

Office of
the Police Commissioner



Annual Review
Minister’s Directives
Police Act

Atlantic Police Academy
2022

Findings of compliance with Ministerial Directives.

Review of calendar year 2022 conducted at Atlantic Police Academy by Alexis Triantafillou, Manager, Office of the Police Commissioner with Melissa Paxton, executive Admin Assistant, on Feb 15, 2023

Appointment records –Three cadets and two police instructor files reviewed.

Item Reviewed	Record on File?	Description	Recommendation
1. Proof of age 19 years of age or more:	Yes: 5	Copy of Birth Certificates	
2. Proof of Canadian Citizenship or having landed immigrant status	Yes 5	Copy of Birth Certificates	
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: 2	Applies to Instructing Officers only.	Of the instructors, 1 recently retired from RCMP (training in 1995) and second recently retired from Charlottetown Police Service (CPS) after numerous years of service.

Item Reviewed	Record on File?	Description	Recommendation
4. Proof of a criminal record and background checks including testing and interviews	Yes: 4 No: 1	On file	Instructor CPS hire had no documentation on personnel file
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:4 No:1	On file	Instructor CPS hire had no record of such on file
6. Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i>	Yes:5		
7. Proof of being of good moral character (references)	Yes: 5		
8. Respective Forms 4B,5B, 6B on File	Yes: 5	Documents on file	
9. Oath or Affirmation of Office on file	Yes: 5	Documents on file	
10. Proof Identification Card issued upon appointment	Yes: 5	Cadets (3) identification card returned and purged upon graduation. Photo 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 provided a copy and reasonable steps are taken to ensure the	Yes to all: 5	Cadets provided an electronic version of the documents in the context of a course involving all cadets approx 4-5 weeks into training course.	<u>Notice of Compliance – PEI Police Act – Instructor</u> Instructors have to affirm that they are made aware and understand the references listed in notice. Each section is hyperlinked to the section of the Police Act or Regulations that refers. Further, powers of a PO on PEI are explained and they are given a copy of the Use of Force model. They are made aware that the Police Identification

Item Reviewed	Record on File?	Description	Recommendation
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 			card belongs to the APA and is to be returned upon expiration of his/her employment. Ministerial Directives that apply to APA are now included in <u>Notice of Compliance.</u>
12. Appointee entered into the Register	Yes: 5	Documents on file	
13. Appointee current status updated into the Register	Yes: 5	Documents on file	

Two (2) Training Record files (Police Instructors) were reviewed with the following results:

Item Reviewed	Record on File?	Description	Recommendation
1. Firearms <ul style="list-style-type: none"> a. Re-qualification documented b. Instructor c. Instructors certification was current at time of qualification 	Yes: 1 No:1	Both instructors were new hires as of Sept 2022. 1 one hired from RCMP and all training documented via a HRMIS report from RCMP indicating present training. Second hire from CPS had no training records in file to date.	APA to update instructor's file upon receipt of valid training records from previous police service
2. Conducted Energy Weapon (CEW) <ul style="list-style-type: none"> a. Re-qualification documented b. Instructor: c. Instructors certification was current at time of qualification 	Yes: 1 No:1	.	

Item Reviewed	Record on File?	Description	Recommendation
3.First Aid a. Re-qualification documented Instructor: Red Cross/St John Amb. b. Instructors certification was current at time of qualification	Yes: 1 No:1		
4.Cardio Pulmonary Resuscitation a. Re-qualification documented b. Instructor: As above c. Instructors certification was current at time of qualification	Yes: 1 No:1		
5.Domestic Violence a. Attendance documented b. Instructor: Maynard c. Instructors certification was current at time of qualification	Yes: 1 No:1		
6.Law and Legal Procedure a. Attendance documented b. CPKN component completion documented c. Instructor: APA Blog d. Instructors certification was current at time of qualification	Yes: 2	Attended same at APA 2022-12-19	
7.Use of Force			

Item Reviewed	Record on File?	Description	Recommendation
a. Attendance documented b. Instructor: APA c. Instructors certification was current at time of qualification	Yes: 2		
8. Motor Vehicle Pursuit and Emergency Vehicle Operation a. Attendance documented: b. Instructor: APA c. Instructors certification was current at time of qualification	Yes: 0 No: 2	This was not a requirement in RCMP and as such RCMP hire had no documentation of same.	

Annual Review of Production of Identification Cards upon Request

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

Finding Summary

Appointment:

Appointment records are comprehensive and complete for the cadet candidates.

The two instructors reviewed were very recent hires (Sept 2022). One file was complete and well documented. The second had some required items ie...CR check and Credit check not on file to date.

Training:

As mentioned, one training record was essentially complete and up to date as this instructor had provided a HRMIS report with all required training up to date except Hazardous vehicle pursuits as this was not a requirement in his previous police service (RCMP).

The second instructor's training record was void of any training record except a recent session as provided by the APA itself since this instructor's hire. The APA is awaiting training records from the previous Police Service of employment. This instructor was up until hired an active and long serving member of that Police Service.

Recommendation(s):

- That APA carry on forward with its compliance in regard to Cadet appointment/acceptance.
- In regard to the Instructor files, in one case, all the training and several appointee documents are missing and need to be inserted/verified.

I verbally updated Director Forrest Spencer of these findings upon completion of my review.

Alexis Triantafillou, Manager

Office of the Police Commissioner