

Office of the Police Commissioner



Annual Review Minister's Directives *Police Act*

Kensington Police Services 2021

Findings of compliance with Ministerial Directives.

Review conducted by Phil Pitts, Office of the Police Commissioner, on February 25, 2022 covering the calendar year 2021. Kensington Police Services Chief Lewie Sutherland and Deputy Chief Landon Yuill presented the files for review.

Appointment Records – Three files reviewed. All were part-time employees and new hires.

Item Reviewed	Record on File?	Description	Recommendation
1. Proof of age 19 years of age or more:	Yes 3 No: 0	Copies of birth certificates or passport on file	
2. Proof of Canadian Citizenship or having landed immigrant status	Yes: 3 No: 0	Copies of birth certificates or passport 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: 3 No: 0	All APA graduates	

Item Reviewed	Record on File?	Description	Recommendation
4. Proof of a criminal record and background checks including testing and interviews	Yes: 3 No: 0	As above	2019 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: 3 No: 0	As above	As above.
6. Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i>	Yes:3 No: 0	Copies of driver's licenses on file. Reviewed annually.	
7. Proof of being of good moral character (references)	Yes: 3 No: 0	Well documented and relevant references	
8. Form 2B on File	Yes 3 No: 0	Letter of Appointment	
9. Oath or Affirmation of Office on file	Yes: 3 No: 0	On file.	
10. Proof Identification Card issued upon appointment	Yes3 No: 0	Copies 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 ; (b) and , in particular, ensure the appointee was	Yes: 3 No:0 Yes:3 No: 0	On file and signed.	

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 Conduct and Discipline; b. adopted Use of Force Model; c. Minister's Directives	Yes: 3 No: 0 Yes: 3 No: 0 Yes: 3 No: 0		
12. Appointee entered into the Register	Yes: 3 No: 0		
13. Appointee current status updated into the Register	Yes: 3 No: 0		

Training Records – Three files reviewed.

Item Reviewed	Record on File?	Description	Recommendation
1. Firearms a. Re-qualification documented b. Instructors: APA c. Instructors certification was current at time of qualification	Yes: 3 No: 0 Yes: 3 No: 0 Yes: 3 No: 0	APA.	
2. Conducted Energy Weapon (CEW) a. Re-qualification documented b. Instructor . APA	Yes: 3 No: 0	APA	

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: b. Instructor(s) APA/1 ST Aid Service c. Instructors certification was current at time of qualification	Yes: 3 No: 0 Yes: 3 No: 0 Yes: 3 No: 0	. Instructor certification was on file and verified as current.	
4. Cardio Pulmonary Resuscitation a. Re-qualification documented b. Instructor(s) c. Instructors certification was current at time of qualification	Yes: 3 No: 0 Yes: 3 No: 0 Yes: 3 No: 0	As above	
5. Domestic Violence a. Attendance documented b. Instructor: Jaylee Grady c. Instructors certification was current at time of qualification	Yes: 3 No: 0	. Training provided through the Victims of Family Violence Advisory Committee or during APA basic training	

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: 3 No: 0</p> <p>Yes: 3 No: 0</p>		
<p>7.Use of Force</p> <p>a. Attendance documented</p> <p>b. Instructor: APA</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes:3 No: 0</p> <p>Yes: 3 No: 0</p>	<p>Modified due to COVID</p>	
<p>8. Motor Vehicle Pursuit and Emergency Vehicle Operation</p> <p>a. Attendance documented</p> <p>b. Instructors APA</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 3 No: 0</p> <p>Yes: 3 No: 0</p>	<p>APA Instructors.</p>	<p>All within the 5 years</p>

Annual Review of Production of Identification Cards upon Request

Number of officers sampled	Identification Card Produced	Identification Card Not Produced
2	2	0

Summary:

Appointment:

Overall there was an excellent level of documented compliance with Ministerial Directives. All officers reviewed were hired after the 2019 security screening directive was issued. Compliance was reviewed and found to be complete and well documented.

Training:

All mandated training had been completed and was well documented

Identification Cards

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

Police Records Management System

A full a review was done in January of 2021 covering the review period of 2019. This review was conducted by the RCMP and reported a score of 94.9% which is well within the target expected. Chief Sutherland provided a memo indicating a quality assurance audit was done by their records manager in 2021 and all recommendations from the RCMP audit have been addressed as well as any shortcomings found in the quality assurance audit..

Recommendations:

Nil.

Respectfully submitted,



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