



**Annual Review
Minister’s Directives
*Police Act***

**Summerside Police Services
2018**

Findings of compliance with Ministerial Directives.

Review conducted by Phil Pitts, Office of the Police Commissioner, on February 14, 2019 for the calendar year 2018 Summerside Police Services Chief David Poirier and Cpl. Jason Blaquaire presented the files for review.

Appointment Records – A total of five files reviewed; three full time officers and two part-time officers.

Item Reviewed	Record on File?	Description	Recommendation
1. Proof of age 19 years of age or more:	Yes:5 No: 0	Copies of birth certificates on file	
2. Proof of Canadian Citizenship or having landed immigrant status	Yes: 5 No: 0	Copy of birth certificates on file	
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: 4 No: 1	Copy of Atlantic Police Academy (APA) Certificates on file One officer hired prior to Police Act (2010) and therefore not required. D/Chief completed	

Item Reviewed	Record on File?	Description	Recommendation
		Senior Police Administration Course in May of 1996	
<p>4. Proof of a criminal record and background checks including testing and interviews</p>	Yes: 4 No 1	<p>Fingerprint checks done as well as reference and background.</p> <p>One officer hired prior to Police Act and therefore not required.</p>	
<p>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</p>	Yes: 4 No 1	<p>Fingerprint checks done as well as reference and background.</p> <p>One officer hired prior to Police Act and therefore not required.</p>	
<p>6. Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i></p>	Yes:5 No: 0	<p>Copies of driver's licenses on file. Reviewed annually.</p>	
<p>7. Proof of being of good moral character (references)</p>	Yes: 4 No: 1	<p>Well documented and relevant references.</p> <p>One officer hired prior to Police Act and therefore not required.</p>	
<p>8. Form 2B on File</p>	Yes:5 No: 0	Letter of Appointment	
<p>9. Oath or Affirmation of Office on file</p>	Yes: 5 No: 0	On file.	
<p>10. Proof Identification Card issued upon</p>	Yes: 5 No: 0	On file.	

Item Reviewed	Record on File?	Description	Recommendation
appointment			
<p>11. Proof the appointee was provided with a copy of the <i>Police Act</i> and Regulations</p> <p>(a) and reasonable steps were taken to confirm the appointee has reviewed and understands the provisions of the <i>Police Act</i> and Regulations ;</p> <p>(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:</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: 5 No:0</p> <p>Yes:5 No: 0</p> <p>Yes: 5 No: 0</p> <p>Yes: 5 No: 0</p> <p>Yes: 5 No: 0</p>		
12. Appointee entered into the Register	Yes: 5 No: 0		
13. Appointee current status updated into the Register	Yes: 5 No: 0		

Training Records – A total of five files reviewed; three full time officers and two part-time officers.

Item Reviewed	Record on File?	Description	Recommendation
<p>1. Firearms a. Re-qualification documented b. Instructor: See description c. Instructors certification was current at time of qualification</p>	<p>Yes: 4 No: 1 Yes: 4 No: 1 Yes: 4 No: 1</p>	<p>Instructor certification was on file and verified as current. Certified in house instructors; Cpls. Shawn McCarthy, Jason Blacquiere. The officer not re-qualified had medical issues and is on Admin. duties</p>	<p>Prior to the officer returning to operation duties he be recertified in the use of firearms.</p>
<p>2. Conducted Energy Weapon (CEW) a. Re-qualification documented b. Instructor c. Instructors certification was current at time of qualification</p>	<p>Yes: 3 No: 2</p>	<p>Instructor certification was on file and verified as current. Certified in house instructors; Cpls. Shawn McCarthy, Jason Blacquiere. One officer not re-qualified had medical issues and is on Admin. Duties and the other does not carry the CEW</p>	<p>Prior to the officer returning to operation duties he be recertified in the use of CEW.</p>
<p>3. First Aid a. Re-qualification documented yes: no: b. Instructor(s) c. Instructors certification was current at time of qualification</p>	<p>Yes: 4 No: 1 Yes: 4 No: 1 Yes: 4 No: 1</p>	<p>Instructor certification was on file and verified as current. Certified Instructor: Mitchell Cert# 197732</p>	<p>One officer had his expired and is scheduled for training Mar. 15/19</p>
<p>4. Cardio Pulmonary Resuscitation a. Re-qualification documented</p>	<p>Yes: 4 No: 1</p>	<p>Certified Instructors; Mitchell Cert# 197732</p>	<p>One officer had his expired and is scheduled for training Mar. 15/19</p>

Item Reviewed	Record on File?	Description	Recommendation
<p>b. Instructor(s)</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 4 No: 1</p> <p>Yes: 4 No: 1</p>		
<p>5.Domestic Violence</p> <p>a. Attendance documented</p> <p>b. Instructor:</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 1 No: 4</p>	<p>. Training normally provided through the Victims of Family Violence Advisory Committee was not offered in 2018. It is has been scheduled for April 30 and May 7, 2019.</p>	<p>That all officers not current attend one of these sessions.</p>
<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: 4 No: 1</p> <p>Yes: 4 No: 1</p>	<p>Certification current on four and the officer not current had medical issues and on Admin. Duties.</p>	<p>Prior to the officer returning to operation duties he be recertified in law and legal procedure</p>
<p>7.Use of Force</p> <p>a. Attendance documented</p> <p>b. Instructors: Shawn McCarthy, Jason</p>	<p>Yes: 4 No: 1</p> <p>.</p>	<p>Certification current on four and the officer not current had medical issues and on Admin. Duties.</p>	<p>Prior to the officer returning to operation duties he be recertified in the use of Force</p>

Item Reviewed	Record on File?	Description	Recommendation
Blacquiere or Police Academy. c. Instructors certification was current at time of qualification	Yes: 4 No: 1		
8. Motor Vehicle Pursuit and Emergency Vehicle Operation a. Attendance documented b. Instructors c. Instructors certification was current at time of qualification	Yes: 4 No: 1 Yes: 4 No: 1	APA /Edmonton Police Academy Instructors Certification current on four and the officer not current had medical issues and on Admin. Duties.	Prior to the officer returning to operation duties he be recertified in Motor Vehicle Pursuit and Emergency Vehicle Operation.

Annual Review of Production of Identification Cards upon Request

Number of officers sampled	Identification Card Produced	Identification Card Not Produced
5	5	0

Summary:

Appointment

Overall there is an excellent level of documented compliance with Ministerial Directives concerning appointments.

Training

Overall there is an excellent level of documented compliance with Ministerial Directives with the following exceptions identified during the file reviews and a review of the training log provided by Chief Poirier:

1. A review of the *Annual Training Report to the Minister 2018* provided by Chief Poirier surfaced some gaps in annual training and recertification for full time officers that occurred for a number of reasons such as unscheduled duty requirements, sick leave, medical restrictions, etc.
2. Domestic Violence training was not offered in 2018 but has been scheduled for April and May of 2019.

Identification Cards

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

Recommendations:

1. Recognizing that for a number of legitimate reasons training may not be completed when originally scheduled that, when at all possible, training be planned and take place in the early part of the calendar year. This would allow for training in the fall to make up any shortcomings.
2. 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