

# Office of the Police Commissioner



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

### Provincial Conservation Officers 2021

#### Findings of compliance with Ministerial Directives.

Review conducted by Phil Pitts, Office of the Police Commissioner, on February 16, 2022 for the calendar year 2021. 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. <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 No: 0	Copy of Atlantic Police Academy (APA) Certificates on file for both	

Item Reviewed	Record on File?	Description	Recommendation
<p>4. Proof of a criminal record and background checks including testing and interviews</p>	<p>No: 2</p>	<p>Two full time officers hired in 2021 had Criminal Records checks completed, Paperwork for Security clearances for both officers was not on file pending processing by JPS. JPS confirmed it had been completed and was in progress.</p>	
<p>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</p>	<p>No: 2</p>	<p>Two full time officers hired in 2021 had Criminal Records checks completed. Paperwork for Security clearances for both officers was not on file pending processing by JPS. JPS confirmed it had been completed and was in progress.</p>	
<p>6. Proof of having a valid class 5 driver's license issued under the <i>Highway Safety Act</i></p>	<p>Yes:2</p>	<p>Copies of driver's licenses on file. Reviewed annually.</p>	
<p>7. Proof of being of good moral character (references)</p>	<p>N0: 2</p>	<p>Two full time officers hired in 2021 had Criminal Records checks completed, Paperwork for Security clearances for both officers was not on file pending processing by JPS. JPS confirmed it had been completed and was in progress.</p>	

Item Reviewed	Record on File?	Description	Recommendation
8. Form 2B on File	Yes: 2	Letter of Appointment by Minister May2019	
9. Oath or Affirmation of Office on file	Yes: 2	On file.	
10. Proof Identification Card issued upon appointment	Yes: 2	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 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>	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
<p><b>1. Firearms</b>  a. Re-qualification documented   b. Instructor: APA   c. Instructors certification was current at time of qualification</p>	<p>Yes: 2    Yes: 2</p>	<p>Instructor certification was on file and verified as current.   Gordon Campbell - APA  Dec. 15/21</p>	
<p><b>2. Conducted Energy Weapon (CEW)</b>  a. Re-qualification documented   b. Instructor:  c. Instructors certification was current at time of qualification</p>	<p>N/A</p>	<p>Conservation Officers do not carry CEW</p>	
<p><b>3. First Aid</b>  a. Re-qualification documented yes: no:  b. Instructor(s)  c. Instructors certification was current at time of qualification</p>	<p>Yes: 1 No 1   Yes: 1 No 1</p>	<p>One officer had his First Aid expire March 2021</p>	<p>Training be taken asap</p>
<p><b>4. Cardio Pulmonary Resuscitation</b>  a. Re-qualification documented   b. Instructor(s)   c. Instructors certification was current at time of qualification</p>	<p>Yes: 1 No 1   Yes: 1 No 1</p>	<p>One officer had his CPR expire March 2021</p>	<p>Training be taken asap.</p>

Item Reviewed	Record on File?	Description	Recommendation
<p><b>5.</b> <b>6.Domestic Violence</b></p> <p>a. Attendance documented</p> <p>b. Instructor:</p> <p>c. Instructors certification was current at time of qualification</p>	N/A		
<p><b>7.Law and Legal Procedure</b></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: 1 No 1</p> <p>Yes: 1 No 1</p>	<p>One officer did not get this training in 2021</p>	<p>Training be taken asap</p>
<p><b>7.Use of Force</b></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>Yes: 2</p>		

Item Reviewed	Record on File?	Description	Recommendation
8. <b>Motor Vehicle Pursuit and Emergency Vehicle Operation</b> a. Attendance documented  b. Instructors: APA  c. Instructors certification was current at time of qualification	Yes: 1 No 1  Yes: 1 No 1	One officer current & one expired but due to covid restrictions at APA Training was not available in 2021	Training be taken asap

#### 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

Overall there is a good level of documented compliance with Ministerial Directives concerning appointments. One area of concern is that both these officers were appointed prior to their security clearances being approved. CCO Perry advised that while none of the required information was on the personnel files held at her office it had been completed and submitted to Justice and Public Safety for security clearance. This was confirmed by that office.

#### Training

Overall there is a good level of documented compliance with Ministerial Directives concerning training. The identified areas that require training were the result of COVID restrictions and understandable. The officer in charge is aware of the shortcomings and had taken steps to ensure the training will be completed as soon as it is available.

### **Identification Cards**

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

### **Police Records Management System**

Provincial 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, they are unable to comply with the Ministerial Directive on Records Management.

### **Recommendations:**

- That both security clearances be completed as soon as possible and in future be completed prior to appointment.
- All uncompleted 2021 training be completed as soon as possible and be recorded as 2022 training.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'P.W. Pitts', with a stylized flourish at the end.

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