinked to the section of the Police Act or Regulations that refers. Further, powers of a PO on PEI are explained and they are given a copy of the Use of Force 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: 6	Documents on file	
13. Appointee current status updated into the Register	Yes: 6	Documents on file	

1. Two (2) Training Record file (Police Instructor) was reviewed with the following results:

Item Reviewed	Record on File?	Description	Recommendation
1. Firearms a. Re-qualification documented b. Instructor: _____ c. Instructors certification was current at time of qualification	Yes: 2 To all		

Item Reviewed	Record on File?	Description	Recommendation
<p>2. Conducted Energy Weapon (CEW)</p> <p>a. Re-qualification documented</p> <p>b. Instructor: MacDonald/Blouin</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 2 To all</p>		
<p>3. First Aid</p> <p>a. Re-qualification documented yes: no:</p> <p>b. Instructor: Cody/Murphy</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 2 To all</p>		
<p>4. Cardio Pulmonary Resuscitation</p> <p>a. Re-qualification documented</p> <p>b. Instructor: Cody/Murphy</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 2 To all.</p>		
<p>5. Domestic Violence</p> <p>a. Attendance documented</p> <p>b. Instructor: Susan Maynard</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 1 No 1</p>	<p>One officer had his expire but training not offered in 2018. The other officer's training expires in 2019.</p>	<p>Both officers attended this training at the first opportunity in 2019</p>

Item Reviewed	Record on File?	Description	Recommendation
<p>6. Law and Legal Procedure</p> <p>a. Attendance documented</p> <p>b. CPKN component completion documented</p> <p>c. Instructor: APA Blog</p> <p>d. Instructors certification was current at time of qualification</p>	<p>Yes: 2 To all</p>		
<p>7. Use of Force</p> <p>a. Attendance documented</p> <p>b. Instructor: RCMP</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes to all: 1 No: 1</p>	<p>One officer's certification had expired.</p>	<p>Officer attend and recertify at the first opportunity in 2019.</p>
<p>8. Motor Vehicle Pursuit and Emergency Vehicle Operation</p> <p>a. Attendance documented:</p> <p>b. Instructor: RCMP</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes to all: 1 No: 1</p>	<p>One officer's certification had expired.</p>	<p>Officer attend and recertify at the first opportunity in 2019.</p>

3. Annual Review of Production of Identification Cards upon Request

Number of officers sampled	Identification Card Produced	Identification Card Not Produced
3	3	0

Findings Summary

Appointment:

Appointment records are comprehensive and accurate demonstrating excellent compliance with Ministerial Directives.

Training:

Overall training records are very well kept and current. One instructing officer had their certification in Domestic Violence expire due to the fact training was not offered in 2018. Another instructing officer had their Use of Force and Emergency Vehicle Operation / Pursuit expire November 2018

Recommendations:

1. That all identified lapsed training and re-certification be updated as soon as possible.

Respectfully submitted,

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