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## **Minister's Directive**

### **Police Training**

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

**Prince Edward Island  
Department of Justice and Public Safety**

Department of Justice and Public Safety

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Pursuant to section 3(3)(e) of the *Police Act* S.P.E.I. 2006, Cap. P-11.1, I hereby make the following revisions to this Directive by:

1. Deleting reference to the dissolved Borden-Carleton Police Service in Article 1.3.1;
2. Revising the Training Procedures in Article 2 to require training administrators to promote completion and ensure submission of the Short Course Student Evaluation Form prescribed in Appendix 8;
3. Revising the firearms training in Article 3.1 to include all firearms which an officer has access or may be called upon to use in the conduct of duty;
4. Revising the Use of Force training provisions in Article 3.6 by requiring that officers "successfully complete" the 'Use of Force' training in Appendix 6 and the "Annual Use of Force Refreshers" prescribed in Appendices 6.1 and 6.2;
5. Revising the "Ground Control" standard in the 'Use of Force' training in Appendix 6 to require demonstration of knowledge of the skills but not a requirement to demonstrate execution of the skills.
6. Revising Article 3.5 by requiring training administrators to provide copy of the case law blog authored by the Atlantic Police Academy to trainees and for trainees to read the blog.
7. Revising 'Motor Vehicle Pursuit and Emergency Vehicle Operation' training provisions in Article 3.7 by requiring that officers "successfully complete" the training prescribed in Appendix 7;
8. Adding Article 3.8 to provide an alternative to trainees to demonstrate an area of skill after a training session is concluded and thereby successfully complete an area of prescribed training.
9. Adding Article 3.9 to require that trainers provide a report to training administrators regarding a trainee's successful completion of a prescribed area of training in the form prescribed in Appendix 9. If a trainee is not able to successfully complete a prescribed area of training, the trainer will submit a report to the training administrator as prescribed in Appendix 10.
10. Adding Article 3.9.1 defining the trainer's report prescribed in Appendix 9 and 10 as a record to be maintained by the training administrator.
11. Adding Article 3.9.2 requiring the reports prescribed in Article 3.9.1 are to be made available to the Minister or their designate upon request.

The forenoted revisions will come into effect on the date signed below.

Dated at Charlottetown in the Province of Prince Edward Island this 15<sup>th</sup> day of June 2015.

Wade MacLauchlan

Hon. Wade MacLauchlan  
Minister of Justice and Public Safety and Attorney General

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Pursuant to section 3(3)(e) of the *Police Act S.P.E.I.* 2006, Cap. P-11.1, I hereby make the following revisions to this Directive by:

1. Revising the Use of Force training provisions in Article 3.6 by prescribing:
  - 1.1 The content of the refresher 'Use of Force' training in Appendix 6.1;
  - 1.2 The cycle of Use of Force training in Appendix 6.2;
  - 1.3 Social Sciences as a full day (7 hours) training element within the 5 day full course Use of Force training syllabus;
  - 1.4 That the Social Sciences instructor shall be a designate of the Director of the Atlantic Police Academy.
2. Revising the "Requirements" of the 'Law and Procedure training prescribed in Appendix 5 to require a full course every three years.
3. Revising Article 5.2 to require that completed 'Training Evaluation Forms' be submitted to the Policing Services Manager for collation.

The forenoted revisions will come into effect on the date signed below.

Dated at Charlottetown in the Province of Prince Edward Island this 27 day of May 2014.

  
Honourable Janice Sherry  
Minister of Environment, Labour and Justice and Attorney General


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Pursuant to section 3(3)(e) of the *Police Act* S.P.E.I. 2006, Cap. P-11.1, I hereby:

1. repeal the Minister's Directive and Standards concerning the training of municipal police officers, instructional officers of the Atlantic Police Academy and security police officers of the University of Prince Edward Island, Policy Number PS-03, dated November 25, 2010; and
2. issue the attached Directive and Standards concerning the training of municipal police officers, instructional officers of the Atlantic Police Academy and security police officers of the University of Prince Edward Island.

This Directive and Standards will come into effect on January 1, 2012.

Dated at Charlottetown in the Province of Prince Edward Island this 3 day of Jan/12  
2012.

  
Honourable Janice Sherry  
Minister of Environment, Labour and Justice

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## 1.0 Framework for training prescribed by the Training Regulations

### 1.1 Purpose

This Directive repeals and replaces the Minister's Directive on Training (Policy Number PS-03) signed on November 25, 2010.

### 1.2 Authority

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

- Section 10(9), In-service training - police officers
- Section 46(15), In-service training - security police officers
- Section 52(3), In-service training - instructing officers

1.2.2 The following Regulations relate to this Directive:

- Training Regulations.

### 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, and Security Services at the University of Prince Edward Island (UPEI); (*revised 2015*)

1.3.2 "required training" refers to the areas of training set out in the Training Regulations under the *Police Act*;

1.3.3 "training administrator" means a Chief of Police, the Executive Director of the Atlantic Police Academy, and the Director of Facilities Management at UPEI, as persons responsible for the direction of their police agencies;

1.3.4 "trainee" is a person appointed under the *Police Act* who is required to successfully complete or attend training specified in the Regulations;

1.3.5 "trainer" is a person appointed by a training administrator who is certified as a Master Trainer, Train the Trainer or Trainer in the subject area in which the person is providing training.

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#### 1.4 Principles

- a) Training is essential to assuring persons appointed under the *Police Act* are prepared and qualified to deliver the services required under the laws of Canada and PEI.
- b) All persons appointed under the *Police Act* must be provided an opportunity to take required training before being assigned a duty which would require application of the skills and knowledge addressed in the required training.
- c) All persons appointed under the *Police Act* must remain current in required training in order to carry out their duties under the *Police Act*.
- d) The required training is a foundation for the delivery of modern police services and the content will change as the operating environment of persons appointed under the *Police Act* evolves.
- e) Continuous improvement of the required training through consultation with key stakeholders is essential to appropriately respond to the needs of the public and the persons appointed under the *Police Act*.

#### 1.5 Police Training Advisory Committee

**1.5.1** There is established a Police Training Advisory Committee, chaired by the Policing Services Manager, Department of Justice and Public Safety, consisting of:

- a) A representative of the administration of each municipality which operates a police service;
- b) The chief officer of each police agency;
- c) The administrator responsible for security police officers at the University Of Prince Edward Island;
- d) A representative of each affected union;
- e) A representative of the Prince Edward Island Police Association; and
- f) Other members as determined necessary by this committee (e.g. Royal Canadian Mounted Police).

Members of the Advisory Committee are appointed at pleasure by consensus of the Advisory Committee. If a member cannot continue to serve on the Advisory Committee, the member will notify the Chair and nominate a replacement for appointment by consensus of the Advisory Committee.

##### 1.5.2 Administrative Support

The Department of Justice and Public Safety will provide administrative support to the Advisory Committee.

##### 1.5.3 Responsibilities of the Advisory Committee

Advisory Committee responsibilities include, but are not limited to:

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- (a) Making improvements to the required training program;
- (b) Collaborating with training providers and training administrators to ensure efficiencies in overall compliance with the Regulations;
- (c) Making recommendations to the Minister regarding amendments to this Directive.

#### 1.5.4 Annual Review of this Directive

This Directive will be reviewed by the Advisory Committee within the first quarter of each calendar year.

### 1.6 Training Facility

The Atlantic Police Academy is hereby designated a competent training facility and a primary source of training for the purposes of the required training.

## 2.0 Training procedure

### 2.1 Responsibilities of training administrators include but are not limited to:

- a) Planning and developing required training programs;
- b) Ensuring trainees successfully complete or attend required courses as prescribed in this directive and that trainee certifications remain current; *(revised 2015)*
- c) Selecting and contracting trainers;
- d) Ensuring all appointed trainers, under their direction, have current "master trainer", "train the trainer" or certification as trainers in the area(s) in which they provide training;
- e) Maintaining records of all trainer appointments and their qualifications at time of appointment;
- f) Maintaining current records of all trainee training activity; and
- g) Submitting an annual training report to the minister of justice and public safety;
- h) Ensuring trainers request trainees to complete the short course student evaluation form prescribed in appendix 8; *(added in 2015)*
- i) Upon receipt, submitting the completed Short Course Student Evaluation Forms prescribed in Appendix 8 to the Policing Services Manager in a timely manner. *(added in 2015)*

### 2.2 Responsibilities of Trainers:

- a) Maintain current certifications either at the "Master Trainer", "Train the Trainer" or "Trainer" level in their subject area(s);
- b) Submit proof of current certifications to the training administrator;
- c) Contribute to the improvement of the required training program;
- d) Ensure trainees are provided opportunity to complete the Short Course



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- Student Evaluation Form prescribed in Appendix 8. (added in 2015)
- e) Submit the completed forms prescribed in Appendices 8, 9 and 10 to the designated recipients. (added in 2015)

### 2.3 Responsibilities of Trainees:

- a) Trainees shall successfully complete the following areas of training prescribed in section 3 of this Directive:
- i. firearms
  - ii. conducted energy weapons
  - iii. First Aid and Cardio Pulmonary Resuscitation
  - iv. Use of Force
  - v. Motor Vehicle Pursuit and Emergency Vehicle Operation
- b) Trainees shall attend the following areas of training prescribed in section 3 of this Directive:
- i. Domestic Violence Intervention
  - ii. Law and Legal Procedure  
(revised 2015)
- c) Trainees are encouraged to contribute to the improvement of the required training program by completing the Short Course Student Evaluation Form prescribed in Appendix 8 each time a course is taken.

## 3.0 Required training for trainees

- 3.1 Firearms** – trainees shall successfully complete qualification on any firearm which is available to them either on their person, in a police vehicle or which they may be called upon to use in the conduct of their duties. The training shall be repeated annually.(revised 2015)
- 3.2 Conducted Energy Weapon (CEW)** – trainees whose duty requires the use of CEWs shall successfully complete the training prescribed in Appendix 2 annually.
- 3.3 First Aid and Cardio Pulmonary Resuscitation** – trainees shall successfully complete the training prescribed in Appendix 3 by March 31, 2012. Thereafter, the training shall be repeated within 3 years of the previous First Aid and Cardio Pulmonary Resuscitation training being successfully completed.
- Trainees who have successfully completed the training within three years prior to the date of proclamation of the *Police Act* may register their past attendance date and successfully complete the training within three years of that date. (revised 2015)
- 3.4 Domestic Violence Intervention** – trainees shall attend the training prescribed in

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Appendix 4 by March 31, 2012. Thereafter, the training shall be repeated within 3 years of the previous Domestic Violence Intervention training being attended. In the event of changes in procedures, additional training may be required by the Minister.

- Trainees who have attended the training within three years prior to the date of proclamation of the *Police Act* may register their past attendance date and attend the training within three years of that date.

**3.5 Law and Legal Procedure** – trainees shall attend the training prescribed in Appendix 5 by March 31, 2012. Thereafter, the training shall be repeated within 3 years of the previous Law and Legal Procedure training being attended. Graduates of the Atlantic Police Academy (APA) are required to attend this training within three years of their date of graduation. Training administrators can report the APA graduate's date of graduation in the Annual Training Report to the Minister.

**3.5.1** Training administrators shall provide to trainees, in a timely manner, a copy of the publications of the case law blog authored by the Atlantic Police Academy; (added in 2015)

**3.5.2** Trainees shall read the blog publications. (added in 2015)

**3.6 Use of Force** – training administrators shall determine which component(s) of the training prescribed in Appendices 6, 6.1 and 6.2 do not have application in their service and provide notice of those exceptions in their annual training report to the Minister. Trainees shall successfully complete the training prescribed in Appendix 6 every 3 years. In each of the two intervening years, trainees shall successfully complete refresher training as prescribed in Appendices 6.1 and 6.2. (*Revised in 2014, 2015*)

- The Social Sciences component of the Use of Force Training shall be conducted by a trainer designated by the Director of the Atlantic Police Academy. For greater certainty, a certified Use of Force trainer is not qualified to conduct the Social Sciences component of the Use of Force training unless the trainer is designated by the Director of the Atlantic Police Academy as a trainer for the Social Sciences component of the Use of Force training. (*revised in 2014*)
- The date the trainee finishes the Use of Force training is the date to be logged in the annual report.
- Within three years of their date of graduation, graduates of the Atlantic Police Academy (APA) are required to successfully complete the Use of Force training prescribed in Appendix 6. Trainees shall successfully complete refresher training prescribed in Appendix 6.1 in each of the intervening years. Training administrators shall report the APA graduate's date of graduation in the Annual Training Report to the Minister. (*revised 2015*)

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- 3.7 Motor Vehicle Pursuit and Emergency Vehicle Operation** - trainees shall successfully complete the training prescribed in Appendix 7 by March 31, 2012. Thereafter, the training shall be repeated within 5 years of the previous Motor Vehicle Pursuit and Emergency Vehicle Operation training being attended.
- Graduates of the Atlantic Police Academy (APA) are required to successfully complete this training within five years after their date of graduation. Training administrators can report the APA graduate's date of graduation in the Annual Training Report to the Minister. *(revised 2015)*
- 3.8** In the event an officer is unable to successfully complete training prescribed in Articles 3.1, 3.2, 3.3, 3.6 and 3.7, the officer may describe skill(s) to a trainer during a training session and, at a later date, upon successful demonstration of the skill(s) to a trainer, successfully complete the area of training. *(Revised 2015)*
- 3.9** A trainer shall provide to the employer of a trainee:
- A report as prescribed in Appendix 9 certifying that a trainee (or a group of trainees) has successfully completed or attended as prescribed in this Directive an area of training; or
  - A report as prescribed in Appendix 10 certifying that a trainee has not successfully completed or attended as prescribed in this Directive an area of training. *(added in 2015)*
- 3.9.1** A training administrator shall retain the reports prescribed in Article 3.9 as a record of compliance with the Training Regulations. *(Added in 2015)*
- 3.9.2** The reports prescribed in Article 3.9 shall be made available to the Minister or their designate upon request. *(Added in 2015)*
- 4.0 Province of PEI Police Training Assistance Fund**
- 4.1** The province of PEI created a fund of \$50,000 per year to assist police services and the Security Services of the University of Prince Edward Island to meet the requirements of the Training Regulations. The fund is distributed annually in accordance with a formula agreed upon by the Department of Justice and Public Safety and police agencies.
- 4.2** The formula for distribution of the funds is: the total number of training hours needed by a police agency to comply with the Training Regulations *divided by* total number of training hours needed by all police agencies to comply with the Training Regulations X \$50,000.

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**4.3** The distribution of the fund will be adjusted annually according to the formula, the utilization data submitted by the training administrators in the Annual Training Report to the Minister and training attendance reviews.

**5.0 Required training evaluation framework**

**5.1** Training administrators shall require trainers to administer the Training Evaluation Form (see Appendix 8) to all trainees. Trainees are encouraged to complete the form.

**5.2** Completed Training Evaluation Forms are to be submitted to the Policing Services Manager for collation.

**6.0 Training program review**

The Policing Services Manager shall meet annually with each training administrator to review the program.

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**APPENDIX 1**

**Firearms re-certification:**

<b>TRAINING STANDARDS</b> <b>for</b> <b>Police Officers and Security Police Officers appointed under <i>Police Act</i> (P.E.I.)</b>	
<b>Area of Training Profile</b>	
<b>Area of Training</b>	Firearms re-certification
<b>Requirements</b>	Annual training for all trainees (if authorized to carry firearms)
<b>Objectives of Training</b> (concepts/skills which are addressed in the training)	Review of: <ul style="list-style-type: none"> <li>• Range safety rules</li> <li>• Range Commands</li> <li>• Nomenclature</li> <li>• Stoppages</li> <li>• Field stripping and cleaning</li> <li>• Drawing and holstering</li> <li>• Basic Fundamentals of shooting:                             <ul style="list-style-type: none"> <li>○ Stance</li> <li>○ Grip</li> <li>○ Trigger Control</li> <li>○ Sight Alignment</li> </ul> </li> </ul>
<b>Duration of Training</b> (amount of time, in hours, required to complete the training)	4 hours
<b>Class size minimum/maximum</b>	Vary with location of training
<b>Source of Training</b> (certified person or agency which provides the training)	Atlantic Police Academy In-house
<b>Evaluation requirements for completion</b> (What skills/knowledge must trainee demonstrate to successfully complete the training?)	Following the review, the candidate will qualify to the Atlantic Police Academy standard or the standard of an approved police training agency as per the General Regulations.

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<b>If in-house training providers:</b>		
	<b>Name of trainers:</b>	
	<b>Who provides the trainer re-certification?</b>	Atlantic Police Academy RCMP
	<b>Current certification expiry date</b>	

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**APPENDIX 2**

**Conductive Energy Weapons:**

<b>TRAINING STANDARDS</b> <b>For</b> <b>Police Officers and Security Police Officers appointed under <i>Police Act</i> (PEI)</b>	
<b>Area of Training Profile</b>	
<b>Area of Training</b>	CEW Re-Certification
<b>Requirements</b>	Annual training for all designated trainees who are authorized to use a CEW
<b>Objectives of Training (concepts/skills which are addressed in the training)</b>	<p>The purpose of this course is to re-certify officers to safely and effectively utilise approved "Conducted Energy Weapon".</p> <p>Successful candidates will be able to:</p> <ul style="list-style-type: none"> <li>• explain the Policy and Procedures on the use of the Conducted Energy Weapon;</li> <li>• explain at what point the Conducted Energy Weapon should be used within the National Use of Force Framework (Canadian Association of Chiefs of Police) or the Incident Management / Intervention Model (RCMP);</li> <li>• demonstrate and explain the proper use of the Conducted Energy Weapon (Push Stun mode and Probe mode);</li> <li>• demonstrate and explain the proper technique to use when removing probes from a client.</li> </ul>
<b>Duration of Training</b>	8 Hours

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<p><b>(amount of time, in hours, required to complete the training)</b></p>	
<p><b>Class size minimum/maximum</b></p>	
<p><b>Source of Training (certified person or agency which provides the training)</b></p>	
<p><b>Evaluation requirements for completion (What skills/knowledge must trainee demonstrate to successfully complete the training?)</b></p>	<p>1) A written exam.                  2) The demonstration of the use of the CEW is the most appropriate testing procedure for the practical application segments of the course. <b>Candidates will be given a skill display test and use role playing, to ensure they can properly utilise the CEW in an effective and proficient manner.</b>                  Candidates will explain their actions to the trainer as requested by said trainer. Proper use of the CEW must be demonstrated and explained.                  All "Scenario Based Training" must be conducted with the use of <b>LIVE SIMULATION AIR CARTRIDGES</b> only.  <b>WARNING:</b> The blue live simulation LS 21 ft. Air Cartridge is not inert. It fires two short "barbs" that can penetrate skin and eye tissue. The primary difference between a LIVE Air Cartridge and live simulation Air Cartridge is the use of fishing line instead of conductive wire to prevent electricity from travelling to the probes. The Push Stun electrodes are still fully functional.                  3) Proper probe removal technique must be demonstrated and explained. Candidates will have to remove probes from a given target (Foam block wrapped with one layer of "Inner Tube" .05 to .08 centimetres thick).                  Each candidate will be evaluated by the trainer on a pass/fail basis. The candidate must pass each component of the course in order to receive credit for the course.</p>



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<b>If in-house training providers:</b>		
	<b>Who provides the trainer re-certification</b>	
	<b>How often is re-certification required</b>	
	<b>Current certification expiry date</b>	

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**APPENDIX 3**

**The administration of first aid, including cardio-pulmonary resuscitation:**

<b>TRAINING STANDARDS</b>	
<b>For</b>	
<b>Police Officers and Security Police Officers appointed under <i>Police Act</i> (PEI)</b>	
<b>Area of Training Profile</b>	
<b>Area of Training</b>	First Aid and Cardio Pulmonary Resuscitation
<b>Requirements</b>	Maintain a valid certification in accord with the certifying body
<b>Objectives of Training (concepts/skills which are addressed in the training)</b>	First Aid and CPR Certification maintenance
<b>Duration of Training (amount of time, in hours, required to complete the training)</b>	16 hours
<b>Class size minimum/maximum</b>	
<b>Source of Training (certified person or agency which provides the training)</b>	
<b>Evaluation requirements for completion (What skills/knowledge must trainee demonstrate to successfully complete the training?)</b>	As required by the certifying organization or trainer
<b>If in-house training providers:</b>	
	<b>Who provides the trainer re-certification</b>
	<b>How often is re-certification required</b>
	<b>Current certification expiry date</b>

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#### APPENDIX 4

#### Domestic Violence Intervention:

<b>TRAINING STANDARDS</b> For <b>Police Officers and Security Police Officers appointed under <i>Police Act</i> (PEI)</b>	
<b>Area of Training Profile</b>	
<b>Area of Training</b>	Domestic Violence Intervention
<b>Requirements</b>	Training to be completed during first year of service for new officers and thereafter when required by changes in legislation and process or a minimum of once every three years.
<b>Objectives of Training</b> (Concepts/skills which are addressed in the training.)	<ul style="list-style-type: none"> <li>- enhance understanding of the dynamics of family violence and impact on children.</li> <li>- review applicable sections of the <i>Criminal Code</i>, and aspects of court preparation and release of offender specific to domestic violence cases</li> <li>- review <i>PEI Victims of Family Violence Act</i>, including demonstration of an EPO application, and review of case studies</li> <li>- review mandatory reporting requirements under <i>Child Protection Act</i></li> <li>- review forms and processes developed to implement a standardized police response to incidents of domestic violence in PEI</li> <li>- provide an overview of the role of helping agencies (Victim Services, Child and Family Services, Anderson House and Outreach Services).</li> </ul>
<b>Duration of Training</b> (amount of time, in hours, required to complete the training)	8 hours
<b>Class size minimum/maximum</b>	class size usually in the range of 20-30

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	(maximum 30)
<b>Source of Training ( agency or certified person which provides the training)</b>	Annual training has been coordinated by the <i>Victims of Family Violence Act</i> Steering Committee. Resource persons: Senior Crown Attorney, Police Representatives, Family Violence Prevention Coordinator, Victim Services Manager, Child and Family Services, Transition House Association
<b>Evaluation requirements for completion (What skills/knowledge must trainee demonstrate to successfully complete the training?)</b>	There is no formal testing or certification. Participants complete an evaluation form at the end of the course, and a focus group is held with police supervisors once annually to seek input on any issues/concerns, and consult on training needs. A copy of the notes from the annual meeting will be provided to the Manager of Policing Services, Policy, Policing and Crime Prevention, Department of Justice and Public Safety.
<b>If in-house training providers:</b>	
	<b>Who provides the trainer re-certification</b>
	<b>How often is re-certification required</b>
	<b>Current certification expiry date</b>

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**APPENDIX 5**

**Law and Legal Procedure addresses required training requirements for The *Criminal Code (Canada)*; *The Canadian Charter of Rights and Freedoms*; Recent changes in the law; Preparation and presentation of evidence in Court**

<b>TRAINING STANDARDS</b> <b>For</b> <b>Police Officers and Security Police Officers appointed under <i>Police Act (PEI)</i></b>	
<b>Area of Training Profile</b>	
<b>Area of Training</b>	<b>The <i>Criminal Code (Canada)</i>;</b> <b>The <i>Canadian Charter of Rights and Freedoms</i>;</b> <b>Recent changes in the law;</b> <b>Preparation and presentation of evidence in court</b>
<b>Requirements</b>	Full course every three years. <i>(revised in 2014)</i>
<b>Objectives of Training (concepts/skills which are addressed in the training) – prepared in consultation with chiefs, prosecutors ATLANTIC POLICE ACADEMY, police association, and training officers</b>	<ul style="list-style-type: none"> <li>• Updates in Federal Legislation</li> <li>• Recent case law from Prince Edward Island, other provinces and territories, and the Supreme Court of Canada</li> <li>• Tour of the <i>Criminal Code</i> and <i>Charter of Rights</i> including:                             <ul style="list-style-type: none"> <li>▪ Table of Cases</li> <li>▪ Concordance</li> <li>▪ Index</li> <li>▪ Synopsis</li> <li>▪ Cross referencing</li> <li>▪ Annotations</li> </ul> </li> <li>• Mock trial to be used as a refresher on proper court room procedure.</li> <li>• Round table discussion on:                             <ul style="list-style-type: none"> <li>▪ Search and Seizure Issues</li> <li>▪ Arbitrary Detention Issues</li> <li>▪ Other instant issues</li> </ul> </li> </ul>

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<b>Duration of Training</b> (amount of time, in hours, required to complete the training)	1 Day  <i>(Revised in 2015)</i>
<b>Class size minimum/maximum</b>	24
<b>Source of Training</b> (certified person or agency which provides the training)	Atlantic Police Academy and Canadian Police Knowledge Network (CPKN)
<b>Evaluation requirements for completion</b> (What skills/knowledge must trainee demonstrate to successfully complete the training?)	<ul style="list-style-type: none"> <li>• Successfully complete written quiz on content of Supreme Court of Canada case law blogs circulated in the previous 6 months to the date of the training. The blogs are those prepared and circulated by the Atlantic Police Academy.</li> <li>• Attend other elements of the training. <i>(Revised in 2015)</i></li> </ul>
<b>If in-house training providers:</b>	
<b>Who provides the trainer re-certification</b>	
<b>How often is re-certification required</b>	
<b>Current certification expiry date</b>	

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**APPENDIX 6**  
*(Revised in 2014)*

The following training units address requirements for training in the areas of oleoresin capsicum spray, batons, physical control techniques, non-violent crisis intervention, and social sciences:

<b>TRAINING STANDARDS</b> <b>For</b> <b>Police Officers and Security Police Officers appointed under <i>Police Act</i> (PEI)</b>	
<b>Area of Training Profile</b>	
<b>Area of Training</b>	<b>Use of Force Theory</b>
<b>Requirements</b>	Full course every three years with an annual refresher. The content of a refresher will rotate cyclically as prescribed in the Appendices 6.1 and 6.2.
<b>Objectives of Training</b> <b>(Concepts/skills which are addressed in the training.)</b>	<b>Objective:</b> <ol style="list-style-type: none"> <li>1) Gain an understanding of the Use of Force Framework.</li> <li>2) Gain an understanding of the legal factors involved in force.</li> <li>3) Gain an understanding how to articulate force used.</li> </ol>
<b>Class size minimum/maximum</b>	1 – 12 ratio
<b>Source of Training</b> <b>(accredited agency or certified person which provides the training)</b>	Atlantic Police Academy
<b>Evaluation requirements for completion</b> <b>(What skills/knowledge must trainee demonstrate to successfully complete the training?)</b>	Written

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		<i>(Revised in 2015)</i>
<b>If in-house training providers:</b>		
	<b>Who provides the trainer re-certification</b>	
	<b>How often is re-certification required</b>	
	<b>Current certification expiry date</b>	

<b>Area of Training Profile</b>	
<b>Area of Training</b>	<b>Balance and Stance</b>
<b>Requirements</b>	Full course every three years with an annual refresher. The content of a refresher will rotate cyclically as prescribed in the Appendices 6.1 and 6.2.
<b>Objectives of Training (Concepts/skills which are addressed in the training.)</b>	<b>At the end of this session, each member will be able to correctly execute:</b> 1) Proper body stance for various contacts. 2) Proper balance. 3) Getting off the line of attack. 4) Steps to close the gap or get off the line of attack.
<b>Class size minimum/maximum</b>	1 – 12 ratio
<b>Source of Training (accredited agency or certified person which provides the training)</b>	Atlantic Police Academy
<b>Evaluation requirements for completion (What skills/knowledge must trainee demonstrate to successfully complete the training?)</b>	Practical evaluation of above.
<b>If in-house training providers:</b>	
	<b>Who provides the trainer re-</b>



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	<b>certification</b>	
	<b>How often is re-certification required</b>	
	<b>Current certification expiry date</b>	

<b>Area of Training Profile</b>	
<b>Area of Training</b>	Handcuffing
<b>Requirements</b>	Full course every three years with an annual refresher. The content of a refresher will rotate cyclically as prescribed in the Appendices 6.1 and 6.2.
<b>Objectives of Training (Concepts/skills which are addressed in the training.)</b>	<b>At the end of this session, each member will be able to correctly execute:</b> 1) Handcuffing liability. 2) Knowledge of situations when handcuffs are used. 3) Compliant subject handcuffing. 4) Kneeling handcuffing. 5) Prone handcuffing.
<b>Class size minimum/maximum</b>	1 – 12 ratio
<b>Source of Training (accredited agency or certified person which provides the training)</b>	Atlantic Police Academy
<b>Evaluation requirements for completion (What skills/knowledge must trainee demonstrate to successfully complete the training?)</b>	Written/Practical

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<b>If in-house training providers:</b>		
	<b>Who provides the trainer re-certification</b>	
	<b>How often is re-certification required</b>	
	<b>Current certification expiry date</b>	

<b>Area of Training Profile</b>	
<b>Area of Training</b>	Pressure Points
<b>Requirements</b>	Full course every three years with an annual refresher. The content of a refresher will rotate cyclically as prescribed in the Appendices 6.1 and 6.2.
<b>Objectives of Training (Concepts/skills which are addressed in the training.)</b>	<b>At the end of this session, each member will have knowledge of and/or be able to correctly execute:</b> 1) What pressure points are? 2) Methods of application. 3) Application techniques. 4) Technique considerations. 5) Control components.
<b>Class size minimum/maximum</b>	1 – 12 ratio
<b>Source of Training (accredited agency or certified person which provides the training)</b>	Atlantic Police Academy
<b>Evaluation requirements for completion (What skills/knowledge must trainee demonstrate to successfully complete the training?)</b>	Written/Practical
<b>If in-house training providers:</b>	
	<b>Who provides the trainer re-certification</b>
	<b>How often is re-certification</b>

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	<b>required</b>	
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<b>Area of Training Profile</b>	
<b>Area of Training</b>	Arm Lever Takedowns
<b>Requirements</b>	Full course every three years with an annual refresher. The content of a refresher will rotate cyclically as prescribed in the Appendices 6.1 and 6.2.
<b>Objectives of Training (Concepts/skills which are addressed in the training.)</b>	<b>At the end of this session, each member will be able to correctly execute:</b> 1) Escort position. 2) Knee strike distraction. 3) Straight arm bar takedown. 4) Close quarter takedown.
<b>Class size minimum/maximum</b>	1 – 12 ratio
<b>Source of Training (accredited agency or certified person which provides the training)</b>	Atlantic Police Academy
<b>Evaluation requirements for completion (What skills/knowledge must trainee demonstrate to successfully complete the training?)</b>	Written/Practical
<b>If in-house training providers:</b>	
	<b>Who provides the trainer re-certification</b>
	<b>How often is re-certification required</b>
	<b>Current certification expiry date</b>

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Area of Training Profile	
<b>Area of Training</b>	Personal Weapons
<b>Requirements</b>	Full course every three years with an annual refresher. The content of a refresher will rotate cyclically as prescribed in the Appendices 6.1 and 6.2.
<b>Objectives of Training (Concepts/skills which are addressed in the training.)</b>	<p><b>At the end of this session, each member will be able to correctly execute:</b></p> <ol style="list-style-type: none"> <li>1) Goals of stuns and strikes.</li> <li>2) Use of force context.</li> <li>3) Technique considerations.</li> <li>4) Strikes palm heel, jab, cross, hook, elbow-forearm.</li> <li>5) Leg strikes (knees, rear leg front kick, lead leg front kick, angle kicks).</li> <li>6) Nerve stuns.</li> <li>7) Blocks and defences to attacks.</li> </ol>
<b>Class size minimum/maximum</b>	1 – 12 ratio
<b>Source of Training (accredited agency or certified person which provides the training)</b>	Atlantic Police Academy
<b>Evaluation requirements for completion (What skills/knowledge must trainee demonstrate to successfully complete the training?)</b>	Written/Practical
<b>If in-house training providers:</b>	
<b>Who provides the trainer re-certification</b>	
<b>How often is re-certification required</b>	
<b>Current certification expiry date</b>	

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<b>Area of Training Profile</b>	
<b>Area of Training</b>	Ground Control
<b>Requirements</b>	Full course every three years with an annual refresher. The content of a refresher will rotate cyclically as prescribed in the Appendices 6.1 and 6.2.
<b>Objectives of Training (Concepts/skills which are addressed in the training.)</b>	<p><b>At the end of this session, each member will be able to demonstrate:</b></p> <ol style="list-style-type: none"> <li>1) Knowledge of why law enforcement officers go to the ground.</li> <li>2) Knowledge of factors for the officer to consider on the ground.</li> <li>3) Knowledge of defensive ground fighting skills.</li> <li>4) Knowledge of returning to standing from ground.</li> </ol> <p><i>(Revised in 2015)</i></p>
<b>Class size minimum/maximum</b>	1 – 12 ratio
<b>Source of Training (accredited agency or certified person which provides the training)</b>	Atlantic Police Academy
<b>Evaluation requirements for completion (What skills/knowledge must trainee demonstrate to successfully complete the training?)</b>	Written
<b>If in-house training providers:</b>	
<b>Who provides the trainer re-certification</b>	
<b>How often is re-certification required</b>	

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<b>Current certification expiry date</b>	
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<b>Area of Training Profile</b>	
<b>Area of Training</b>	Oleoresin Capsicum Spray
<b>Requirements</b>	Full course every three years with an annual refresher. The content of a refresher will rotate cyclically as prescribed in the Appendices 6.1 and 6.2.
<b>Objectives of Training (Concepts/skills which are addressed in the training.)</b>	<p><b>At the end of this session, each member will be able to correctly execute:</b></p> <ol style="list-style-type: none"> <li>1) Knowledge of spray.</li> <li>2) Knowledge of the physiology, presentation and officer and safety considerations.</li> <li>3) Use of force context.</li> <li>4) Tactical considerations.</li> <li>5) Officer response to oleoresin capsicum spray attack by a subject and factors to be considered.</li> <li>6) Documented failure rate.</li> <li>7) Deployment of oleoresin capsicum spray (use inert spray).</li> <li>8) State the post-application procedures.</li> </ol>
<b>Class size minimum/maximum</b>	1 – 12 ratio
<b>Source of Training (accredited agency or certified person which provides the training)</b>	Atlantic Police Academy
<b>Evaluation requirements for completion (What skills/knowledge must trainee demonstrate to successfully complete)</b>	Written/Practical

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<b>the training?)</b>		
<b>If in-house training providers:</b>		
	<b>Who provides the trainer re-certification</b>	
	<b>Current certification expiry date</b>	

<b>Area of Training Profile</b>	
<b>Area of Training</b>	Baton
<b>Requirements</b>	Full course every three years with an annual refresher. The content of a refresher will rotate cyclically as prescribed in the Appendices 6.1 and 6.2.
<b>Objectives of Training (Concepts/skills which are addressed in the training.)</b>	<p><b>At the end of this session, each member will be able to correctly execute:</b></p> <ol style="list-style-type: none"> <li>1) How the baton works.</li> <li>2) The advantages.</li> <li>3) Baton use.</li> <li>4) Identify force options context of the baton.</li> <li>5) Primary target areas for striking.</li> <li>6) State the primary objectives of the baton.</li> <li>7) Identify deadly force targets.</li> <li>8) Medical consideration.</li> <li>9) Baton techniques and tactics to a qualified competency level.</li> <li>10) Baton retention.</li> </ol>
<b>Class size minimum/maximum</b>	1 – 12 ratio
<b>Source of Training (accredited agency or certified person which provides the training)</b>	Atlantic Police Academy
<b>Evaluation requirements for completion</b>	Written/Practical

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<b>(What skills/knowledge must trainee demonstrate to successfully complete the training?)</b>		
<b>If in-house training providers:</b>		
	<b>Who provides the trainer re-certification</b>	
	<b>How often is re-certification required</b>	
	<b>Current certification expiry date</b>	

<b>Area of Training Profile</b>	
<b>Area of Training</b>	Vascular Neck Restraint
<b>Requirements</b>	Full course every three years with an annual refresher. The content of a refresher will rotate cyclically as prescribed in the Appendices 6.1 and 6.2.
<b>Objectives of Training (Concepts/skills which are addressed in the training.)</b>	<b>At the end of this session, each member will be able to correctly execute:</b> 1) Knowledge of use of force context. 2) Knowledge of the four guidelines. 3) How it works. 4) Knowledge of risk groups.
<b>Class size minimum/maximum</b>	1 – 12 ratio
<b>Source of Training (accredited agency or certified person which provides the training)</b>	Atlantic Police Academy
<b>Evaluation requirements for completion (What skills/knowledge must trainee demonstrate to successfully complete the training?)</b>	Written
<b>If in-house training providers:</b>	
	<b>Who provides the trainer re-</b>



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<b>certification</b>	
<b>How often is re-certification required</b>	
<b>Current certification expiry date</b>	

<b>Area of Training Profile</b>	
<b>Area of Training</b>	Weapon Retention
<b>Requirements</b>	Full course every three years with an annual refresher. The content of a refresher will rotate cyclically as prescribed in the Appendices 6.1 and 6.2.
<b>Objectives of Training (Concepts/skills which are addressed in the training.)</b>	<b>At the end of this session, each member will be able to correctly execute:</b> 1) Prevention tactics. 2) Knowledge of the disadvantages for the law enforcement officer. 3) Knowledge of what the officer can control. 4) Knowledge of common disarming tactics. 5) Knowledge of use of force consideration. 6) Keys to handgun retention.
<b>Class size minimum/maximum</b>	1 – 12 ratio
<b>Source of Training (accredited agency or certified person which provides the training)</b>	Atlantic Police Academy
<b>Evaluation requirements for completion (What skills/knowledge must trainee demonstrate to successfully complete the training?)</b>	Written/Practical

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<b>If in-house training providers:</b>		
	<b>Who provides the trainer re-certification</b>	
	<b>How often is re-certification required</b>	
	<b>Current certification expiry date</b>	

<b>Area of Training Profile</b>	
<b>Area of Training</b>	Edged Weapons
<b>Requirements</b>	Full course every three years with an annual refresher. The content of a refresher will rotate cyclically as prescribed in the Appendices 6.1 and 6.2.
<b>Objectives of Training (Concepts/skills which are addressed in the training.)</b>	<b>At the end of this session, each member will be able to correctly execute:</b> 1) Knowledge of basic lines, levels of attack 2) Defence to long, mid, and short distance weapon attacks.
<b>Class size minimum/maximum</b>	1 – 12 ratio
<b>Source of Training (accredited agency or certified person which provides the training)</b>	Atlantic Police Academy
<b>Evaluation requirements for completion (What skills/knowledge must trainee demonstrate to successfully complete the training?)</b>	Written/Practical
<b>If in-house training providers:</b>	
	<b>Who provides the trainer re-certification</b>
	<b>How often is re-certification</b>

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	<b>required</b>	
	<b>Current certification expiry date</b>	
<b>Area of Training</b>		<b>Active Shooter</b>
<b>Requirements</b>		Full course every three years with an annual refresher. The content of a refresher will rotate cyclically as prescribed in the Appendices 6.1 and 6.2.
<b>Objectives of Training (Concepts/skills which are addressed in the training.)</b>		<b>Gain an understanding of how to:</b> <ol style="list-style-type: none"> <li>1) Safely search for an active shooter.</li> <li>2) Work as a team to search for an active shooter.</li> <li>3) Control, isolate, contain and/or engage an active shooter.</li> <li>4) Secure the scene after an active shooter episode.</li> </ol>
<b>Class size minimum/maximum</b>		1 – 12 ratio
<b>Source of Training (accredited agency or certified person which provides the training)</b>		Atlantic Police Academy
<b>Evaluation requirements for completion (What skills/knowledge must trainee demonstrate to successfully complete the training?)</b>		Written/Practical
<b>If in-house training providers:</b>		
	<b>Who provides the trainer re-certification</b>	
	<b>How often is re-certification required</b>	
	<b>Current certification expiry date</b>	

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Area of Training Profile	
<b>Area of Training</b>	Tactical Communication
<b>Requirements</b>	Full course every three years with an annual refresher. The content of a refresher will rotate cyclically as prescribed in the Appendices 6.1 and 6.2.
<b>Objectives of Training (Concepts/skills which are addressed in the training.)</b>	<b>Gain an understanding of how to:</b> 1) Diffuse potentially dangerous situations. 2) Gain compliance using verbal communication. 3) Engage people verbally through empathy. 4) Successfully communicate your point of view. 5) Listen and speak more effectively.
<b>Class size minimum/maximum</b>	1 – 12 ratio
<b>Source of Training (accredited agency or certified person which provides the training)</b>	Atlantic Police Academy
<b>Evaluation requirements for completion (What skills/knowledge must trainee demonstrate to successfully complete the training?)</b>	Practical
<b>If in-house training providers:</b>	
<b>Who provides the trainer re-certification</b>	
<b>How often is re-certification required</b>	
<b>Current certification expiry date</b>	

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<b>Area of Training Profile</b>	
<b>Area of Training</b>	Social Sciences
<b>Requirements</b>	Full course every three years.
<b>Objectives of Training (Concepts/skills which are addressed in the training.)</b>	Gain an understanding of how to relate and effectively interact with people under the influence of a variety of mental illnesses and disorders.
<b>Duration of Training (amount of time, in hours, required to complete the training)</b>	7 hours
<b>Class size minimum/maximum</b>	Minimum 10 and a maximum of 20
<b>Source of Training</b>	Atlantic Police Academy
<b>Evaluation requirements for completion (What skills/knowledge must trainee demonstrate to successfully complete the training?)</b>	Successfully complete by demonstration of an ability to apply and articulate information provided during the training and through example scenarios.  <i>(Revised in 2015)</i>

### APPENDIX 6.1

The following training units address requirements for refresher training in the areas of use of force. (2014)

<b>Area of Training Profile</b>	
<b>Area of Training</b>	Annual Refreshers for Use of Force
<b>Requirements</b>	An annual refresher as prescribed in Appendix 6.2 shall be successfully completed in each of the two years between the full course. The content of a refresher will rotate cyclically.

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	<i>(revised 2015)</i>
<b>Objectives of Training (Concepts/skills which are addressed in the training.)</b>	<ul style="list-style-type: none"> <li>• General review of use of force;</li> <li>• Concentrated review on a cyclical basis of gun retention, handcuffing, baton and Oleoresin Capsicum Spray (OC Spray) – see Appendix 6.2</li> <li>• Sprite scenario</li> </ul>
<b>Class size minimum/maximum</b>	1 – 12 ratio
<b>Source of Training (accredited agency or certified person which provides the training)</b>	Atlantic Police Academy
<b>Evaluation requirements for completion (What skills/knowledge must trainee demonstrate to successfully complete the training?)</b>	Practical
<b>If in-house training providers:</b>	
<b>Who provides the trainer re-certification</b>	
<b>How often is re-certification required</b>	
<b>Current certification expiry date</b>	

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**APPENDIX 6.2**  
*(2014)*

Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Full 'Use of Force' Course	Morning	Morning	Full 'Use of Force' Course	Morning	Morning	Full 'Use of Force' Course	Morning	Morning
	General Review	General Review		General Review	General Review		General Review	
	Afternoon	Afternoon		Afternoon	Afternoon		Afternoon	
One day Social Sciences	Gun Retention	Handcuffing	One day Social Sciences	Baton	OC Spray	One day Social Sciences	Gun Retention	Handcuffing
	Sprite Scenario	Sprite Scenario		Sprite Scenario	Sprite Scenario		Sprite Scenario	

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**APPENDIX 7**

**Motor Vehicle Pursuits and Emergency Vehicle Operation:**

<p><b>TRAINING STANDARDS</b> for <b>Police Officers and Security Police Officers appointed under the <i>Police Act</i> (PEI)</b></p>	
<p><b>Area of Training Profile</b></p>	
<b>Area of Training</b>	Motor Vehicle Pursuits and Emergency Vehicle Operation
<b>Requirements</b>	All trainees will complete the training in the year 2010, except trainees who have graduated from the Atlantic Police Academy or other approved police training agency in 2007 or after will not have to complete the training in 2010. The year of graduation will be entered in the training file of the police officer and subsequent training in this area will be calculated from the date of graduation. Training in this area will be successfully completed every five years. <i>(Revised in 2015)</i>
<b>Objectives of Training</b> <b>(Concepts/skills which are addressed in the training.)</b>	<ul style="list-style-type: none"> <li>- Material on current pursuit policies.</li> <li>- Limitations and restrictions on pursuits.</li> <li>- Pursuit management.</li> <li>- Tire deflation devices &amp; stopping methods.</li> <li>- High risk stops.</li> </ul>
<b>Duration of Training</b> <b>(amount of time, in hours, required to complete the training)</b>	<ul style="list-style-type: none"> <li>- 1 ½ days (12 hours) for officers first time through.</li> <li>- 1 day (8 hours) for subsequent training – unless there are significant changes and/or updates to training or agency policies.</li> </ul>
<b>Class size minimum/maximum</b>	Class size of 12 optimal (16 maximum)



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<b>Source of Training (accredited agency or certified person which provides the training)</b>	Atlantic Police Academy
<b>Evaluation requirements for completion (What skills/knowledge must trainee demonstrate to successfully complete the training?)</b>	The training will consist of ½ day classroom environment, then 1 day practical exercises. Practical will be gradual progression of skills introduction – low speed maneuvering course, visual pursuit track, and an actual pursuit exercise with officers utilizing tire deflation devices and high risk stop at conclusion of pursuit.
<b>If in-house training providers:</b>	
<b>Who provides the trainer re-certification</b>	Atlantic Police Academy
<b>How often is re-certification required</b>	
<b>Current certification expiry date</b>	

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**APPENDIX 8  
HOLLAND COLLEGE  
SHORT COURSE STUDENT EVALUATION FORM**

Course: \_\_\_\_\_ Course Code: \_\_\_\_\_

Date course completed: \_\_\_\_\_ Instructor: \_\_\_\_\_

Location/Centre/Room#: \_\_\_\_\_

The following statements use a five-point score. Using the descriptive words, please circle the # corresponding to your opinion of the statement and add any comments you may wish to provide further explanation. Circle NA for any question that is not applicable for this course. Thank you for your cooperation in this evaluation.

Strongly Agree - 5   Mildly Agree - 4   Neither Agree or Disagree - 3   Mildly Disagree - 2  
Strongly Disagree - 1   Not Applicable - NA

		<u>Score</u>					<u>Comments</u>
1	The facilities used were favourable to my learning.	5	4	3	2	1	N A
2	The course resources/equipment were adequate.	5	4	3	2	1	N A
3	The course length was adequate.	5	4	3	2	1	N A
4	The course met or exceeded my learning objectives.	5	4	3	2	1	N A
5	The content of the course presented met the stated course objectives.	5	4	3	2	1	N A
6	The visual aids & handouts used contributed positively to the course.	5	4	3	2	1	N A
7	The trainer demonstrated knowledge & understanding of the subject area.	5	4	3	2	1	N A
8	The was prepared for course delivery.	5	4	3	2	1	N A
9	The learning activities & presentations were well organized.	5	4	3	2	1	N A
10	The trainer's presentation of the information was clear.	5	4	3	2	1	N A
11	The assessment of my achievements was conducted fairly.	5	4	3	2	1	N A
12	I would recommend this course to someone I know.	5	4	3	2	1	N A
13	Overall, I feel prepared to use/apply the skills and knowledge learned for my job	5	4	3	2	1	N A

Are there any other topics you would like to see offered? \_\_\_\_\_

Do you have any suggestions for improvements to the course? \_\_\_\_\_

If you have any additional comments, please record them on the back of this sheet.



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**APPENDIX 10  
TRAINER'S REPORT**

Area of Training:	
Date of Training:	

Name of Trainee	Badge Number	Police Service

**TRAINER'S DECLARATION**

I am certified to provide the training prescribed by the Minister's Training Directive (PEI) in the area of           (insert area of training cited above)          . My certification(s) to conduct the           (insert area of training cited above)           training expire(s)           (day/month/year)          

I certify that           (name of trainee)           did not successfully complete the           (insert area of training cited above)           training as prescribed in the Minister's Police Training Directive (PEI) which was in effect on the date the training was conducted because:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dated this        of            in the year 20    
(day)                      (month)

\_\_\_\_\_  
(signature of trainer)

\_\_\_\_\_  
(Printed name of trainer)

Reviewed by:

\_\_\_\_\_  
Chief Officer / UPEI Director of Security Services /  
 Executive Director Atlantic Police Academy

\_\_\_\_\_  
(day/month/year)