

Minister's Directive

Appointments of a:

Chief Officer
Deputy Chief Officer
Police Officer
Auxiliary Constable
Director of the Atlantic Police Academy
Instructing Officer
Police Cadet
Civilian Instructor

Police Act and Regulations

Prince Edward Island Department of Justice
and Public Safety

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Amendments to the Minister's Directive

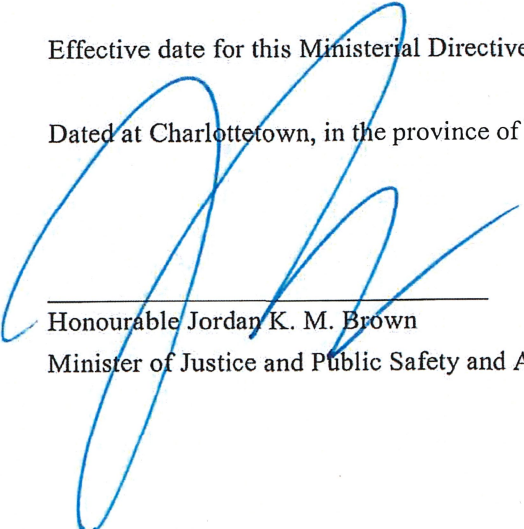
Pursuant to clause 3(3)(e) of the *Police Act*, R.S.P.E.I. 1988, Cap. P-11.1, I hereby issue the subsequent amendments to the Minister's Directive concerning the appointment of a Chief Officer, Deputy Chief Officer, Police Officer, Auxiliary Constable, Director of the Atlantic Police Academy, Instructing Officer, Police Cadet, and Civilian Instructor.

The Minister's Directive on appointments of a: Chief Officer, Deputy Chief Officer, Police Officer, Auxiliary Constable, Director of the Atlantic Police Academy, Instructing Officer, Police Cadet, and Civilian Instructor is amended as follows:

- Added 1.3(1.3.3);
- Added 1.4.(1.4.2)(iii);
- Updated gendered language 1.4;
- Updated language in 9.0, replacing "Police Services Manager" with "Police Commissioner";
- Inserting section 10, 10.1, 10.2, 10.3, 10.4, and 10.5 for the procedure to assess qualifications for appointment; and
- Added Appendix 10, 11, and 12 for the procedure and forms for security screening for appointment.

Effective date for this Ministerial Directive is March 1, 2019.

Dated at Charlottetown, in the province of Prince Edward Island, this 18th day of January, 2019.



Honourable Jordan K. M. Brown


Minister of Justice and Public Safety and Attorney General

Justice and Public Safety**Minister's Directive**

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Pursuant to clause 3(3)(e) of the *Police Act*, R.S.P.E.I. 1988, Cap. P-11.1, I hereby issue the attached Minister's Directive concerning the appointment of Chief Officers, Police Officers, Auxiliary Constables, the Director of the Atlantic Police Academy, Instructional Officers, Police Cadets, and Civilian Instructors. This Directive will come into effect on August 15, 2011.

Dated at Charlottetown, in the Province of Prince Edward Island, this 2nd day of *August* 2011.



Doug W. Currie
Minister of Justice and Public Safety
and Attorney General

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APPOINTMENTS OF CHIEF OFFICERS, DEPUTY CHIEF OFFICERS, POLICE OFFICERS, AUXILIARY CONSTABLES, THE DIRECTOR OF THE ATLANTIC POLICE ACADEMY, INSTRUCTING OFFICERS, POLICE CADETS AND CIVILIAN INSTRUCTORS

1.0 Definitions

In this Directive

- 1.1.1 "Act" means the *Police Act*, R.S.P.E.I. 1988, Cap. P-11.1 and Regulations;
- 1.1.2 "chief officer" means, in respect of a police service, the chief officer, or the commanding officer, of the police service;
- 1.1.3 "civilian instructor" means a person who is appointed as a civilian instructor at the Atlantic Police Academy under subsection 51(1) of the Act;
- 1.1.4 "deputy chief officer" means, in respect of a police service, the deputy chief officer, or the next in command officer, of the police service;
- 1.1.5 "Director" means the Director of the Atlantic Police Academy who is appointed under section 47 of the Act;
- 1.1.6 "Instructing Officer" means a person who is appointed as an instructing officer at the Atlantic Police Academy under subsection 48(1) of the Act, and does not include the Director;
- 1.1.7 "Minister" means the Minister of Justice and Public Safety and Attorney General of Prince Edward Island;
- 1.1.8 "police cadet" means a person who is appointed as a police cadet under subsection 50(1) of the Act;
- 1.1.9 "police officer" means a person who is appointed as a police officer under clause 10(1)(a) of the Act;
- 1.1.10 "police service" means a police department recognized under the *Act*;

1.2 Authority

Police Act

- 1.2.1 Section 9 provides for appointment as a chief officer of a police service;
- 1.2.2 Clause 10(1)(a) provides for appointment as a police officer;
- 1.2.3 Subsection 45(1) provides for appointment as an auxiliary constable;
- 1.2.4 Section 47 provides for appointment as a Director of the Atlantic Police Academy;
- 1.2.5 Subsection 48(1) provides for appointment as an instructing officer;
- 1.2.6 Subsection 50(1) provides for appointment as a police cadet; and
- 1.2.7 Subsection 51(1) provides for appointment as a civilian instructor.

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General Regulations

- 1.2.8 Section 5 sets out the requirements for an identification card;
- 1.2.9 Subsection 7(1) sets out the qualifications for appointment as a chief officer or deputy chief officer;
- 1.2.10 Subsection 7(2) sets out the qualifications for appointment as a Director of the Atlantic Police Academy;
- 1.2.11 Section 8 sets out the qualifications for appointment as a police officer;
- 1.2.12 Section 10 sets out the qualifications for appointment as an auxiliary constable;
- 1.2.13 Section 12 sets out the qualifications for appointment as an instructing officer;
- 1.2.14 Section 13 sets out the qualifications for appointment as a police cadet;
- 1.2.15 Section 14 sets out the qualifications for appointment as a civilian instructor; and
- 1.2.16 Section 15 sets out the Oath or Solemn Affirmation of Office.

1.3 Purpose

The purpose of this Directive is to ensure:

- 1.3.1 A timely and province wide procedure for making appointments pursuant to the Act;
- 1.3.2 A province wide procedure for documenting appointments made pursuant to the Act;
- 1.3.3 A province wide procedure for verifying qualifications for appointments pursuant to the Act.

1.4 Principles

This Directive gives effect to the following principles:

- 1.4.1 Rigorous administrative standards for the sections of the Act and Regulations related to appointments are essential for the effective administration and protection of the people conducting duties pursuant to the Act and for the public they serve;
- 1.4.2 Chief officers, the Director, councils of municipalities and the President of Holland College having been delegated powers to make appointments pursuant to the Act and Regulations have an obligation to ensure that:
 - (i) the appointments are made according to the law;
 - (ii) appropriate and timely records of individual appointments are maintained; and
 - (iii) satisfactory and consistent due diligence has been documented to verify qualifications for appointment pursuant to the Act and Regulations have been met.
- 1.4.3 Appointments must be reported to the Minister in the manner prescribed by the Act;
- 1.4.4 Appointments are not transferrable; an appointment is required in each instance where there is a change of employer or a change of function. (Functions include: chief officer, deputy chief officer, police officer, auxiliary officer, security police officer, Director of the Atlantic Police Academy, police cadet, civilian instructor and instructing officer).

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2.0 Procedure for the Appointment of Chief Officers or Deputy Chief Officers

The chief administrative officer or a community administrator, on the direction of the council of the municipality, upon the candidate for as chief officer or deputy chief officer of a police service of their municipality fulfills the requirements set out in section 9 of the *Act*, section 7 of the General Regulations shall:

- (i) Prepare a Form 1B (see Appendix 1);
- (ii) arrange for the appointee to present before a Commissioner of Oaths whereupon the appointee shall:
 - (a) present Form 1B to the Commissioner of Oaths; and
 - (b) take the oath or solemn affirmation prescribed in section 15 of the General Regulations (see Appendix 8);
- (iii) request an identification card for the appointee in accordance with Minister's Directive on Identification Cards; and
- (iv) provide the appointee with a copy of the Act and Regulations and take reasonable steps to confirm the appointee has reviewed and understands the provisions, and, in particular, ensure the appointee is 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; and
 - (c) Minister's Directives.

3.0 Procedure for the Appointment of Police Officers

3.1 The chief officer upon determining the candidate for appointment as a police officer fulfills the requirements set out in section 11 of the Act and section 8 of the General Regulations shall:

- (i) Prepare a Form 2B (see Appendix 2);
- (ii) arrange for the appointee to present before a Commissioner of Oaths whereupon the appointee shall:
 - (a) present Form 2B to the Commissioner of Oaths; and
 - (b) pursuant to subsection 10(2) of the Act, take the oath or solemn affirmation prescribed in section 15 of the General Regulations (see Appendix 8);
- (iii) request an identification card for the appointee in accordance with subsection 10(3) of the Act and the Minister's Directive on Identification Cards; and
- (iv) provide the appointee with a copy of the Act and Regulations and take reasonable steps to confirm the appointee has reviewed and understands the provisions, and, in particular, ensure the appointee is 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; and
 - (c) Minister's Directives.

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- 3.2 Upon appointment or the suspension, reinstatement or revocation of the appointment of a police officer, the chief officer shall forthwith cause the Register (see Appendix 9) to be revised to reflect the:
- (i) date of the appointment and the section of the General Regulations which reflects the candidates qualifications at the time of appointment (either subsections 8(1), 8(2) or 8(3) of the General Regulations);
 - (ii) date of suspension;
 - (iii) date of reinstatement; or
 - (iv) date of revocation of the appointment.

4.0 Procedure for the Appointment of Auxiliary Constables

4.1 The chief officer upon determining the candidate for appointment as an auxiliary constable fulfills the requirements set out in subsection 45(3) of the Act, subsection 10(1) of the General Regulations and, pursuant to subsection 45(14), confirms that the appointment is not used to replace any members of the police department or reduce the number of positions occupied by members of the police department shall:

- (i) Prepare a Form 3B (see Appendix 3);
- (ii) arrange for the appointee to present before a Commissioner of Oaths whereupon the appointee shall:
 - (a) present Form 3B to the Commissioner of Oaths; and
 - (b) pursuant to subsection 45(5) of the Act, take the oath or solemn affirmation prescribed in section 15 of the General Regulations (see Appendix 8);
- (iii) request an identification card for the appointee in accordance with subsection 45(6) of the Act and the Minister's Directive on Identification Cards; and
- (iv) provide the appointee with a copy of the Act and Regulations and take reasonable steps to confirm the appointee has reviewed and understands the provisions, and, in particular ensure the appointee:
 - (a) is provided a copy of the Code of Professional Conduct and Discipline and the adopted Use of Force Model and that reasonable steps have been taken to confirm he/she has reviewed and understands the provisions therein;
 - (b) is directed not to act as an auxiliary constable unless accompanied by and under the direct supervision of a member of the police service that the auxiliary constable is appointed to assist; and
 - (c) pursuant to subsection 10(2) of the General Regulations is directed not to:
 - 1) carry a firearm;
 - 2) carry a prohibited or restricted weapon or device as defined in section 84 *Criminal Code* unless the prescribed training in the use of that weapon or device has been successfully completed; or
 - 3) identify himself or herself as a police officer.

4.2 Upon the appointment or the suspension, reinstatement or revocation of the appointment as an auxiliary constable, the chief officer shall forthwith cause the Register (see Appendix 9) to be revised to reflect the:

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- (i) date of the appointment and the section of the General Regulations which reflects the candidate's qualifications at the time of appointment (section 10 of the General Regulations);
- (ii) date of suspension;
- (iii) date of reinstatement;
- (iv) date of revocation of the appointment; and
- (v) restrictions (subsection 45(11) of the Act and subsection 10(2) of the General Regulations).

5.0 Procedure for the Appointment of the Director of the Atlantic Police Academy

5.1 The President of Holland College upon determining the candidate for appointment as the Director of the Atlantic Police Academy fulfills the requirements set out in subsection 47(1) of the Act and subsection 7(2) of the General Regulations shall:

- (i) prepare a Form 4B (see Appendix 4);
- (ii) arrange for the appointee to present before a Commissioner of Oaths whereupon the appointee shall:
 - (a) present Form 4B to the Commissioner of Oaths; and
 - (b) pursuant to subsection 47(2) of the Act, take the oath or solemn affirmation prescribed in section 15 of the General Regulations (see Appendix 8);
- (iii) request an identification card for the appointee in accordance with the Minister's Directive on Identifications Cards; and
- (iv) provide the appointee with a copy of the Act and Regulations and take reasonable steps to confirm the appointee has reviewed and understands the provisions, and, in particular, ensure the appointee is 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; and
 - (c) Minister's Directives.

6.0 Procedure for the Appointment of an Instructing Officer

6.1 The Director upon determining the candidate for appointment as an instructing officer fulfills the requirements set out in subsection 48(3) of the Act and section 12 of the General Regulations shall:

- (i) Prepare a Form SB (see Appendix 5);
- (ii) arrange for the appointee to present before a Commissioner of Oaths whereupon the appointee shall:
 - (a) present Form 5 to the Commissioner of Oaths; and
 - (b) pursuant to subsection 48(4) of the Act, take the oath or solemn affirmation prescribed in section 15 of the General Regulations (see Appendix 8);
- (iii) request an identification card for the appointee in accordance with subsection 48(5) of the Act and the Minister's Directive on Identification Cards; and
- (iv) provide the appointee with a copy of the Act and Regulations and take reasonable steps to confirm the appointee has reviewed and understands the provisions, and, in particular, ensure the appointee is provided a copy and reasonable steps are taken to ensure the appointee understands the provisions of the:

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- (a) Code of Professional Conduct and Discipline;
- (b) adopted Use of Force Model; and
- (c) Minister's Directives.

6.2 Upon the appointment or the suspension, reinstatement or revocation of the appointment as an instructing officer, the Director shall forthwith cause the Register (see Appendix 9) to be revised to reflect the:

- (i) date of the appointment and the section of the General Regulations which reflects the candidates qualifications at the time of appointment (section 12 of the General Regulations);
- (ii) date of suspension;
- (iii) date of reinstatement; or
- (iv) date of revocation of the appointment.

7.0 Procedure for the Appointment of a Police Cadet

7.1 The Director upon determining the candidate for appointment as a police cadet fulfills the requirements set out in subsection 50(3) of the Act and section 13 of the General Regulations shall:

- (i) Prepare a Form 6B (see Appendix 6);
- (ii) arrange for the appointee to present before a Commissioner of Oaths whereupon the appointee shall:
 - (a) present Form 6B to the Commissioner of Oaths; and
 - (b) pursuant to subsection 50(5) of the Act, take the oath or solemn affirmation prescribed in section 15 of the General Regulations (see Appendix 8);
- (iii) request an identification card for the appointee in accordance with the subsection 50(6) of the Act and the Minister's Directive on Identification Cards; and
- (iv) provide the appointee with a copy of the Act and Regulations and take reasonable steps to confirm the appointee has reviewed and understands the provisions, and, in particular, ensure the appointee is:
 - (a) provided a copy of the Code of Professional Conduct and Discipline and the adopted Use of Force Model and that reasonable steps have been taken to confirm he/she has reviewed and understands the provisions therein;
 - (b) informed he or she may assist and participate in training programs with members of a police service; and
 - (c) directed not to act as a police cadet unless accompanied by and under the direct supervision of a member of a police service, or an instructing officer, or the Director.

7.2 Upon the appointment or the suspension, reinstatement or revocation of the appointment as a police cadet, the Director shall forthwith cause the Register (see Appendix 9) to be revised to reflect the:

- (i) date of the appointment and the section of the General Regulations which reflects the candidates qualifications at the time of appointment (section 13 of the General Regulations);
- (ii) date of suspension;
- (iii) date of reinstatement;
- (iv) date of revocation of the appointment; and
- (v) restrictions (sections 50, 10 and 11 of the Act);

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8.0 Procedure for the Appointment of a Civilian Instructor

8.1 The Director upon determining the candidate for appointment as a civilian instructor fulfills the requirements set out in subsection 51(3) of the Act and section 14 of the General Regulations shall:

- (i) Prepare a Form 7B (see Appendix 7);
- (ii) arrange for the appointee to present before a Commissioner of Oaths whereupon the appointee shall:
 - (a) present Form 7B to the Commissioner of Oaths; and
 - (b) pursuant to subsection 51(5) of the Act, take the oath or solemn affirmation prescribed in section 15 of the General Regulations (see Appendix 8);
- (iii) request an identification card for the appointee in accordance with subsection 51(6) of the Act and the Minister's Directive on Identification Cards; and
- (iv) provide the appointee with a copy of the Act and Regulations and take reasonable steps to confirm the appointee has reviewed and understands the provisions, and, in particular, ensure the appointee is:
 - (a) is provided a copy of the Code of Professional Conduct and Discipline and the adopted Use of Force Model and that reasonable steps have been taken to confirm he/she has reviewed and understands the provisions therein;
 - (b) informed he or she may assist members of a police service; and
 - (c) directed not to act as a civilian instructor unless accompanied by and under the direct supervision of a member of a police service, or an instructing officer, or the Director.

8.2 Upon the appointment or the suspension, reinstatement or termination of employment as a civilian instructor, the Director shall forthwith cause the Register (see Appendix 9) to be revised to reflect the:

- (i) date of the appointment and the section of the General Regulations which reflects the candidates qualifications at the time of appointment (i.e., section 14 of the General Regulations);
- (ii) date of suspension;
- (iii) date of reinstatement;
- (iv) date of revocation of the appointment; and
- (v) restrictions (i.e., sections 51, 10 and 11) of the Act.

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9.0 Review of Appointment Records

- 9.1 The Police Commissioner shall meet annually with each chief officer and shall review the chief officer's records of appointments made pursuant to the Act.
- 9.2 The Police Commissioner shall meet annually with the Director and shall review the Director's records of appointments made pursuant to the Act.
- 9.3 The Police Commissioner shall meet with the President of Holland College and shall review the records of appointments made pursuant to the Act.
- 9.4 The Police Commissioner shall meet with the chief administrative officers of cities or towns or the senior community administrator and shall review the records of appointments made pursuant to the Act.

10.0 Procedure to Verify Qualifications Prior to Appointment

- 10.1 The Director/Chief Officer/Municipal Councils for Chiefs/President of Holland College for APA Director, upon determining the candidate has fulfilled the application requirements for appointment shall;
- 10.1.1 Direct the candidate to complete Form PEISCF-001 and Form PEISCF-002 (see Appendix 11 and 12).
- 10.2 Proceed with a security background investigation, as outlined in Appendix 10, covering the following areas:
- (i) Verification of identity and background;
 - (ii) Verification of educational and professional credentials;
 - (iii) Personal and professional references;
 - (iv) Law enforcement enquiry (criminal record check); and
 - (v) Financial enquiry.
- 10.3 Pursuant to the background investigation approve/deny security clearance and appointment.
- 10.4 Maintain file documentation for audit by Office of the Police Commissioner.
- 10.5 Security screening procedure must be updated every 10 years.
- 10.6 The candidate's spouse or common-law partner and each immediate relative referenced in the application must complete a consent form at Appendix 13. If no consent form can be obtained the applicant must articulate the reason the signed consent form can not be included.

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APPENDIX 1**FORM 1B****Appointment****Chief Officer of a Police Service**

Pursuant to section 9 of the *Police Act*, R.S.P.E.I. 1988, Cap. P-11.1, I hereby appoint the following person to exercise all of the authority, responsibility and duties of a chief officer of the [] Police Service(s) as set out in section 10 of the *Police Act*:

[Name]

Date of Birth: []

Service Number: []

The appointment is in effect from [date] until his/her employment as a chief officer is suspended or employment as a chief officer of [] Police Service(s) is terminated.

Dated at [City/Town/Community], in the province of Prince Edward Island, this _____ day of _____ 20

[Chief Administrative Officer/Community Administrator]

[City/Town/Community] of []
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APPENDIX 2**FORM 2B****Appointment****Police Officer of a Police Service**

Pursuant to section 10 of the *Police Act*, R.S.P.E.I. 1988, Cap. P-11.1, I hereby appoint the following person as a police officer of the [] Police Services to exercise all of the authority, responsibility and duties of a police officer employed with the [] Police Service(s) as set out in section 10 of the *Police Act*:

[Name]

Date of Birth: []

Service Number: []

The appointment is in effect from [date] until his/her employment as a police officer with the [] Police Service(s) is suspended or employment as a police officer with the [] Police Service(s) is terminated.

Dated at [City/Town/Community], in the province of Prince Edward Island, this _____ day of ____ 20

Chief Officer
[] Police Service(s)
Province of Prince Edward Island

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APPENDIX 3**FORM 3B****Appointment****Auxiliary Constable of a Police Service**

Pursuant to section 45 of the *Police Act*, R.S.P.E.I. 1988, Cap. P-11.1 (the "Act"), I hereby appoint the following person to exercise all of the authority, responsibility and duties of an auxiliary constable with the [____ Police Service(s) or Royal Canadian Mounted Police] as set out in section 45 of the Act:

[Name]

Date of Birth: [____]

Service Number: [____]

The appointment is in effect from [date] and expires on [date] unless revoked by the chief officer at an earlier date.

The appointment is subject to the following restrictions:

- 1) pursuant to subsection 45(10) of the Act, the auxiliary constable shall not to act as an auxiliary constable unless accompanied by and under the direct supervision of a member of the police service that the auxiliary constable is appointed to assist; and
- 2) pursuant to subsection 10(2) of the General Regulations the auxiliary constable is not authorized to:
 - a) carry a firearm;
 - b) carry a prohibited or restricted weapon or device as defined in section 84 *Criminal Code* unless the prescribed training in the use of that weapon or device has been successfully completed; or
 - c) identify yourself as a police officer.

Dated at [City/Town/Community], in the province of Prince Edward Island, this _____ day of ____ 20

Chief Officer
[____] Police Service(s)
Province of Prince Edward Island

OR

Commanding Officer
Royal Canadian Mounted Police L
Division
Province of Prince Edward Island

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APPENDIX 4**FORM 4B****Appointment****Director of the Atlantic Police Academy**

I hereby appoint the following person to exercise all of the authority, responsibility and duties of the Director of the Atlantic Police Academy as prescribed in sections 48, 49, 50, 51 and 52 of the *Police Act*, R.S.P.E.I. 1988, Cap. P-11.1:

[Name]

Date of Birth: []

Service Number: []

The appointment is in effect from [date] until his/her employment as the Director of the Atlantic Police Academy is suspended or employment as the Director of the Atlantic Police Academy is terminated.

Dated at [City], in the province of Prince Edward Island, this _____ day of _____, 20__.

President
Holland College
Charlottetown, Prince Edward Island

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APPENDIX 5**FORM SB****Appointment****Instructing Officer of the Atlantic Police Academy**

Pursuant to section 48 of the *Police Act*, R.S.P.E.I. 1988, Cap. P-11.1 (the "Act"), I hereby appoint the following person to exercise all of the authority, responsibility and duties of an instructing officer at the Atlantic Police Academy as prescribed in section 49 of the Act.

[Name] Date
of Birth: []
Service Number: []

The appointment is in effect from [date] and expires upon termination of employment with the Atlantic Police Academy unless revoked by the Director of the Atlantic Police Academy at an earlier date.

Dated at [City/Town/Community], in the province of Prince Edward Island, this _____ day of _____ 20

Director
Atlantic Police Academy

Directive Title	Directive Number	Effective Date	Page
Appointments of a: Chief Officer, Deputy Chief Officer, Police Officer, Auxiliary Constable, Director of the Atlantic Police Academy, Instructing Officer, Police Cadet, and Civilian Instructor	Policing Services -04	March 1, 2019	19 of 34

APPENDIX 6**FORM 6B****Appointment****Police Cadet of the Atlantic Police Academy**

Pursuant to section 50 of the *Police Act*, R.S.P.E.I. 1988, Cap. P-11.1 (the "Act"), I hereby appoint the following person to exercise all of the authority, responsibility and duties of a police cadet at the Atlantic Police Academy as prescribed in section 50s, 9, 10 and 11 of the Act:

[Name] Date
of Birth: []
Service Number: []

The appointment is in effect from [date] and expires on [date] unless revoked by the Director of the Atlantic Police Academy at an earlier date.

The appointment of the police cadet is subject to the following restrictions:

- a. The police cadet is authorized to assist and participate in training programs with members of a police service; and
- b. The police cadet is not authorized to act as a police cadet unless accompanied by and under the direct supervision of a member of a police service, an instructing officer, or the Director of the Atlantic Police Academy.

Dated at [City/Town/Community], in the province of Prince Edward Island, this _____ day of _____ 20

Director
Atlantic Police Academy

Directive Title	Directive Number	Effective Date	Page
Appointments of a: Chief Officer, Deputy Chief Officer, Police Officer, Auxiliary Constable, Director of the Atlantic Police Academy, Instructing Officer, Police Cadet, and Civilian Instructor	Policing Services - 04	March 1, 2019	20 of 34

APPENDIX 7**FORM 7B****Appointment****Civilian Instructor of the Atlantic Police Academy**

Pursuant to section 51 of the *Police Act*, R.S.P.E.I. 1988, Cap. P-11.1 (the "Act"), I hereby appoint the following person to exercise all of the authority, responsibility and duties of a civilian instructor at the Atlantic Police Academy as prescribed in sections 51, 9, 10 and 11 of the *Act*:

[Name] Date
of Birth: []
Service Number: []

The appointment is in effect from [date] and expires upon termination of employment with the Atlantic Police Academy unless revoked by the Director of the Atlantic Police Academy at an earlier date.

This appointment of the civilian instructor is subject to the following restrictions:

- (a) The civilian instructor is authorized to assist members of a police service; and
- (b) The civilian instructor is not authorized to act as a civilian instructor unless accompanied by and under the direct supervision of a member of a police service, an instructing officer, or the Director of the Atlantic Police Academy.

Dated at [City/Town/Community], in the province of Prince Edward Island, this _____ day of _____ 20

Director
Atlantic Police Academy

Directive Title	Directive Number	Effective Date	Page
Appointments of a: Chief Officer, Deputy Chief Officer, Police Officer, Auxiliary Constable, Director of the Atlantic Police Academy, Instructing Officer, Police Cadet, and Civilian Instructor	Policing Services - 04	March 1, 2019	21 of 34

APPENDIX 8

Oath or Affirmation of Office

C A N A D A

PROVINCE OF PRINCE EDWARD ISLAND

COUNTY OF _____

(CITY/TOWN) OF _____

I, _____, born _____ (date),
having been appointed as a _____ (chief officer,
police officer, security police officer, auxiliary constable, director,
instructing officer, police cadet, or civilian instructor) of the
_____ (name of police service or agency) do solemnly
swear/affirm (*select one*) that I will diligently, faithfully, and impartially
perform all the duties of my appointment according to law and I will not,
except in the discharge of my duties, disclose to any person any matter of
evidence that may come to my notice during this appointment, so help
me God/I so affirm (*select one*).

Appointee

SWORN BEFORE ME AT _____
IN THE COUNTY OF _____, PROVINCE OF
PRINCE EDWARD ISLAND,
THIS _____ DAY OF _____, 20

Commissioner of Oaths

Directive Title	Directive Number	Effective Date	Page
Appointments of a: Chief Officer, Deputy Chief Officer, Police Officer, Auxiliary Constable, Director of the Atlantic Police Academy, Instructing Officer, Police Cadet, and Civilian Instructor	Policing Services - 04	March 1, 2019	22 of 34

APPENDIX 9

Registry for year [] for the [] Police Service(s) / Atlantic Police Academy / RCMP L
Division]

Surname	Given names (1 st and 2 nd)	Date of Birth	Date of Appointment	Date of Suspension	Date of Reinstatement	Date of Revocation	Qualifications Upon appointment (cite relevant Section of Regulations)	Restrictions

Directive Title	Directive Number	Effective Date	Page
Appointments of a: Chief Officer, Deputy Chief Officer Police Officer, Auxiliary Constable, Director of the Atlantic Police Academy, Instructing Officer, Police Cadet, and Civilian Instructor	Policing Services - 04	March 1, 2019	23 of 34

APPENDIX 10

SECURITY SCREENING

1. GENERAL

Security screening is used to determine the reliability of a new appointment, Atlantic Police Academy Cadet, lateral applicant, casual police officer, deputy chief officer, chief officer, engaged by a PEI police service or Atlantic Police Academy Director. A person shall not be appointed unless they have successfully completed a security screening process.

This clearance must be maintained throughout his/her service. An individual requires a security clearance to have access to information, systems, assets, or facilities.

2. BACKGROUND SCREENING

A background screening package will include:

- Fingerprints, (two sets)
- Photographs, (two passport style)
- Two identity documents one of which must be a Birth Certificate.
- Valid Driver's License
- Proof of Citizenship (Birth Certificate acceptable)
- Completed Provincial Screening Forms PEISCF-001, PEISCF-002
- Completed Criminal Records Check Form
- Completed Vulnerable Sector Records Form
- Completed Consent for Collection and Retention of Personal Information
- Reference letters – minimum two
- Credit check
- Previous residence (past ten years) plus landlord name and contact information

3. SCREENING PROCESS

A screening review will cover a Credit Bureau check, review the applicants education background over a five-year period, employment history over a ten-year period, if experience with the military a review of military service over a seven-year period, a security interview, and data base checks for the applicant. The screening process shall also include data base checks for the applicant's spouse, or common-law partner and each immediate relative, unless those persons cannot be contacted by the applicant or do not provide consent for the data base check.

For greater certainty, this requirement applies to appointments made in 2020 and subsequent years.

Directive Title	Directive Number	Effective Date	Page
Appointments of a: Chief Officer, Deputy Chief Officer, Police Officer, Auxiliary Constable, Director of the Atlantic Police Academy, Instructing Officer, Police Cadet, and Civilian Instructor	Policing Services - 04	March 1, 2019	24 of 34

Upon receipt of consent to conduct inquiries of the candidate and other persons, and provided the PEI police service or Atlantic Police Academy Director have direct access to, or use of, the systems below, the screening process must include inquiries of the candidate and those persons, on the following systems:

- NCIC
- CPIC
- ACIS
- PROS (PIP)
- Provincial Justice System
- DVS

For greater certainty, if the PEI police service or Atlantic Police Academy Director do not have direct access to, or use of, the systems above to conduct data base checks for the candidate or other persons, they are not required to conduct that part of the background investigation. The candidate can still be approved or denied security clearance and appointment based on all other parts of the background investigation that can be legally accessed. This exemption applies for appointments made in 2020 and subsequent years.

Subject to the individual applicant, inquiries may also include:

- DND
- Interpol
- Social Media

4. Validity period up to 10 years.

Directive Title	Directive Number	Effective Date	Page
Appointments of a: Chief Officer, Deputy Chief Officer, Police Officer, Auxiliary Constable, Director of the Atlantic Police Academy, Instructing Officer, Police Cadet, and Civilian Instructor	Policing Services - 04	March 1, 2019	25 of 34

APPENDIX 11



PROTECTED (When completed)

OFFICE USE ONLY		
Reference number	Department number	Folio number

SECURITY CLEARANCE FORM

The personal information requested on this form is collected under the authority of the Police Act regulations, section 8 and will be used to screen for applicants for law enforcement employment. Questions about this collection may be directed to: Police Services Manager, Department of Justice and Public Safety, 4th Floor South Shaw Building, 95 Richmond Street, PO Box 2030, Charlottetown, PE C1A 7N8. Phone: (822) 368-4509 Fax: (822) 368-5233.

Please typewrite or print in block letters.

NOTE: Must complete all sections from A-H.

A ADMINISTRATIVE INFORMATION (To be completed by Department)		
<input type="checkbox"/> New	<input type="checkbox"/> Upgrade	<input type="checkbox"/> Supplemental
<input type="checkbox"/> Update	<input type="checkbox"/> Transfer	<input type="checkbox"/> Re-activation
Department/Agency/Organization		Employee ID number/PRR/Rank and Service number (if applicable)
B BIOGRAPHICAL INFORMATION (To be completed by the applicant)		
1. Surname (last name)	2. Full given names (no initials) underline or circle initial name used	3. Family name at birth
4. All other names used (i.e. Nickname)	5. Gender Identity <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	6. Date of birth Y M D
7. Place of birth (city)	Province/State	Country
8. Name change (other than marriage)	From	To
9. Place of change (city, province or state, and country)	10. Method (authority)	
C SECURITY SCREENING		
Have you previously completed a security screening form? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give name of department/agency/organization, and the year and level of clearance: Y		
D MARITAL STATUS/COMMON-LAW PARTNERSHIP		
Current status: <input type="checkbox"/> Married <input type="checkbox"/> Common-Law Partnership <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Single		
1. A) CURRENT SPOUSE/COMMON-LAW PARTNER: Surname, given names B) Maiden Name (if applicable) C) Present citizenship of current spouse/common-law partner		
D) Date of marriage/common-law partnership Y M D E) City, province or state, and country of marriage/common-law partnership		
F) City, province or state, and country of birth G) Date of birth Y M D		
H) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country) I) If separated, widowed or divorced within 5 years, specify date Y M D		
J) Name and address of employer (job title)		
2. A) PREVIOUS SPOUSE/COMMON-LAW PARTNER: Surname, given names (cover only the past five years) B) Present citizenship of former spouse/common-law partner		
C) Date of marriage/common-law partnership Y M D D) City, province or state, and country of marriage/common-law partnership		
E) Date of divorce/separation/decree Y M D F) City, province or state, and country of divorce		
G) Country of Birth (if known) H) Date of birth Y M D		
E IMMEDIATE RELATIVES (including those living outside Canada) (see instructions)		
NOTE: Do not use initials		
1. A) Full name (surname and all given names, including maiden name) B) Relationship		
C) City, province or state, and country of birth D) Date of birth Y M D		
E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country) F) Date of death (if applicable) Y M D		
G) Name and address of employer H) Job title		

Appointments of a: Chief Officer, Deputy Chief Officer, Police Officer, Auxiliary Constable, Director of the Atlantic Police Academy, Instructing Officer, Police Cadet, and Civilian Instructor

Policing Services - 04

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Surname and full given names		Date of birth		
		Y	M	D
PROTECTED (When completed)				
E IMMEDIATE RELATIVES (continued)				
NOTE: Do not use initials				
1	A) Full name (surname and all given names, including maiden name)	B) Relationship		
	C) City, province or state, and country of birth	D) Date of birth		
	E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)	F) Date of death (if applicable)		
	G) Name and address of employer	H) Job title		
2	A) Full name (surname and all given names, including maiden name)	B) Relationship		
	C) City, province or state, and country of birth	D) Date of birth		
	E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)	F) Date of death (if applicable)		
	G) Name and address of employer	H) Job title		
3	A) Full name (surname and all given names, including maiden name)	B) Relationship		
	C) City, province or state, and country of birth	D) Date of birth		
	E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)	F) Date of death (if applicable)		
	G) Name and address of employer	H) Job title		
4	A) Full name (surname and all given names, including maiden name)	B) Relationship		
	C) City, province or state, and country of birth	D) Date of birth		
	E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)	F) Date of death (if applicable)		
	G) Name and address of employer	H) Job title		
5	A) Full name (surname and all given names, including maiden name)	B) Relationship		
	C) City, province or state, and country of birth	D) Date of birth		
	E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)	F) Date of death (if applicable)		
	G) Name and address of employer	H) Job title		
6	A) Full name (surname and all given names, including maiden name)	B) Relationship		
	C) City, province or state, and country of birth	D) Date of birth		
	E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)	F) Date of death (if applicable)		
	G) Name and address of employer	H) Job title		
7	A) Full name (surname and all given names, including maiden name)	B) Relationship		
	C) City, province or state, and country of birth	D) Date of birth		
	E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)	F) Date of death (if applicable)		
	G) Name and address of employer	H) Job title		
F CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA (see instructions)				
Have you ever been convicted of a criminal offence for which you have not been granted a record suspension?				
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give details (charge(s), name of police force, city, province/state, country and date of conviction)				
Charge(s)		Name of police force		City
Province/State		Country		Date of conviction
				Y M D
G FOR COMPLETION BY PERSONS BORN OUTSIDE CANADA OR BORN IN CANADA HOLDING DUAL CITIZENSHIP (see instructions)				
1. Date of entry into Canada		2. Present citizenship		
3. If you are a naturalized Canadian, give the certificate number and date of issue		4. If you are not naturalized, have you applied for Canadian citizenship? Please provide copy of Immigrant Visa or Record of Landing Documentation		
Certificate No. _____		<input type="checkbox"/> Yes <input type="checkbox"/> No Date of application		
5. Do you maintain citizenship of a country other than Canada? If yes, please provide the name of the country and explain why.		6. Have you used a passport other than a Canadian one? If yes, explain why.		
<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes) Name of Country: _____ Explain: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes) Explain: _____		

Appointments of a: Chief Officer, Deputy Chief Officer, Police Officer, Auxiliary Constable, Director of the Atlantic Police Academy, Instructing Officer, Police Cadet, and Civilian Instructor	Policing Services - 04	March 1, 2019	27 of 34
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PROTECTED (When completed)

Surname and full given names _____ Date of birth _____ Y _____ M _____ D _____

H RESIDENCE (there should be no gaps)

List addresses where you have lived during the last 10 years, starting with the most current. (Rural address to include lot and civic number.)

	Apartment number	Street number	Street name	Civic number (if applicable)	From	To	Telephone number
					Y	M	
1							
	City		Province or state	Postal code	Country		
2							
	City		Province or state	Postal code	Country		
3							
	City		Province or state	Postal code	Country		
4							
	City		Province or state	Postal code	Country		
5							
	City		Province or state	Postal code	Country		

I EMPLOYMENT (last 10 years) (see instructions for self-employed and consultants) (there should be no gaps)

Would your employment be jeopardized if your current supervisor, below, is contacted? ☐ Yes ☐ No

If yes, provide the name of an alternate employment contact and telephone number: _____

Were you dismissed or asked to resign from any position(s) as listed below? ☐ Yes ☐ No

If yes, give name of employer, supervisor, and date:

Name of employer	Supervisor	Position title	Date
			Y
A) Name of employer - do not use initials (department/organization/agency, if applicable)	B) From		
C) Job title/Description	E) Rank and service number (if applicable)		
F) Supervisor's name in full	G) Supervisor's telephone number		
A) Name of employer - do not use initials (department/organization/agency, if applicable)	B) From		
C) Job title/Description	E) Rank and service number (if applicable)		
F) Supervisor's name in full	G) Supervisor's telephone number		
A) Name of employer - do not use initials (department/organization/agency, if applicable)	B) From		
C) Job title/Description	E) Rank and service number (if applicable)		
F) Supervisor's name in full	G) Supervisor's telephone number		
A) Name of employer - do not use initials (department/organization/agency, if applicable)	B) From		
C) Job title/Description	E) Rank and service number (if applicable)		
F) Supervisor's name in full	G) Supervisor's telephone number		

Appointments of a: Chief Officer, Deputy Chief Officer, Police Officer, Auxiliary Constable, Director of the Atlantic Police Academy, Instructing Officer, Police Cadet, and Civilian Instructor	Policing Services - 04	March 1, 2019	28 of 34
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Surname and full given names		PROTECTED (When completed)	
Date of birth		Y	M
		D	

J FOREIGN EMPLOYMENT	
1. Are you now or have you ever been employed by or acted as a consultant for a foreign government, firm, or agency?	If yes, give details (country, organization, nature of work and dates) include military (cadets), law enforcement and security intelligence employment
<input type="checkbox"/> Yes <input type="checkbox"/> No	

K CHARACTER REFERENCES IN CANADA (see instructions)		
List three character references (non-family members) and one neighbourhood reference		
1	Name in full (no initials)	Relationship
	Complete home address	Period known
	Complete telephone number	Telephone Number
	Complete title and business address	Business Telephone Number
2	Name in full (no initials)	Relationship
	Complete home address	Period known
	Complete telephone number	Telephone Number
	Complete title and business address	Business Telephone Number
3	Name in full (no initials)	Relationship
	Complete home address	Period known
	Complete telephone number	Telephone Number
	Complete title and business address	Business Telephone Number
Neighbourhood reference (see instructions)		
	Name in full (no initials)	Period known
	Complete home address	Telephone Number
	Complete telephone number	Business Telephone Number

L EDUCATION			
1. Name of the last school or university you attended full time	2. Student ID number (if known)	3. Location of institution	4. Period of attendance
			From Y M To Y M
5. Field of study (Diploma or degree obtained)			

M MILITARY SERVICE			
Military service in the Canadian Armed Forces: Regular, Reserves and Sea, Army and Air Cadets (from the period since your 16th birthday)			
1. Name and last location	2. Rank and Service no.	3. Period of service	
		From Y M To Y M	

N CERTIFICATION			
I hereby certify that the information set out by me in this document is true and correct to the best of my knowledge and belief.			
1. Signature	2. Date	3. Telephone (Home)	3. Telephone (Business)
	Y M D	()	()

Appointments of a: Chief Officer, Deputy Chief Officer, Police Officer, Auxiliary Constable, Director of the Atlantic Police Academy, Instructing Officer, Police Cadet, and Civilian Instructor	Policing Services - 04	March 1, 2019	29 of 34
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INSTRUCTIONS FOR COMPLETION OF SECURITY CLEARANCE FORM PEISCF-001 (Rev. 2018-05)

General:

- Once completed this form shall be safeguarded and handled in accordance with the Freedom of Information and Protection Act, RSP/PI 1988, F-15.01.
- If clarification of information is required, the applicant may be contacted to obtain additional information in order to complete the security screening investigation and an interview of the applicant may be requested.
- This form can be completed electronically or by printing in block letter format in black ink.
- Please read and follow these instructions carefully.
- The original signed copy must be submitted.
- It is important that a copy of the completed questionnaire be retained by the applicant for future reference.
- Incomplete or illegible forms will NOT be considered.
- All names are to be in full (no initials) (Maternal and Paternal or other names used).
- Addresses are to include, where applicable civic or township name and the lot and concession numbers.
- If information is not known or is unavailable please indicate this on the form and on a separate sheet of paper explain the cause of circumstance.
- All dates are to be entered in order of YEAR, MONTH, and DAY as applicable.
- If space allotted in any portion is insufficient please use separate sheet using same format.

Detailed Instructions:

SECTION A

- To be completed by the department, agency or organization.

SECTION B (Remainder of the form is to be completed by the applicant)

- Complete as requested.

SECTION C

- Complete as requested.

SECTION D (The applicant's immediate relatives must complete a signed consent form. If a signed consent form is not provided the applicant must indicate why.)

"common-law partner" - in relation to an applicant, means a person who is cohabiting with the individual in a conjugal relationship, having so cohabited for a period of at least one year. This includes persons of the same sex.

- 1. Includes current spouse and common-law partner as applicable during the last five years.
- If any person is deceased, date of death and last address while living are to be shown.
- 2. Includes previous spouse and common-law partner as applicable during the last five years.
- If a person is deceased, date of death is to be shown in 2e.
- All other questions to be answered as set forth.

SECTION E (The applicant's immediate relatives must complete a signed consent form. If a signed consent form is not provided the applicant must indicate why.)

Questions 1 to 8 - experience has shown that incomplete answers to these questions are the most common cause of delay. Please follow the instructions carefully.

- For all security clearance requests all immediate Relative(s) information must be provided.
- Immediate family includes the following:
 - All children 18 years and over that you or your spouse or common-law partner have a parental relationship.
 - Your father, mother, brothers, sisters. Include "half" or "step" relatives in this category.
 - Your current spouse's or common-law partner's father and mother. Include "half" or "step" relatives in this category.

If any person is deceased, date of death and last address while living are to be shown.

If any person 18 years of age or older who resides in the same residence as the applicant must complete a signed consent form. If a signed consent form is not provided the applicant must indicate why.

SECTION F

- List only criminal convictions for which a pardon has NOT been granted. Include on a separate attached sheet of paper, if more than one conviction. Applicant must include those convictions outside Canada.
- Offences under the *National Defence Act* are to be included as well as convictions by courts-martial are to be recorded.

SECTION G

- If a naturalized Canadian, it is important to show the certificate number, date of issue. Attach a photocopy of the certificate.
- If born abroad of Canadian parents, please provide a copy of your Certificate of Registration of Birth Abroad.
- If not a Canadian Citizen indicate if application has been made for Citizenship. In this case, passport or identity card number and particulars should be recorded in box "6". Please provide copy of Immigrant Visa or Record of Landing documentation.
- Questions 5 and 6 - Attach a separate sheet of paper if more space is required. Each sheet must be signed.

SECTION H

- As set forth, ensuring current address is recorded first.
- The Postal code is mandatory for the current address, and if known, for previous addresses.
- For rural area, include civic number or lot, concession and township number.

Appointments of a: Chief Officer, Deputy Chief Officer, Police Officer, Auxiliary Constable, Director of the Atlantic Police Academy, Instructing Officer, Police Cadet, and Civilian Instructor	Policing Services - 04	March 1, 2019	30 of 34
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**SECTION I**

- Record your present employment first.
- Please note that it may be necessary to contact your present employer.
- Time at school and periods of unemployment are also to be shown; (as well as, secondments, educational leave, and courses of over six months' duration) include supervisor or colleague's name).
- Job-site address is the address where your work is performed and may be different from your employer's address.

NOTE: If you are self-employed or a consultant, or have been self-employed or a consultant, provide the following:

- Name of employer - give your business name; if not applicable, give your name;
- No change;
- Job-site address - give your permanent business address; if not applicable, give your residence address;
- No change;
- No change;
- Supervisor's name - give a name of a person who can verify your employment;
- No change.

SECTION J

- Is related to determining past employment of security concern. A security official may ask for further details.

SECTION K

- Character references must be colleagues, peers, and friends who have known you well for over three years and should be able to cover your non-work environment and activities.
- Character references are NOT to include relatives and MUST be residing in Canada.
- Faster processing is facilitated if references listed are in your geographic area.
- Neighbourhood reference is an individual who has known you for over six months preferably at your current address. If not, the individual has been a neighbour during the past five years.

SECTION L

- Complete as requested.

SECTION M

- Question to be answered if not covered in employment section. List last or current unit and dates of total service in the Canadian Armed Forces.
- If more space is required use a separate sheet of paper. Each sheet must be signed.

SECTION N

- Complete as requested.

CYCLICAL UPDATE REQUIREMENTS

10 year update. Complete all portions of the form as per instructions above.

With the exceptions of Parts H and I, where the information required is that which covers the period of time since the last submission of a questionnaire, **ALL OTHER** parts of the questionnaire must be completed **IN FULL**.

Appointments of a: Chief Officer, Deputy Chief Officer, Police Officer, Auxiliary Constable, Director of the Atlantic Police Academy, Instructing Officer, Police Cadet, and Civilian Instructor	Policing Services - 04	March 1, 2019	31 of 34
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APPENDIX 12



PROTECTED (when completed)

OFFICE USE ONLY		
Reference number	Department/Organization number	File number

PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM

The personal information requested on this form is collected under the authority of the Police Act regulations, section 8 and will be used to screen for applicants for law enforcement employment. Questions about this collection may be directed to: Police Services Manager, Department of Justice and Public Safety, 4th Floor South, Shaw Building, 95 Rochford Street, PO Box 2000, Charlottetown, PE, C1A 7N8. Phone: (902) 368-4589 Fax: (902) 368-5283

For completion instructions refer to attached instructions. Please typewrite or print in block letters.

A ADMINISTRATIVE INFORMATION (To be completed by the Authorized Departmental Official)									
<input type="checkbox"/> New <input type="checkbox"/> Update <input type="checkbox"/> Upgrade <input type="checkbox"/> Transfer <input type="checkbox"/> Supplemental <input type="checkbox"/> Re-activation									
PARTICULARS OF APPOINTMENT/ASSIGNMENT/CONTRACT									
<input type="checkbox"/> Indeterminate <input type="checkbox"/> Term <input type="checkbox"/> Contract <input type="checkbox"/> Industry <input type="checkbox"/> Other (specify secondment, assignment, etc.) _____									
Justification for security screening requirement									
Position/Competition/Contract number				Title			Group/Level (Rank if applicable)		
Employee ID number/PRU/Rank and Service number (if applicable)				If term or contract, indicate duration period			From		To
Name and address of department / organization / agency				Name of official			Telephone number ()		Facsimile number ()
B BIOGRAPHICAL INFORMATION (To be completed by the person consenting to screening)									
Surname (Last name)			Full given names (no initials) underline or circle usual name used				Family name at birth		
All other names used (i.e. Nickname)			Gender identity <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		Date of birth Y M D		Country of birth		Date of entry into Canada if born outside Canada Y M D
RESIDENCE (provide addresses for the last five years, starting with the most current) Home address				Daytime telephone number ()			E-mail address		
1	Apartment number	Street number	Street name			Civic number (if applicable)	From Y M		To present
	City		Province or state	Postal code	Country	Telephone number ()			
2	Apartment number	Street number	Street name			Civic number (if applicable)	From Y M		To Y M
	City		Province or state	Postal code	Country	Telephone number ()			
Have you previously completed a security screening form? <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, give name of employer, level and year of screening. Y					
CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA (see instructions)									
Have you ever been convicted of a criminal offence for which you have not been granted a record suspension? <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, give details (charge(s), name of police force, city, province/state, country and date of conviction)					
Charge(s)				Name of police force			City		
Province/State				Country			Date of conviction Y M D		

Appointments of a: Chief Officer, Deputy Chief Officer, Police Officer, Auxiliary Constable, Director of the Atlantic Police Academy, Instructing Officer, Police Cadet, and Civilian Instructor	Policing Services - 04	March 1, 2019	32 of 34
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**PERSONNEL SCREENING,
CONSENT AND AUTHORIZATION FORM**

PROTECTED (when completed)

Surname and full given names		Date of birth		
		Y	M	D
C CONSENT AND VERIFICATION (To be completed by the person consenting to screening)				
Information (See instructions)	Applicant's initials	Name of official (print)	Official's initials	Official's Telephone number
1. <input type="checkbox"/> Date of birth, address, education, professional qualifications, employment history, personal character references				()
2. <input type="checkbox"/> Criminal record check				()
3. <input type="checkbox"/> Credit check (financial assessment, including credit records check)				()
4. <input type="checkbox"/> Personal screening for law enforcement records checks				()
<p>This consent form will become invalid when the applicant no longer requires a security clearance.</p> <p>NOTE: Unless cancelled in writing by the applicant to the authorized security official, this consent form shall be valid for conducting the specified checks and/or investigation, including subsequent updating requirements.</p> <p>I, the undersigned, do consent to the disclosure of the preceding information and its subsequent verification to the investigating agency, the use of my photograph for identification purposes and the release of a copy of Section C of this form if required.</p>				
Signature		Date (Y/M/D)		
D REVIEW (To be completed by the authorized Departmental Official responsible for ensuring the completion of sections A, B and C)				
Name and title		Telephone number		
Address		Facsimile number		
E APPROVAL (To be completed by authorized Departmental Official only)				
I, the undersigned, as the authorized security official, do hereby approve the following level of screening.				
Security Clearance (if applicable)				
<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended				
Name and title				
Signature		Date (Y/M/D)		
Comments				
<div style="text-align: center;"> PHOTO (see instructions) </div>				

Appointments of a: Chief Officer, Deputy Chief Officer, Police Officer, Auxiliary Constable, Director of the Atlantic Police Academy, Instructing Officer, Police Cadet, and Civilian Instructor	Policing Services - 04	March 1, 2019	33 of 34
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INSTRUCTIONS FOR PERSONNEL SCREENING CONSENT AND AUTHORIZATION FORM PEISCF-001 (Rev. 2018/05) Once completed, this form shall be safeguarded and handled in accordance with the *Freedom of Information and Protection of Privacy Act*, RSPEI 1988, F-15.01.

General:

If space allotted in any portion is insufficient please use separate sheet using same format.

1. Section A (Administrative Information) Authorized Departmental Official

The Official may be responsible for determining, based on five year background history, what constitutes sufficient verification of personal data, educational and professional qualifications, and employment history. References are to be limited to those provided on the application for employment or equivalent forms.

SUPPLEMENTAL INFORMATION REQUIREMENTS

Persons who presently hold a SECURITY CLEARANCE and subsequently marry, remarry or commence a common-law partnership, in addition to having to update sections of the *Security Clearance Form (PEISCF-002)*, are required to submit an original *Personnel Screening, Consent and Authorization Form*, with the following parts completed:

Part A - As set forth in each question

Part B - As set forth in each question, excluding CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA.

Part C - Applicant's signature and date only are required

2. Section B (Biographical Information)

To be completed by the *applicant*. If more space is required use a separate sheet of paper. Each sheet must be signed.

Country of Birth - For "NEW" requests, if born abroad of Canadian parents, please provide a copy of your Certificate of Registration of Birth Abroad. If you arrived in Canada less than five years ago, provide a copy of the Immigration Visa, Record of Landing document or a copy of passport.

- List only criminal convictions for which a pardon has NOT been granted. Include on a separate attached sheet of paper, if more than one conviction. Applicant must include those convictions outside Canada.
- Offences under the *National Defence Act* are to be included as well as convictions by courts-martial are to be recorded.

3. Section C (Consent and Verification)

A copy of Section "C" may be released to institutions to provide acknowledgement of consent.

Criminal record checks (fingerprints will be required) and credit checks are to be conducted.

The applicant will provide initials in the "applicant's initials box".

The official who carried out the verification of the information will print their name, insert their initials and telephone number in the required space.

4. Section D (Review)

To be completed by authorized Departmental Official who is responsible for ensuring the completion of sections A to C as requested.

5. Section E (Approval)

Authorized Departmental Official refers to the individuals as determined by departments, agencies, and organizations that may verify reliability information and/or approve/not approve security clearances.

Photographs: Applicants are responsible for ensuring that two colour photographs of passport size are attached to the form. Maximum dimensions are 50mm x 70mm and minimum are 43mm x 54mm. The face length from chin to crown of head must be between 25mm x 35mm. The photographs must be signed by the applicant and the receiving official. The photographs must have been taken within the last six months.

Appointments of a: Chief Officer, Deputy Chief Officer, Police Officer, Auxiliary Constable, Director of the Atlantic Police Academy, Instructing Officer, Police Cadet, and Civilian Instructor	Policing Services - 04	March 1, 2019	34 of 34
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APPENDIX 13



CONSENT TO COLLECTION AND USE OF PERSONAL INFORMATION

The personal information requested on this form is collected in accordance with section 31(c) of the *Freedom of Information and Protection of Privacy Act*, RSPEI 1988, F-15.01 and will be used to screen for applicants for law enforcement employment. Questions about this collection may be directed to: Police Services Manager, Department of Justice and Public Safety, 4th Floor South, Shaw Building, 95 Rochford Street, PO Box 2000, Charlottetown, PE, C1A 7N8. Phone: (902) 368-4589 Fax: (902) 368-5283

I, (relative's name) authorize (name of police agency)
 to collect my personal information as supplied by
(applicant's name) on the Security Clearance Form
(PEISCF-002) dated (date of form here) and I hereby consent to
(name of police agency) using my personal information for the
 purpose of completing a security screening process, which includes background checks of the
 following police databases:

- NCIC (National Crime Information Centre)
- CPIC (Canadian Police Information Centre)
- ACIS (Automated Criminal Intelligence & Information System)
- PROS (Police Reporting & Occurrence System)
- PIP (Police Information Portal)
- Provincial Justice System
- DVS (Driver & Vehicle Services)

And which may include background checks on the following:

- DND (Department of National Defense)
- Interpol
- Social Media

This consent is good for one year from today's date.

Signed: _____ Date: _____

Print Name: _____