

# Office of the Police Commissioner



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

### Atlantic Police Academy 2021

#### Findings of compliance with Ministerial Directives.

Review of calendar year 2021 conducted at Atlantic Police Academy by Phil Pitts, Manager, Office of the Police Commissioner with Jeff Mitton, Deputy Director, on Feb 25, 2022

#### 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. <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: 2	Applies to Instructing Officers only.  Both APA graduates	

Item Reviewed	Record on File?	Description	Recommendation
4. Proof of a criminal record and background checks including testing and interviews	Yes: 5	On 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:5	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.	
<p>11. Proof the appointee was provided with a copy of the <i>Police Act</i> and Regulations</p> <p>(a) <b>and</b> reasonable steps were taken to confirm the appointee has reviewed and understands the provisions of the <i>Police Act</i> and Regulations ;</p> <p>(b) <b>and</b>, in particular, ensure the appointee was provided a copy and reasonable steps are taken to ensure the</p>	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.	<p><b><u>Notice of Compliance – PEI Police Act – Instructor</u></b></p> <p>Instructors have to affirm that they are made aware and understand the references listed in notice.</p> <p>Each section is hyperlinked to the section of the Police Act or Regulations that refers.</p> <p>Further, powers of a PO on PEI are explained and they are given a copy of the Use of Force</p>

Item Reviewed	Record on File?	Description	Recommendation
appointee understands the provisions of the: <ul style="list-style-type: none"> <li>a. Code of Professional Conduct and Discipline;</li> <li>b. adopted Use of Force Model;</li> <li>c. Minister's Directives</li> </ul>			model. They are made aware that the Police Identification 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 <b><u>Notice of Compliance.</u></b>
<b>12.</b> Appointee entered into the Register	Yes: 5	Documents on file	
<b>13.</b> 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"> <li>a. Re-qualification documented</li> <li>b. Instructor APA</li> <li>c. Instructors certification was current at time of qualification</li> </ul>	Yes: 2		
2. Conducted Energy Weapon (CEW) <ul style="list-style-type: none"> <li>a. Re-qualification documented</li> <li>b. Instructor: APA</li> <li>c. Instructors certification was current at time of qualification</li> </ul>	Yes: 2		
3. First Aid <ul style="list-style-type: none"> <li>a. Re-qualification</li> </ul>	Yes: 2		

Item Reviewed	Record on File?	Description	Recommendation
<p>documented Instructor: Red Cross/St John Amb.</p> <p><b>b.</b> Instructors certification was current at time of qualification</p>			
<p>4. Cardio Pulmonary Resuscitation</p> <p>a. Re-qualification documented</p> <p>b. Instructor: As above</p> <p>c. Instructors certification was current at time of qualification</p>	Yes: 2		
<p>5. Domestic Violence</p> <p>a. Attendance documented</p> <p>b. Instructor: Maynard</p> <p>c. Instructors certification was current at time of qualification</p>	Yes: 2		
<p>6. Law and Legal Procedure</p> <p>a. Attendance documented</p> <p>b. CPKN component completion documented</p> <p>c. Instructor: APA Blog</p> <p>d. Instructors certification was current at time of qualification</p>	Yes: 2		
<p>7. Use of Force</p> <p>a. Attendance documented</p> <p>b. Instructor: APA</p>	Yes: 2		

Item Reviewed	Record on File?	Description	Recommendation
c. Instructors certification was current at time of qualification			
8. Motor Vehicle Pursuit and Emergency Vehicle Operation a. Attendance documented:  b. Instructor: APA  c. Instructors certification was current at time of qualification	Yes: 2		

**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 demonstrating excellent compliance with Ministerial Directives.

**Training:**

All mandated training for both instructing officers was complete and well documented.

Respectfully submitted,



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