

# Office of the Police Commissioner



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

### Summerside Police Services 2021

#### Findings on compliance with Ministerial Directives.

Review conducted by Phil Pitts, Office of the Police Commissioner, on February 23, 2022 for the calendar year 2021 Summerside Police Services. Sgt. Jason Blaquaire presented the files for review.

**Appointment Records** – A total of six files reviewed. All six officers are full time. Three were hired pre-2010 and as such are grandfathered while the three hired since 2019 fall under the new security requirements.

Item Reviewed	Record on File?	Description	Recommendation
1. Proof of age 19 years of age or more:	Yes:6 No: 0	Copies of birth certificates on file	
2. Proof of Canadian Citizenship or having landed immigrant status	Yes: 6 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.  <b>OR</b> Proof of having at least three (3) years of satisfactory full time service as a member of any police service in Canada	Yes: 5 No: 1	Copy of Atlantic Police Academy (APA) Certificates on file for five.. One full time officer hired prior to Police Act (2010) and therefore not required	

Item Reviewed	Record on File?	Description	Recommendation
<p>4. Proof of a criminal record and background checks including testing and interviews</p>	<p>Yes: 3 No 3</p>	<p>Fingerprint checks done as well as reference and background checks on three officers. Three officers hired prior to Police Act (2010) 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>	<p>Yes: 3 No 3</p>	<p>Fingerprint checks done as well as reference and background checks on three officers. Three officers hired prior to Police Act (2010) 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>	<p>Yes:6 No: 0</p>	<p>Copies of driver's licenses on file. Reviewed annually.</p>	
<p>7. Proof of being of good moral character (references)</p>	<p>Yes: 3 No 3</p>	<p>Well documented and relevant references.</p> <p>Fingerprint checks done as well as reference and background checks on three officers. Three officers hired prior to Police Act (2010) and therefore not required.</p>	
<p>8. Form 2B on File</p>	<p>Yes:6 No: 0</p>	<p>Letter of Appointment</p>	
<p>9. Oath or Affirmation of Office on file</p>	<p>Yes: 6 No: 0</p>	<p>On file.</p>	



**Training Records** – A total of six files reviewed. All were full time officers

Item Reviewed	Record on File?	Description	Recommendation
<p><b>1. Firearms</b>                      a. Re-qualification documented                      b. Instructor: See description                      c. Instructors certification was current at time of qualification</p>	<p>Yes: 5 No: 1                        Yes</p>	<p>Instructor certification was on file and verified as current.                       Certified in house instructors;                      Cpls. Shawn McCarthy,</p>	<p>One officer was on light duties and physical restrictions for the 2021 calendar year and unable to complete this training.</p>
<p><b>2. Conducted Energy Weapon (CEW)</b>                      a. Re-qualification documented                      b. Instructor: Axon                      c. Instructors certification was current at time of qualification</p>	<p>Yes: 5 No: 1                        Yes</p>	<p>Instructor certification was on file and verified as current.</p>	<p>One officer was on light duties and physical restrictions for the 2021 calendar year and unable to complete this training.</p>
<p><b>3. First Aid</b>                      a. Re-qualification documented yes: no:                      b. Instructor(s)                      c. Instructors certification was current at time of qualification</p>	<p>Yes: 6 No: 0                        Yes</p>	<p>Instructor certification was on file and verified as current.                       Certified Instructor:                      Mitchell Cert# 197732                      Heart and Stroke</p>	
<p><b>4. Cardio Pulmonary Resuscitation</b>                      a. Re-qualification documented                      b. Instructor(s)                      c. Instructors certification was current at time of qualification</p>	<p>Yes: 6 No: 0                        Yes</p>	<p>Certified Instructors;                      Mitchell Cert# 197732                      Heart and Stroke</p>	



Item Reviewed	Record on File?	Description	Recommendation
<p><b>5.Domestic Violence</b></p> <p>a. Attendance documented</p> <p>b. Instructor: Maynard/Grady</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 5 No: 1</p> <p>Yes</p>	<p>Five of the officers reviewed had training in this area that was current in 2021. One officer was hired in 2021 after this training was offered in April and due to COVID no additional training was provided.</p>	<p>Training be completed as soon as it is available.</p>
<p><b>6.Law and Legal Procedure</b></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: 5 No: 1</p> <p>Yes: 5 No: 1</p> <p>Yes</p>	<p>Five officers had completed this training online at the APA Blog. One had not done so.</p>	<p>Training be completed asap.</p>
<p><b>7.Use of Force</b></p> <p>a. Attendance documented</p> <p>b. Instructors: Shawn McCarthy, Jason Blacquiere</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 1 No: 5</p> <p>Yes</p> <p>Yes</p>	<p>One officer had refresher training in February 2021. Five others were due for refresher training in 2021 but did not receive planned training due to COVID</p>	<p>Refresher training for the five officers be completed asap.</p>

Item Reviewed	Record on File?	Description	Recommendation
<b>8. Motor Vehicle Pursuit and Emergency Vehicle Operation</b> a. Attendance documented  b. Instructors - APA  c. Instructors certification was current at time of qualification	Yes: 3 No: 3   Yes: 3 No: 3	Three officers were within their five years to requalify.  Three officers had their certification expire in 2021 however could not recertify as the training was not offered by the APA due to COVID	Training be completed at first opportunity once it is re-offered by the APA.

**Annual Review of Production of Identification Cards upon Request**

Number of officers sampled	Identification Card Produced	Identification Card Not Produced
<b>6</b>	<b>6</b>	<b>0</b>

**Summary:**

All recommendations from last year’s review have been complied with.

**Appointment**

Overall there is an excellent level of documented compliance with Ministerial Directives concerning appointments. The three officers hired after the 2019 Ministerial Directive on Security Clearance were all well documented and in compliance. It was also noted while they had been provided with the documents ie: Police Act, Code of Conduct, none of the three officers hired prior to 2010 had this documented on their files and while this is not required it is suggested that if they are provided with these it should be documented on their files.

**Training**

Overall there is an excellent level of documented compliance with Ministerial Directives with exceptions noted due to availability of close contact training due to COVID. These issues are hopefully behind us. It is recommended that this training be scheduled and undertaken as soon as possible in 2022 and be considered 2022 training.

### **Identification Cards**

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

### **Police Records Management System**

Summerside Police Service provided a report completed in 2021. It indicates a quality assurance review was completed on their 2020 files by their records department and also that all corrective actions recommended in the 2020 OSR audit had been completed.

### **Recommendations:**

1. That corrective action be taken to document on the files of the officers hired prior to 2010 that they have been provided with copies of the Police Act and Regulations, Code of Professional Conduct and Discipline, adopted Use of Force Model and Minister's Directives asap and that a review be undertaken of the files of those officers hired prior to 2010 and copies be provided to those that had not received them and this action be documented on their files.
2. That identified 2021 training shortcomings due to COVID be scheduled and undertaken as soon as possible in 2022 and be considered 2022 training.

Respectfully submitted,



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