

Office of
the Police Commissioner



Annual Review
Minister’s Directives
Police Act

Charlottetown Police Services
2022

Findings of compliance with Ministerial Directives.

Review conducted by Alexis Triantafillou, Office of the Police Commissioner, on February 17, 2023 with Sgt. Allan Kelly of the Charlottetown Police Service..

Appointment records – A total of seven files were reviewed; six files of sworn full time officers and one part-time officer..

Item Reviewed	Record on File?	Description	Recommendation
1. Proof of age 19 years of age or more:	Yes: 7 No: 0	Copies of birth certificates or Dr. License on file	
2. Proof of Canadian Citizenship or having landed immigrant status	Yes: 7 No: 0	Birth certificate, Cdn. Passport or Citizenship Certificate.	
3. 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 3 years of satisfactory full time service as a member of any police service in Canada.	Yes:7 No: 0	Two were hired prior to <i>Police Act</i> (2010) and exempt.	

Item Reviewed	Record on File?	Description	Recommendation
4. Proof of a criminal record and background checks including testing and interviews	Yes: 2 No: 5	One required not on file Four full time officers hired prior to 2010 are exempt.	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: 2 No: 5	One required not on file. Four full time officers hired prior to 2010 are exempt.	2019 Ministerial Directive regarding Security Clearance being complied with.
6. Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i>	Yes: 7 No: 0	Copies of PEI driver's licenses on file. File updated annually.	
7. Proof of being of good moral character (references)	Yes: 3 No: 4	Four full time officers hired prior to 2010 are exempt.	2019 Ministerial Directive regarding Security Clearance being complied with.
8. Form 2B on File	Yes: 7 No: 0	On file	
9. Oath or Affirmation of Office on file	Yes: 7 No: 0	On file.	
10. Proof Identification Card issued upon appointment	Yes: 7 No: 0	On file.	
11. Proof the appointee was provided with a copy of the <i>Police Act and Regulations</i> (a) and reasonable steps were taken to confirm the appointee has reviewed and understands the provisions of the <i>Police Act and Regulations</i> : (b) and , in particular, ensure the appointee was	Yes: 0 No: 7 Yes: 0 No: 7	There was nil documentation of this aspect in the files. Agreement with the City of Charlottetown, its ethics et al were on file but no indication of Police Act acknowledgement.	Sgt Kelly will provide each CPS member a copy of the Police Act and Regulations with a subsequent affirmation to be signed by each CPS member upon reading of said Act and Regs.

Item Reviewed	Record on File?	Description	Recommendation
<p>provided a copy and reasonable steps are taken to ensure the appointee understands the provisions of the:</p> <p>a. Code of Professional Conduct and Discipline;</p> <p>b. adopted Use of Force Model;</p> <p>c. Minister's Directives</p>	<p>Yes: 0 No: 7</p> <p>Yes: 0 No: 7</p> <p>Yes: 0 No: 7</p>		
<p>12. Appointee entered into the Register</p>	<p>Yes: 7 No: 0</p>		
<p>13. Appointee current status updated into the Register</p>	<p>Yes:7 No: 0</p>		

Training Records – A total of seven files were reviewed; five files of sworn full time officers, one part-time officer and one summer officer.

Item Reviewed	Record on File?	Description	Recommendation
<p>1. Firearms a. Re-qualification documented</p> <p>b. Instructor: Kennedy</p> <p>c. Instructors certification was current at time of qualification</p> <p>Carbines d. Re-qualification documented</p> <p>e. Instructor: Miller</p> <p>f. Instructors certification was current at time of qualification</p>	<p>Yes: 7 No: 0</p> <p>Yes</p> <p>Yes: 7 No: 0</p> <p>Yes</p>	<p>Instructor certification was on file and verified as current.</p> <p>CPS policy is that only trained officers use the carbines.</p>	
<p>2. Conducted Energy Weapon (CEW) a. Re-qualification documented Instructors: Woods/Chaloner/Manning</p> <p>b. Instructors certification was current at time of qualification</p>	<p>Yes: 7 No: 0</p> <p>Yes.</p> <p>Yes</p>	<p>CPS policy is that only trained officers use the CEWs</p> <p>This training is completed 'in house' by a CPS instructor.</p>	

Item Reviewed	Record on File?	Description	Recommendation
3.First Aid a.Re-qualification documented. b. Instructor: Hogan c. Instructors certification was current at time of qualification Exp 2021	Yes:7 No: 0 Yes	Instructor certification was on file and verified as current. This training is completed 'in house' by a CPS instructor.	
4.Cardio Pulmonary Resuscitation a. Re-qualification documented b. Instructor: Hogan c. Instructors certification was current at time of qualification	Yes: 7 No: 0 Yes	Instructor certification was on file and verified as current. This training is completed 'in house' by a CPS instructor.	
5.Domestic Violence a. Attendance documented b. Instructor: c. Instructors certification was current at time of qualification	Yes: 5 No: 2	2 officers training in this area expired in 2019. The Province is in the midst of revamping and re-introducing this course.	
6.Law and Legal Procedure a. Attendance documented b. CPKN component completion documented c. Instructor: __APA	Yes: 7 No: 0 APA Instructors		

Item Reviewed	Record on File?	Description	Recommendation
d. Instructors certification was current at time of qualification	APA		
7. Use of Force a. Attendance documented b. Instructor: Miller c. Instructors certification was current at time of qualification	Yes.7 No: 0 CPS/APA Instructors Yes	(Active Threat training also completed and documented)	
8. Motor Vehicle Pursuit and Emergency Vehicle Operation a. Attendance documented b. Instructor. c. Instructors certification was current at time of qualification	Yes: 7 No: 0 APA APA		

Annual Review of Production of Identification Cards upon Request

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

Summary:

Appointment:

Appointment records were in order except item 12 in regards to acknowledgment of the Police Act and the Regulations. None of the files indicated that the CPS members had read the Act etc... Moving forward Sgt Kelly is preparing an affirmation sheet for each member to sign and add to the files upon completion of reading the Act.

Chief MacConnell was made aware of this change.

Training:

Training requirements are being met. There is an excellent level of documented compliance with Ministerial Directives with the only exception in the Domestic Violence Training. This course was retracted by the Province and is to be re-introduced in this calendar year

Identification Cards:

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

Police Records Management System:

No report provided on PROs review/QA completed this past year.

Recommendations:

1. Each CPS member be provided a copy of the Police Act and Regulations. Same to be documented on the personnel files.

Alexis Triantafillou,
Manager, Office of the Police Commissioner