



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

**Security Police Officers
Security Services Division – University of Prince Edward Island
2018**

Findings of compliance with Ministerial Directives.

Review conducted by Phil Pitts, Office of the Police Commissioner, on January 31, 2019 covering the 2018 calendar year. Mark Pharand, Manager of Security Services, University of PEI presented the file for review.

Appointment Records – One file reviewed.

Item Reviewed	Record on File?	Description	Recommendation
1. Proof of age 19 years of age or more:	Yes: 1 No: 0	Copies of birth certificate on file	
2. Proof of Canadian Citizenship or having landed immigrant status	Yes: 1 No: 0	Copies of birth certificate 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: 1 No: 0	Copy of Atlantic Police Academy (APA) Certificates on file	Graduated 29 Aug 2008

Item Reviewed	Record on File?	Description	Recommendation
4. Proof of a criminal record and background checks including testing and interviews	Yes: 1 No: 0		
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: 1 No: 0	As UPEI Security Police provide security to National Research Council facility on campus they completed security clearance to Enhanced Reliability the federal level.	Verified by Fingerprints.
6. Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i>	Yes:1 No: 0	Copies of driver's licenses on file. Reviewed annually.	On file and current
7. Proof of being of good moral character (references)	Yes: 1 No: 0	Well documented and relevant references	Three references recorded and contacted by manager.
8. Form 2A on File	Yes:1 No: 0	Letter of Appointment	10 July 15 Service#16
9. Oath or Affirmation of Office on file	Yes: 1 No: 0	On file.	Dated 14 May 2015
10. Proof Identification Card issued upon appointment	Yes: 1 No: 0	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 ;	Yes: 1 No: 0 Yes: 1 No: 0		25 Aug 2015 – Certified by Manager but not signed by appointee. Policy has changed and new appointees must sign acknowledging this was provided and understood.

Item Reviewed	Record on File?	Description	Recommendation
(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: <ul style="list-style-type: none"> a. Code of Professional Conduct and Discipline; b. adopted Use of Force Model; c. Minister's Directives 	Yes: 1 No: 0 Yes: 1 No: 0 Yes: 1 No: 0		Recommend that all appointee's files be reviewed and written acknowledgment be completed. See recommendations
12. Appointee entered into the Register	Yes: 1 No: 0		July 10, 15
13. Appointee current status updated into the Register	Yes: 1 No: 0		

Training Records – One file reviewed.

Item Reviewed	Record on File?	Description	Recommendation
1. Firearms <ul style="list-style-type: none"> a. Re-qualification documented b. Instructors: c. d. Instructors certification was current at time of qualification 	Yes: 0 No: 0 Yes: 0 No: 0 Yes: 0 No: 0	Firearms not issued to UPEI Security Officers	N/A

Item Reviewed	Record on File?	Description	Recommendation
<p>2. Conducted Energy Weapon (CEW) a. Re-qualification documented</p> <p>b. Instructor</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 0 No: 0</p>	<p>CEWs not issued to UPEI Security Officers</p>	<p>N/A</p>
<p>3. First Aid a. Re-qualification documented yes: no:</p> <p>b. Instructor(s)</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 1 No: 0</p> <p>Yes: 1 No: 0</p> <p>Yes: 1 No: 0</p>	<p>St John's Ambulance Trained – Instructor Blythe Murray</p>	
<p>4. Cardio Pulmonary Resuscitation a. Re-qualification documented</p> <p>b. Instructor(s)</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 1 No: 0</p> <p>Yes: 1 No: 0</p> <p>Yes: 1 No: 0</p>	<p>St John's Ambulance Trained – Instructor Blythe Murray</p>	
<p>5. Domestic Violence a. Attendance documented</p> <p>b. Instructor: Susan Maynard</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 0 No: 1</p>		<p>Training scheduled in Sept. 2018 but Instructors not available. Has not been rescheduled.</p>

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: 1 No: 0</p> <p>Yes: 1 No: 0</p>	<p>APA Blog</p>	
<p>7.Use of Force</p> <p>a. Attendance documented</p> <p>b. Instructor: Gordon Campbell</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 1 No: 0</p> <p>Yes: 1 No: 0</p>	<p>APA</p>	
<p>8. Motor Vehicle Pursuit and Emergency Vehicle Operation</p> <p>a. Attendance documented</p> <p>b. Instructors</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 0 No: 1</p> <p>Yes: 0 No: 1</p>	<p>Security Officers operate marked vehicles with full emergency equipment both on and off campus in the city of Charlottetown but are not trained in motor vehicle pursuit or the operation of an emergency vehicle. This puts the officers and public at risk and creates liability issues for the officers and UPEI.</p>	<p>Spoke with Facilities Manager who advised they have been in contact with APA and are setting up training.</p> <p>Steps are taken to train Security Officers by June 30, 2019 or emergency equipment be removed from vehicles.</p> <p>See recommendations</p>

Annual Review of Production of Identification Cards upon Request

Number of officers sampled	Identification Card Produced	Identification Card Not Produced
1	1	0

Summary:

Ministerial Directives

Overall there is an excellent level of documented compliance with Ministerial Directives. It was noted that the Manager of Security Services does not have police officer status yet supervises a work force that does.

Appointments

The file of the officer selected certified that the officer had been provided with a copy of the Police Act and Regulations as well as the Code of Professional Conduct and Discipline, Adopted Use of Force Model and Minister's Directives and reasonable steps had been taken to confirm the appointee understood their provisions. It was certified by the manager but not acknowledged and signed by the appointee. The manager indicated that the present practice was to have them acknowledge and sign.

Training

At the time of the review all training was current with the exception of the compliance with Domestic Violence and emergency vehicle operation /motor vehicle pursuit training.

The Domestic Violence training is provided by the Dept. of Justice and Public Safety and had been scheduled for September of 2018 but due to a number of circumstances had to be cancelled. I spoke with Susan Maynard, Provincial Manager of Victim Services, on Feb. 4, 2019 and she advised that this training will take place as soon as possible in 2019.

Security Officers operate marked vehicles with full emergency equipment both on and off campus in the city of Charlottetown but are not trained in motor vehicle pursuit or the operation of an emergency vehicles. This puts the officers and public at risk and creates liability issues for the officers and UPEI. This issue has been noted in past reviews and not been acted on. Manager of UPEI Security Services has since advised they have been in contact with APA and have the training scheduled for May 22, 2019 at the Atlantic Police Academy.

Identification Cards

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

Recommendations

- 1) That files be reviewed by the Manager of UPEI Security Services to ensure that all officers acknowledge *by signature* that they have been provided with a copy of the Police Act and Regulations as well as the Code of Professional Conduct and Discipline, Adopted Use of Force Model and Minister's Directives and that reasonable steps had been taken to confirm they understood their provisions and that those that are not signed by updated.
- 2) That UPEI Security Officers that require Domestic Violence training take that training as soon as it becomes available.
- 3) That immediate steps be taken by UPEI to provide proper training in motor vehicle pursuit and emergency vehicle operation to their security officers.

Respectfully submitted,

P.W. (Phil) Pitts Manager
Office of the Police Commissioner