

Office of
the Police Commissioner



Annual Review
Minister's Directives
Police Act

Charlottetown Police Services
2020

Findings of compliance with Ministerial Directives.

Review conducted by Phil Pitts, Office of the Police Commissioner, on June 17 & 24, 2021 with A/Chief Brad MacConnell.

Appointment records – A total of seven files were reviewed; five files of sworn full time officers, one part-time officer and one summer officer.

Item Reviewed	Record on File?	Description	Recommendation
1. Proof of age 19 years of age or more:	Yes: 7 No: 0	Copies of birth certificates or Dr. License on file	
2. Proof of Canadian Citizenship or having landed immigrant status	Yes: 7 No: 0	Birth certificate, Cdn. Passport or Citizenship Certificate.	
3. 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 3 years of satisfactory full time service as a member of any police service in Canada.	Yes:4 No: 3	Three were hired prior to <i>Police Act</i> (2010). Four had copies of Atlantic Police Academy (APA) Certificates on file and one had copy of Ont. Police College certificate on file.	

Item Reviewed	Record on File?	Description	Recommendation
4. Proof of a criminal record and background checks including testing and interviews	Yes: 4 No: 3	Two full time officers hired between 2010 & 2019 had the Security Clearance completed. The part-time hire and the summer hire all were in compliance with the 2019 Directive. Three full time officers hired prior to 2010 are except.	New Ministerial Directive regarding Security Clearance being complied with.
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: 5 No: 2	Two full time officers hired between 2010 & 2019 had the Security Clearance completed. The part-time hire and the summer hire all were in compliance with the 2019 Directive. Three full time officers hired prior to 2010 are except.	New Ministerial Directive regarding Security Clearance being complied with.
6. Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i>	Yes: 7 No: 0	Copies of PEI driver's licenses on file. File updated annually.	
7. Proof of being of good moral character (references)	Yes: 5 No: 2	Two full time officers hired between 2010 & 2019 had the Security Clearance completed. The part-time hire and the summer hire all were in compliance with the 2019 Directive. Three full time officers hired prior to 2010 are except.	New Ministerial Directive regarding Security Clearance being complied with.
8. Form 2B on File	Yes: 7 No: 0	On file	
9. Oath or Affirmation of Office on file	Yes: 7 No: 0	On file.	

Item Reviewed	Record on File?	Description	Recommendation
10. Proof Identification Card issued upon appointment	Yes: 7 No: 0	On file. (Computerized master list denoting service number and expiry date.)	
<p>11. Proof the appointee was provided with a copy of the <i>Police Act and Regulations</i></p> <p>(a) and reasonable steps were taken to confirm the appointee has reviewed and understands the provisions of the <i>Police Act and Regulations</i>:</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: 7 No: 0</p> <p>Yes: 7 No: 0</p> <p>Yes: 7 No: 0</p> <p>Yes: 7 No: 0</p> <p>Yes: 7 No: 0</p>	<p>Each new police services employee has to fill out the "Police Services Orientation Checklist" with a supervisor and given a package that includes the Police Act, Code of Professional Conduct and Discipline and the adopted Use of Force Model. The completed form is then kept on employee's file.</p>	
12. Appointee entered into the Register	Yes: 7 No: 0		
13. Appointee current status updated into the Register	Yes:7 No: 0		

Training Records – A total of seven files were reviewed; five files of sworn full time officers, one part-time officer and one summer officer.

Item Reviewed	Record on File?	Description	Recommendation
<p>1. Firearms</p> <p>a. Re-qualification documented</p> <p>b. Instructor: Kennedy</p> <p>c. Instructors certification was current at time of qualification</p> <p>Carbines</p> <p>d. Re-qualification documented</p> <p>e. Instructor: Miller/Kennedy/Trainer</p> <p>f. Instructors certification was current at time of qualification</p>	<p>Yes: 7 No: 0</p> <p>Yes</p> <p>Yes: 6 No: 1</p> <p>Yes</p>	<p>Instructor certification was on file and verified as current.</p> <p>This training is completed 'in house' by a CPS instructor.</p> <p>Kennedy Exp. 2021 Miller Exp 2021</p> <p>Instructor certification on file and current Miller Exp 2021 Kennedy Exp. 2021 Trainer Exp. 2022 Part time officer not trained</p> <p>Training completed in house by CPS instructors.</p> <p>CPS policy is that only trained officers use the carbines.</p>	
<p>2. Conducted Energy Weapon (CEW)</p> <p>a. Re-qualification documented</p> <p>Instructors: Doucette/Miller</p>	<p>Yes: 7 No: 0</p> <p>Yes.</p>	<p>CPS policy is that only trained officers use the CEWs</p> <p>This training is completed 'in house' by a CPS instructor.</p>	

Item Reviewed	Record on File?	Description	Recommendation
b. Instructors certification was current at time of qualification	Yes		
3.First Aid a. Re-qualification documented. b. Instructor: Cst Ross Davis c. Instructors certification was current at time of qualification Exp 2021	Yes:7 No: 0 Yes	Instructor certification was on file and verified as current. This training is completed 'in house' by a CPS instructor.	
4.Cardio Pulmonary Resuscitation a. Re-qualification documented b. Instructor: Cst. Ross Davis c. Instructors certification was current at time of qualification	Yes: 7 No: 0 Yes	Instructor certification was on file and verified as current. This training is completed 'in house' by a CPS instructor.	
5.Domestic Violence a. Attendance documented b. Instructor: c. Instructors certification was current at time of qualification	Yes: 4 No: 3	Three had their training in the area elapse however it is scheduled to be completed to comply with the Ministerial directive.	
6.Law and Legal Procedure a. Attendance documented	Yes: 7 No: 0	APA on line training current.	

Item Reviewed	Record on File?	Description	Recommendation
<p>b. CPKN component completion documented</p> <p>c. Instructor: __APA</p> <p>d. Instructors certification was current at time of qualification</p>	<p>APA Instructors</p> <p>APA</p>		
<p>7. Use of Force</p> <p>a. Attendance documented</p> <p>b. Instructor: Miller/ Vessey</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes.1 No: 6</p> <p>CPS Instructors</p> <p>Yes</p>	<p>Six had their training in the area elapse however it is scheduled to be completed to comply with the Ministerial directive.</p>	
<p>8. Motor Vehicle Pursuit and Emergency Vehicle Operation</p> <p>a. Attendance documented</p> <p>b. Instructor.</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 4 No: 3</p> <p>APA</p> <p>APA</p>	<p>Recertification training required for three of the officers reviewed. Training was unable to be completed in 2020 and could not be completed by the June 30/21 deadline at the APA. This training is scheduled for Sept. 2021</p>	<p>That all officers requiring recertification in this area have the training ASAP.</p>

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 good level of documented compliance with Ministerial Directives. All recommendations from last year's review on appointment have been carried out. Compliance with the new Ministerial Directive on Security Clearance was reviewed on the two new hires since it was implemented in 2019 and in all instances was complete and well documented

Training

Overall training requirements are being met. A number of officers, while not current at the time of the review, do have the required training scheduled and will have it completed in order to comply with the Minister's extension to June 30, 2021. Three officers had their recertification lapse in motor vehicle pursuit and emergency vehicle operation. It is also noted that there has been an effort made to train all officers in the use of the carbine although not required by Directive. It was also noted that the annual report to the Minister of Police Officer's training during 2020 was, in many cases, lacking the date the training was taken.

Identification Cards

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

Police Records Management System

A/Chief MacConnell provided a memo from the service's PROS manager that all modifications and recommendation from the 2020 PROS review have been carried out.

Recommendations:

1. That required motor vehicle pursuit and emergency vehicle operation training be completed at the earliest opportunity.
2. That the "Report on Police Officer's Training" include the complete date of the training.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'P.W. Pitts', written in a cursive style.

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