

Office of the Police Commissioner



Annual Review Minister's Directives *Police Act*

Provincial Conservation Officers 2022

Findings of compliance with Ministerial Directives.

Review conducted by Alexis Triantafillou, Office of the Police Commissioner, on February 16, 2023 for the calendar year 2022 Chief Conservation Officer Erin Perry presented the files for review.

Appointment Records – A total of two files reviewed both full time officers.

Item Reviewed	Record on File?	Description	Recommendation
1. Proof of age 19 years of age or more:	Yes:2 No: 0	Copies of birth certificates on file	
2. Proof of Canadian Citizenship or having landed immigrant status	Yes: 2 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. 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 No: 0	Copy of Atlantic Police Academy (APA) Certificates on file for both	

Item Reviewed	Record on File?	Description	Recommendation
4. Proof of a criminal record and background checks including testing and interviews	Yes:1 No: 1	Proof on file for Officer hired in 2016. One Officer hired as of 2020. All admin for hiring not located within file as admin completed by Public Service.	Documentation be obtained from Dept of Justice/Civil Service Commission
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:1	Proof on file for Officer hired in 2016. One Officer hired as of 2020. All admin for hiring not located within file as admin completed by Public Service.	Documentation be obtained from Dept of Justice/Civil Service Commission
6. Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i>	Yes:2	Copies of driver's licenses on file. Reviewed annually.	
7. Proof of being of good moral character (references)	N0: 2	This function completed by Justice/Public Service upon being hired. Said documentation not on file.	Documentation be obtained from Dept of Justice/Civil Service Commission
8. Form 2B on File	Yes: 2	On File	
9. Oath or Affirmation of Office on file	Yes: 2	On file.	
10. Proof Identification Card issued upon appointment	Yes: 2	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		Documented with in file	

Item Reviewed	Record on File?	Description	Recommendation
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 appointee understands the provisions of the: a. Code of Professional Conduct and Discipline; b. adopted Use of Force Model; c. Minister's Directives	Yes to all: 2		
12. Appointee entered into the Register	Yes: 2		
13. Appointee current status updated into the Register	Yes: 2		

Training Records – A total of two files reviewed both full time officers.

Item Reviewed	Record on File?	Description	Recommendation
1. Firearms a. Re-qualification documented b. Instructor: APA c. Instructors certification was current at time of qualification	Yes: 2 Yes: 2	Instructor certification was on file and verified as current. Gordon Campbell - APA Dec. 15/21	

Item Reviewed	Record on File?	Description	Recommendation
<p>2. Conducted Energy Weapon (CEW) a. Re-qualification documented</p> <p>b. Instructor: c. Instructors certification was current at time of qualification</p>	N/A	Conservation Officers do not carry CEW	
<p>3. First Aid a. Re-qualification documented yes: no:</p> <p>b. Instructor(s) c. Instructors certification was current at time of qualification</p>	<p>Yes: 2 No 0</p> <p>Yes: 2 No 0</p>	. (St John Ambulance)	
<p>4. Cardio Pulmonary Resuscitation a. Re-qualification documented</p> <p>b. Instructor(s)</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 2 No 0</p> <p>Yes: 2 No 0</p>		
<p>5. 6. Domestic Violence a. Attendance documented</p> <p>b. Instructor: c. Instructors certification was current at time of qualification</p>	N/A	.	

Item Reviewed	Record on File?	Description	Recommendation
<p>7.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: 2 No 0</p> <p>Yes: 2 No 0</p>		
<p>7.Use of Force</p> <p>a. Attendance documented</p> <p>b. Instructors: APA</p> <p>c. Instructors certification was current at time of qualification</p>	<p>Yes: 2</p> <p>.</p> <p>Yes: 2</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</p>	<p>Yes: 2 No 0</p>		

Item Reviewed	Record on File?	Description	Recommendation
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
1	1	1

Summary:

Appointment

Most of the required documentation was on file except in the most recent hire (2020). The administrative paperwork ie...credit checks, fingerprints, photos and requisite screening forms were not on file. This function would have been completed by the PEI Public Service Commission as they were the actual hiring agency. These documents were not retained at Dept of Justice as per my inquiry there. This Officer’s CSIS approval was on file which indicated screening completed, however.

Training

No issues to report. All training was reported and documented to be up to date.

Identification Cards

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

Police Records Management System

Conservation Officers are not using Police Reporting Occurrence System (PROS) as required by Ministerial Directive. They do not have the ability to access the RCMP’s record management

system (PROS) and, as such, are unable to comply with the Ministerial Directive on Records Management.

Recommendations:

- The requisite administrative files/paperwork for the Appointments be obtained and placed in the personnel file and available for review.

Alexis Triantafillou,
Manager
Office of the Police Commissioner