

Office of the Police Commissioner



Annual Review Minister's Directives *Police Act*

Kensington Police Services 2022

Findings of compliance with Ministerial Directives.

Review conducted by Alexis Triantafillou, Office of the Police Commissioner, on March 14, 2023 covering the calendar year 2022. Kensington Police Services Chief Lewie Sutherland and Deputy Chief Landon Yuill presented the files for review.

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

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

Item Reviewed	Record on File?	Description	Recommendation
4. Proof of a criminal record and background checks including testing and interviews	Yes: 2 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: 2 No: 0	As above	As above.
6. Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i>	Yes:2 No: 0	Copies of driver's licenses on file. Reviewed annually.	
7. Proof of being of good moral character (references)	Yes: 2 No: 0	Well documented and relevant references	
8. Form 2B on File	Yes 2 No: 0	Letter of Appointment	
9. Oath or Affirmation of Office on file	Yes: 2 No: 0	On file.	
10. Proof Identification Card issued upon appointment	Yes: 2 No: 0	Copies 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 appointee was provided a copy and	Yes: 2 No:0 Yes: 2 No: 0	On file and signed.	

Item Reviewed	Record on File?	Description	Recommendation
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	Yes: 2 No: 0 Yes: 2 No: 0 Yes: 2 No: 0		
12. Appointee entered into the Register	Yes: 2 No: 0		
13. Appointee current status updated into the Register	Yes: 2 No: 0		

Training Records – Two files reviewed.

Item Reviewed	Record on File?	Description	Recommendation
1. Firearms a. Re-qualification documented b. Instructors: APA c. Instructors certification was current at time of qualification	Yes: 2 No: 0 Yes: 2 No: 0 Yes: 2 No: 0	APA. Both members not current on Carbine. Course to be offered via SPS. Being set up at present	
2. Conducted Energy Weapon (CEW) a. Re-qualification documented b. Instructor . APA	Yes: 0 No: 2	Both members CEW qualification expired. Course being set up vis assistance from SPS as no CEW instructor within KPS	

Item Reviewed	Record on File?	Description	Recommendation
c. Instructors certification was current at time of qualification			
3. First Aid a. Re-qualification documented yes: no: b. Instructor(s) APA/1 ST Aid Service c. Instructors certification was current at time of qualification	Yes: 2 No: 0 Yes: 2 No: 0 Yes: 2 No: 0	. Instructor certification was on file and verified as current.	
4. Cardio Pulmonary Resuscitation a. Re-qualification documented b. Instructor(s) c. Instructors certification was current at time of qualification	Yes: 2 No: 0 Yes: 2 No: 0 Yes: 2 No: 0	As above	
5. Domestic Violence a. Attendance documented b. Instructor: Jaylee Grady c. Instructors certification was current at time of qualification	Yes: 1 No: 1	. 1 member has most recent course in April of 2022. Newest hire (Nov 2022) has not yet received course as Province revamping course. To be offered and is attending in May 2023.	

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</p> <p>d. Instructors certification was current at time of qualification</p>	<p>Yes: 2 No: 0</p> <p>Yes: 2 No: 0</p>		
<p>7.Use of Force</p> <p>a. Attendance documented</p> <p>b. Instructor: MacDonald</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes:2 No: 0</p> <p>.</p> <p>Yes: 2 No: 0</p>	<p>Just recently completed as now have in-house instructor qualified.</p>	
<p>8. Motor Vehicle Pursuit and Emergency Vehicle Operation</p> <p>a. Attendance documented</p> <p>b. Instructors APA</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 2 No: 0</p> <p>Yes: 2 No: 0</p>	<p>APA Instructor and from most recent Police agency (Guelph, ON)</p>	<p>All within the 5 years</p>

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:

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:

Training records were present and up to date except in area of CEW and Carbine as there has been issues with a lack of instructors. Chief Sutherland was lining up re-certs via SPS to have these done in very near future.

Police Records Management System

Documentation was provided by Chief Sutherland of a recent Quality Assurance Score (QAS) review that was completed by the ORMS section. An overall score of 78.9% was provided which was down from the previous year but was considered to be “scored well” by the ORMS Unit.

Recommendations:

- CEW Recertifications be completed as soon as possible
- Carbine Recertifications be completed as soon as possible

Submitted,

Alexis Triantafillou,
 Manager,
 Office of the Police Commissioner

