

Minister's Directive  
Police Records Management System

Prince Edward Island  
Department Justice and Public Safety

## Ministerial Directive - Police Records Management System

**WHEREAS** pursuant to section 3 of the *Police Act*, R.S.P.E.I. 2006, Cap. P-11.1, clause 3(3)(e) (the “Act”), I have the authority to issue a Minister’s Directive (“Directive”);

**AND WHEREAS** the Department of Justice and Public Safety received its mandate from the Premier in September 2015 to find options for cohesive, integrated, and efficient public safety services;

**AND WHEREAS** the March 2017 Crime Prevention and Policing Service Model Review was initiated as part of that mandate;

**AND WHEREAS** all police services were recommended to use a single records management system described in the March 2017 Crime Prevention and Policing Service Model Review;

**AND WHEREAS** the Leadership Committee of the Crime Prevention and Policing Service Model Review received and accepted the Radio/Records Management System/Computer Aided Dispatch Working Group recommendation to adopt the Police Reporting Occurrence System (“PROS”) as the established records management system;

**AND WHEREAS** the Steering Committee of the Crime Prevention and Policing Service Model Review accepted this recommendation and made recommendation for endorsement by the Minister;

I hereby direct pursuant to clause 3(3)(e) of the Act:

- That a single records management system shall be used by all Prince Edward Island police services as described in *Police Act*, R.S.P.E.I. 2006, Cap. P11.1, clause 1(v)(ii)(iii) of the Act;
- The PROS shall be adopted as the standard records management system for all police services;  
and
- That each police service shall submit to an annual quality assurance review in a manner prescribed by the Office of the Police Commissioner.

Effective date for this Minister’s Directive is the date of signing.

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



---

Honourable Jordan K.M. Brown,  
Minister of Justice and Public Safety and Attorney General

---

## MINISTERIAL DIRECTIVE - POLICE RECORDS MANAGEMENT SYSTEM

**WHEREAS** pursuant to section 3 of the *Police Act*, R.S.P.E.I. 1988, Cap. P-11.1, clause 3(3)(e) (the “Act”), I have the authority to issue a Minister’s Directive (“Directive”);

**AND WHEREAS** the Department of Justice and Public Safety received its mandate from the Premier in September 2015 to find options for cohesive, integrated, and efficient public safety services;

**AND WHEREAS** the March 2017 Crime Prevention and Policing Service Model Review was initiated as part of that mandate;

**AND WHEREAS** all police services were recommended to use a single records management system described in the March 2017 Crime Prevention and Policing Service Model Review;

**AND WHEREAS** the Leadership Committee of the Crime Prevention and Policing Service Model Review received and accepted the Radio/Records Management System/Computer Aided Dispatch Working Group recommendation to adopt the Police Reporting Occurrence System (“PROS”) as the established records management system;

**AND WHEREAS** the Steering Committee of the Crime Prevention and Policing Service Model Review accepted this recommendation and made recommendation for endorsement by the Minister.

I hereby direct pursuant to clause 3(3)(e) of the Act:

- That occurrence records created by the University of Prince Edward Island Security Police Service be entered into an electronic police record management system accessible to all police services in Prince Edward Island;
- The PROS shall be adopted as the standard records management system for all police services; and
- That each police service shall submit to an annual quality assurance review in a manner prescribed by the Office of the Police Commissioner.

Effective date for this Minister’s Directive is April 1, 2020.

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



---

Honourable Jordan K.M. Brown  
Minister of Justice and Public Safety and Attorney General

---