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## **Minister's Directive**

### **Identification Cards**

#### ***Police Act and Regulations***

**Prince Edward Island**

**Department of Environment, Labour and Justice**

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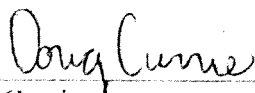
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Pursuant to section 3(3)(e) of the *Police Act* R.S.P.E.I. 1988, Cap. P-11.1, I hereby issue the attached Minister's Directive concerning the issuing of identification cards to persons appointed under the *Police Act*, and to civilian employees, who are employed by a police service, the Atlantic Police Academy and Security Services of the University of Prince Edward Island. This Directive will come into effect on February 21, 2011.

Dated at Charlottetown in the Province of Prince Edward Island this <sup>21</sup> day of *February* 2011.

  
\_\_\_\_\_  
Doug W. Currie  
Minister of Justice and Public Safety and Attorney General

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### Amendments to the Minister's Directive

The Minister's Directive on Identification Cards is amended as follows:

- Substitute "Environment, Labour and Justice" for "Justice and Public Safety" as required throughout the Directive;
- Insert a Table of Contents;
- Insert section 1.0 as follows: **Framework for identification cards prescribed by the *Police Act* and General Regulations;**
- Insert "Royal Canadian Mounted Police 'L' Division" and delete "Borden-Carleton Police Service" in section 1.3.1 as follows: "police agency" means the Charlottetown Police Services, Kensington Police Service, Summerside Police Services, Atlantic Police Academy, Royal Canadian Mounted Police "L" Division or the Security Services at the University of Prince Edward Island (UPEI);
- Insert "auxiliary constable", "civilian instructor" and "instructing officer" in section 1.3.2 as follows: "member" means a person employed by a police agency and appointed under the *Police Act*, or an instructing officer, civilian instructor or police cadet appointed under the *Police Act*, or an auxiliary constable appointed under the *Police Act*;
- Insert "the Commanding Officer, RCMP 'L' Division" in section 1.3.3 as follows: "chief officer" means a chief of police of a municipal police service appointed under the *Police Act*, the Executive Director of the Atlantic Police Academy or the Commanding Officer, RCMP "L" Division;
- Amend Section 3.0 as follows:

#### **3.0 Issuance of Identification Cards**

- 3.1 The templates for identification cards for members and civilian employees are set out in Appendix 2.
- 3.2 In accordance with sections 10(3), 45(6), 48(5), 50(6), and 51(6), a chief officer shall issue identification cards to members of the police agency for which the chief officer is responsible;
  - 3.2.1 The signature of the chief officer issuing the identification card shall appear on the reverse side of the identification card; and
  - 3.2.2 Chief officers shall maintain a record of identification cards issued to members.
- 3.3 In accordance with section 46(6), the Director of Facilities Management shall request the Minister to issue identification cards to security police officers.
- 3.4 A chief officer or the Director of Facilities Management:
  - 3.4.1 may issue identification cards to civilian employees of the police agency for which the chief officer or the Director of Facilities Management is responsible; and
  - 3.4.2 shall maintain a record of identification cards issued to civilian employees.
- 3.5 The employing authority of each chief officer shall ensure that the chief officer is

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issued an identification card in the approved format;

- 3.5.1 The signature of the chief administrative officer of the municipality employing the chief officer shall appear on the reverse side of the chief officer's identification card; or
- 3.5.2 The signature of the President of Holland College shall appear on the reverse side of the Executive Director of the Atlantic Police Academy's identification card; and
- 3.5.3 The employing authority of each chief officer shall maintain a record of identification cards issued to chief officers.

- Amend section 4.1 as follows:

- 4.1 Chief officers and the Minister shall provide the information required for the production of an identification card (see Appendix 1) in the approved format (see Appendix 2) to the Department of Transportation and Infrastructure Renewal, Highway Safety.

- Insert section 6 as follows:

**6.0 Review of identification card procedures**

- 6.1 The Policing Services Manager shall meet annually with each chief officer or his/her designate and shall review compliance with this directive.
- 6.2 The Policing Services Manager shall meet annually with the Director of Facilities Management at the University of Prince Edward Island or his/her designate and shall review compliance with this directive.

- Insertion of a template in Appendix 2 for an identification card for auxiliary constables appointed by the Commanding Officer, Royal Canadian Mounted Police 'L' Division and deletion of the template for Borden-Carleton Police Service.

Pursuant to section 3(3)(e) of the *Police Act* R.S.P.E.I. 1988, Cap. P-11.1, I hereby issue the above amendments to the Minister's Directive concerning Identification Cards.

Dated at Charlottetown in the Province of Prince Edward Island this 7<sup>th</sup> day of January 2013.



Honourable Janice Sherry

Minister of Environment, Labour and Justice and Attorney General

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## 1.0 Framework for identification cards prescribed by the *Police Act* and General Regulations *(inserted December 2012)*

### 1.1 Purpose

This Directive sets out the requirements for identification cards mandated under the *Police Act* and Regulations. Also, this Directive makes provision for issuance of identification cards to civilian employees of police agencies.

### 1.2 Authority

1.2.1 The following sections of the *Police Act* relate to this Directive:

- Section 10(3) to (5) - Municipal Police Officers
- Section 45(6) to (8) – Auxiliary Constables
- Section 46(6) to (8) – Security Police Officers
- Section 48(5) to (7) – Atlantic Police Academy (instructing officers)
- Section 50(6) to (8) – Atlantic Police Academy (police cadets)
- Section 51(6) to (8) – Atlantic Police Academy (civilian instructors)

1.2.2 The following Regulations relate to this Directive:

- General Regulations, section 5.

### 1.3 Definitions

In this directive

1.3.1 “police agency” means the Charlottetown Police Services, Kensington Police Service, Summerside Police Services, Atlantic Police Academy, Royal Canadian Mounted Police “L” Division or the Security Services at the University of Prince Edward Island (UPEI); *(amended December 2012)*

1.3.2 “member” means a person employed by a police agency and appointed under the *Police Act*, an instructing officer, civilian instructor or police cadet appointed under the *Police Act*, or an auxiliary constable appointed under the *Police Act*; *(amended December 2012)*

1.3.3 “chief officer” means a chief of police of a municipal police service appointed under the *Police Act*, the Director of the Atlantic Police Academy appointed under the *Police Act* or the commanding officer, Royal Canadian Mounted Police “L” Division; *(amended December 2012)*

1.3.4 “civilian employee” means a person employed by a police agency who is not appointed under the *Police Act*;

1.3.5 “Minister” means the Minister of Environment, Labour and Justice and Attorney General of Prince Edward Island;

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1.3.6 “Director of Facilities Management” means the Director, Facilities Management, University of Prince Edward Island.

1.3.7 “identification card” means the card containing the information prescribed in the *Police Act* and Regulations which is approved by the Minister for use by police agencies, or an identification card issued by a chief officer or the Director of Facilities Management to civilian employees of a police agency;

1.3.8 “security police officer” means a security police officer employed by Security Services of the University of Prince Edward Island.

#### 1.4 Principles

- A common identification card format and protocol for members will affirm their identity and function to the public; and
- A common identification card format for civilian employees of a police agency will affirm their identity and function.

#### 2.0 Identification card use

2.1 An identification card issued in accordance with the *Police Act* is proof that the individual named therein is a member.

2.2 As required by sections 10(5), 45(8), 46(8), 48(7), 50(8), and 51(8) of the *Police Act*, a member shall, on demand by any person, produce his or her identification card for inspection, unless in the opinion of the member it would be dangerous for the member to comply with the demand.

2.3 Civilian employees' identification cards shall be used in the manner directed by a chief officer or the Director of Facilities Management.

#### 3.0 Issuance of Identification Cards *(section amended December 2012)*

3.1 The format for identification cards for members and civilian employees is set out in Appendix 2.

3.2 In accordance with sections 10(3), 45(6), 48(5), 50(6), and 51(6), each chief officer shall issue identification cards to members of the police agency for which the chief officer is responsible;

3.2.1 The signature of the chief officer issuing the identification card shall appear on the reverse side of the identification card; and

3.2.2 Chief officers shall maintain a record of identification cards issued to members.

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- 3.3 In accordance with section 46(6), the Director of Facilities Management shall request the Minister to issue identification cards to security police officers.
- 3.4 A chief officer or the Director of Facilities Management:
- 3.4.1 may issue identification cards to civilian employees of the police agency for which the chief officer or the Director of Facilities Management is responsible; and
- 3.4.2 shall maintain a record of identification cards issued to civilian employees.
- 3.5 The employing authority of each chief officer shall ensure that the chief officer is issued an identification card in the approved format;
- 3.5.1 The signature of the chief administrative officer of the municipality employing the chief officer shall appear on the reverse side of the chief officer's identification card; or
- 3.5.2 The signature of the President of Holland College shall appear on the reverse side of the Executive Director of the Atlantic Police Academy's identification card; and
- 3.5.3 The employing authority of each chief officer shall maintain a record of identification cards issued to chief officers.
- 4.0 Procedure for the issuance of Identification Cards to members**
- 4.1 Chief officers and the Minister shall provide the information required for the production of an identification card (see Appendix 1) in the approved format (see Appendix 2) to the Department of Transportation and Infrastructure Renewal, Highway Safety. (*amended December 2012*)
- 4.2 As required by section 5 of the General Regulations of the *Police Act*, identification cards shall include:
- a) the person's full name and date of birth;
- b) a statement or wording indicating that the person is a police officer, an auxiliary constable, a security police officer, an instructing officer, a police cadet or a civilian instructor, as the case may be;
- c) the name of the police agency;
- d) a photograph of the person;
- e) the expiry date of the identification card; and
- f) the person's service number.
- 4.3 An identification card for a civilian employee shall include:
- a) the person's full name and date of birth;
- b) a statement or wording in bold type indicating that the person is a civilian employee;



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- c) the name of the police agency;
- d) a photograph of the person;
- e) the expiry date of the identification card; and
- f) the person's service number.

4.4 In addition to the information listed in 4.2 and 4.3, the identification card for a member or a civilian employee shall include the signature of the member or the civilian employee.

4.5 Department of Transportation and Infrastructure Renewal, Highway Safety, will utilize on file pictures and signatures unless otherwise directed by a chief officer, the Director of Facilities Management, or the Minister; and

4.3.1 If a picture is not on file or is outdated, the member/civilian employee must present him/herself at an appropriate Access PEI site for photo and signature.

4.6 Identification cards expire after 5 years of date of issue. If, at the time of renewal of the identification card, the on file picture at Department of Transportation and Infrastructure Renewal, Highway Safety, is not a current likeness of the member/civilian employee, a new picture shall be taken.

**5.0 Recovery of Identification Cards upon expiry, loss, damage, discontinuing employment or termination of appointment under the *Act***

5.1 Members shall return identification cards to the chief officer, the employing authority or the Minister upon the card expiring, the member discontinuing employment with the police agency or an appointment pursuant to the *Act* being terminated.

5.2 Civilian employees shall return identification cards to the chief officer or the Director of Facilities Management upon the card expiring or the civilian employee discontinuing employment with the police agency.

5.3 The member/civilian employee shall immediately report lost or damaged identification cards to the chief officer, Director of Facilities Management, their employing authority or the Minister.

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**6.0 Review of identification card procedures** *(Section inserted December 2012)*

- 6.1 The Policing Services Manager shall meet annually with each chief officer or his/her designate and shall review compliance with this directive.
  
- 6.2 The Policing Services Manager shall meet annually with the Director of Facilities Management at the University of Prince Edward Island or his/her designate and shall review compliance with this directive.









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**APPENDIX 2**  
(amended December 2012)

Front View	Reverse View	Reverse View	Reverse View
<b>Officer/Constable Card</b>		<b>Civilian Card</b>	<b>Chiefs'/Director's Card</b>

<p>University of Prince Edward Island Security Police Officer</p>  <p>Picture Name Rank: Service Number: DOB: Expiry: Signature</p>	<p>This will certify that the bearer, whose photograph appears on the reverse side, is appointed under the provisions of the <i>Prince Edward Island Police Act</i>.</p> <p><b>Signature</b></p> <p>Deputy Minister, Environment, Justice and Labour Prince Edward Island</p>	<p>This will certify that the bearer, whose photograph appears on the reverse side, is appointed as a civilian employee with this Police Agency.</p>	
<p>Charlottetown Police Services</p>  <p>Picture Name Rank: Service Number: DOB: Expiry: Signature</p>	<p>This will certify that the bearer, whose photograph appears on the reverse side, is appointed under the provisions of the <i>Prince Edward Island Police Act</i>.</p> <p><b>Signature</b></p> <p>Chief of Police Charlottetown Police Services Prince Edward Island</p>	<p>This will certify that the bearer, whose photograph appears on the reverse side, is appointed as a civilian employee with this Police Service.</p> <p><b>Signature</b></p> <p>Chief of Police Charlottetown Police Services Prince Edward Island</p>	<p>This will certify that the bearer, whose photograph appears on the reverse side, is appointed under the provisions of the <i>Prince Edward Island Police Act</i>.</p> <p><b>Signature</b></p> <p>Chief Administrative Officer City of Charlottetown, Prince Edward Island</p>
<p>Summerside Police Services</p>  <p>Picture Name Rank: Service Number: DOB: Expiry: Signature</p>	<p>This will certify that the bearer, whose photograph appears on the reverse side, is appointed under the provisions of the <i>Prince Edward Island Police Act</i>.</p> <p><b>Signature</b></p> <p>Chief of Police Summerside Police Services Prince Edward Island</p>	<p>This will certify that the bearer, whose photograph appears on the reverse side, is appointed as a civilian employee with this Police Service.</p> <p><b>Signature</b></p> <p>Chief of Police Summerside Police Services Prince Edward Island</p>	<p>This will certify that the bearer, whose photograph appears on the reverse side, is appointed under the provisions of the <i>Prince Edward Island Police Act</i>.</p> <p><b>Signature</b></p> <p>Chief Administrative Officer City of Summerside, Prince Edward Island</p>
<p>Atlantic Police Academy</p>  <p>Picture Name Rank: Service Number: DOB: Expiry: Signature</p>	<p>This will certify that the bearer, whose photograph appears on the reverse side, is appointed under the provisions of the <i>Prince Edward Island Police Act</i>.</p> <p><b>Signature</b></p> <p>Executive Director Atlantic Police Academy Prince Edward Island</p>	<p>This will certify that the bearer, whose photograph appears on the reverse side, is appointed as a civilian employee with this Police Agency.</p> <p><b>Signature</b></p> <p>Executive Director Atlantic Police Academy Prince Edward Island</p>	<p>This will certify that the bearer, whose photograph appears on the reverse side, is appointed under the provisions of the <i>Prince Edward Island Police Act</i>.</p> <p><b>Signature</b></p> <p>President Holland College</p>
<p>Kensington Police Service</p>  <p>Picture Name Rank: Service Number: DOB: Expiry: Signature</p>	<p>This will certify that the bearer, whose photograph appears on the reverse side, is appointed under the provisions of the <i>Prince Edward Island Police Act</i>.</p> <p><b>Signature</b></p> <p>Chief of Police Kensington Police Service Prince Edward Island</p>	<p>This will certify that the bearer, whose photograph appears on the reverse side, is appointed as a civilian employee with this Police Service.</p> <p><b>Signature</b></p> <p>Chief of Police Kensington Police Service Prince Edward Island</p>	<p>This will certify that the bearer, whose photograph appears on the reverse side, is appointed under the provisions of the <i>Prince Edward Island Police Act</i>.</p> <p><b>Signature</b></p> <p>Chief Administrative Officer Town of Kensington, Prince Edward Island</p>
<p>Royal Canadian Mounted Police Auxiliary Constable</p>  <p>Picture Name Rank: Service Number: DOB: Expiry: Signature</p>	<p>This will certify that the bearer, whose photograph appears on the reverse side, is appointed under the provisions of the <i>Prince Edward Island Police Act</i>.</p> <p><b>Signature</b></p> <p>Commanding Officer RCMP 'L' Division Prince Edward Island</p>		