Office of the Police Commissioner



Annual Review Minister's Directives Police Act

Security Police Officers Security Services Division – University of Prince Edward Island 2022

Findings of compliance with Ministerial Directives.

Review conducted by Alexis Triantafillou, Office of the Police Commissioner, on February 14, 2023 covering the 2022 calendar year. Jeremy Dallaire, Facilities Operations Manager and Ashley McKenna of University of PEI presented the file for review.

<u>Appointment Records</u> – 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)	

	Item Reviewed	Record on File?	Description	Recommendation
4.	Proof of a criminal record and background checks including testing and interviews	Yes: 1 No: 0	SPS completed same in 2015	
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.	
6.	Proof of having a valid class 5 driver's license issued under the Highway Safety Act	Yes:1 No: 0	Copies of driver's licenses on file. Reviewed annually.	
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	
9.	Oath or Affirmation of Office on file	Yes: 1 No: 0	On file.	
10.	Proof Identification Card issued upon appointment	Yes: 1 No: 0	On file.	
prov Poli	Proof the appointee was yided with a copy of the ice Act and Regulations and reasonable steps were taken to confirm the appointee has reviewed and understands the	Yes: 1 No: 0	Documented as of 2015 Aug- 25	
	provisions of the <i>Police</i> Act and Regulations; (b) and, in particular, ensure the appointee was	Yes: 1 No: 0		

Item Reviewed	Record on File?	Description	Recommendation
provided a copy and			
reasonable steps are			
taken to ensure the			
appointee			
understands the			
provisions of the:			
a. Code of			
Professional	Yes: 1 No: 0		
Conduct and			
Discipline;			
b. adopted Use	Yes: 1 No: 0		
of Force Model;			
c. Minister's	Yes: 1 No: 0		
Directives			
12. Appointee entered into	Yes: 1 No: 0		
the Register			
13. Appointee current status	Yes: 1 No: 0		
updated into the			
Register			

$\label{eq:cords} Training\ Records - \mbox{One file reviewed}.$

Item Reviewed	Record on File?	Description	Recommendation
1. Firearms		Firearms not issued to	
a.Re-qualification	Yes: 0 No: 0	UPEI Security Officers	
documented		-	N/A
	Yes: 0 No: 0		
b. Instructors:			
c.			
 d. Instructors certification was current at time of qualification 	Yes: 0 No: 0		
2.Conducted Energy		CEWs not issued to UPEI	N/A
Weapon (CEW)		Security Officers	
a.Re-qualification	Yes: 0 No: 0		
documented			
b. Instructor			

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:	Yes: 1 No: 0	Expires in 2025- June	
b. Instructor(s) (Red Cross)c.Instructors certification	Yes: 1 No: 0		
was current at time of qualification	Yes: 1 No: 0		
4.Cardio Pulmonary Resuscitation a. Re-qualification documented	Yes: 1 No: 0	Expires 2025-June	
b. Instructor(s): Red Cross	Yes: 1 No: 0		
c. Instructors certification was current at time of qualification	Yes: 1 No: 0		
5.Domestic Violence a. Attendance documented b. Instructor: APA	Yes: 0 No: 1	Last attended in 2019. Course to be revamped and offered by the Province to expired officers pending.	
c. Instructors certification was current at time of qualification			
6.Law and Legal Procedure a. Attendance documented b. CPKN component	Yes: 0 No: 1 Yes: 0 No: 1	Not up to date on this aspect. This Officer has been off on medical leave for an extended period.	

Item Reviewed	Record on File?	Description	Recommendation
completion documented			
c. Instructor: APA			
d. Instructors certification was current at time of qualification			
7.Use of Force			
a. Attendance documented	Yes: 0 No: 1	Not up to date on this aspect. This Officer has been off on medical leave for an extended period	
b. Instructor:			
c. Instructors certification was current at time of qualification	Yes: 0 No: 1		
8. Motor Vehicle Pursuit			
and Emergency Vehicle Operation a. Attendance documented	Yes: 1 No: 0	APA May 22, 2019	
h Instructors	Yes: 1 No: 0		
b. Instructors APA			
c. Instructors			
certification was current at time of qualification			

Annual Review of Production of Identification Cards upon Request

Number of officers sampled	Identification Card Produced	Identification Card Not Produced
0 (none working this date)	0	0

Summary:

I reviewed one file and in concert with previous years' reviews there appears to be an overall strong level of documented compliance with Ministerial Directives. PROs is not utilized by this service. It was noted that the facilities manager, who supervises the UPEI Security Service, does not have police officer status yet supervises a work force that does. The manager relayed a sense of frustration with the working ability of this Police Service. They are presently very understaffed and cannot staff vacant positions nor the schedule under the present Police Act requirements. UPEI is among only two Universities in the country that require the campus Security Force to be compliant with Provincial Policing standards. In fact, the day I presented myself there, no on-duty police personnel were working.

Appointments

In compliance. No deficiencies noted.

Training

Most of the training was current. Where it was not, it was due to the fact the Officer's file reviewed has been off on extended medical leave.

Police Records Management System

UPEI Security Services are not using Police Reporting Occurrence System (PROS) as required by Ministerial Directive. UPEI does not have the ability to access the RCMP's record management system (PROS) and, as such, they are unable to comply with the Ministerial Directive on Records Management.

Alexis Triantafillou, Manager, Office of the Police Commissioner