

Office of the Police Commissioner



Annual Review Minister's Directives *Police Act*

Security Police Officers Security Services Division – University of Prince Edward Island 2022

Findings of compliance with Ministerial Directives.

Review conducted by Alexis Triantafillou, Office of the Police Commissioner, on February 14, 2023 covering the 2022 calendar year. Jeremy Dallaire, Facilities Operations Manager and Ashley McKenna of University of PEI presented the file for review.

Appointment Records – One file reviewed.

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

Item Reviewed	Record on File?	Description	Recommendation
<p>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: 1 No: 0</p> <p>Yes: 1 No: 0</p> <p>Yes: 1 No: 0</p>		
12. Appointee entered into the Register	Yes: 1 No: 0		
13. Appointee current status updated into the Register	Yes: 1 No: 0		

Training Records – One file reviewed.

Item Reviewed	Record on File?	Description	Recommendation
<p>1. Firearms</p> <p>a. Re-qualification documented</p> <p>b. Instructors:</p> <p>c.</p> <p>d. Instructors certification was current at time of qualification</p>	<p>Yes: 0 No: 0</p> <p>Yes: 0 No: 0</p> <p>Yes: 0 No: 0</p>	Firearms not issued to UPEI Security Officers	N/A
<p>2. Conducted Energy Weapon (CEW)</p> <p>a. Re-qualification documented</p> <p>b. Instructor</p>	Yes: 0 No: 0	CEWs not issued to UPEI Security Officers	N/A

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) (Red Cross) c. Instructors certification was current at time of qualification	Yes: 1 No: 0 Yes: 1 No: 0 Yes: 1 No: 0	Expires in 2025- June	
4. Cardio Pulmonary Resuscitation a. Re-qualification documented b. Instructor(s): Red Cross c. Instructors certification was current at time of qualification	Yes: 1 No: 0 Yes: 1 No: 0 Yes: 1 No: 0	Expires 2025-June	
5. Domestic Violence a. Attendance documented b. Instructor: APA c. Instructors certification was current at time of qualification	Yes: 0 No: 1	Last attended in 2019. Course to be revamped and offered by the Province to expired officers pending.	
6. Law and Legal Procedure a. Attendance documented b. CPKN component	Yes: 0 No: 1 Yes: 0 No: 1	Not up to date on this aspect. This Officer has been off on medical leave for an extended period.	

Item Reviewed	Record on File?	Description	Recommendation
completion documented c. Instructor: APA d. Instructors certification was current at time of qualification			
7. Use of Force a. Attendance documented b. Instructor: c. Instructors certification was current at time of qualification	Yes: 0 No: 1 Yes: 0 No: 1	Not up to date on this aspect. This Officer has been off on medical leave for an extended period	
8. Motor Vehicle Pursuit and Emergency Vehicle Operation a. Attendance documented b. Instructors APA c. Instructors certification was current at time of qualification	Yes: 1 No: 0 Yes: 1 No: 0	APA May 22, 2019	

Annual Review of Production of Identification Cards upon Request

Number of officers sampled	Identification Card Produced	Identification Card Not Produced
0 (none working this date)	0	0

Summary:

I reviewed one file and in concert with previous years' reviews there appears to be an overall strong level of documented compliance with Ministerial Directives. PROs is not utilized by this service. It was noted that the facilities manager, who supervises the UPEI Security Service, does not have police officer status yet supervises a work force that does. The manager relayed a sense of frustration with the working ability of this Police Service. They are presently very understaffed and cannot staff vacant positions nor the schedule under the present Police Act requirements. UPEI is among only two Universities in the country that require the campus Security Force to be compliant with Provincial Policing standards. In fact, the day I presented myself there, no on-duty police personnel were working.

Appointments

In compliance. No deficiencies noted.

Training

Most of the training was current. Where it was not, it was due to the fact the Officer's file reviewed has been off on extended medical leave.

Police Records Management System

UPEI Security Services are not using Police Reporting Occurrence System (PROS) as required by Ministerial Directive. UPEI does not have the ability to access the RCMP's record management system (PROS) and, as such, they are unable to comply with the Ministerial Directive on Records Management.

Alexis Triantafillou,
Manager,
Office of the Police Commissioner