



LEARN

GUIDELINE FOR POLICE RECORD CHECKS

**POLICE CRIMINAL RECORD CHECK
POLICE INFORMATION CHECK
POLICE VULNERABLE SECTOR CHECK**

March 28, 2011

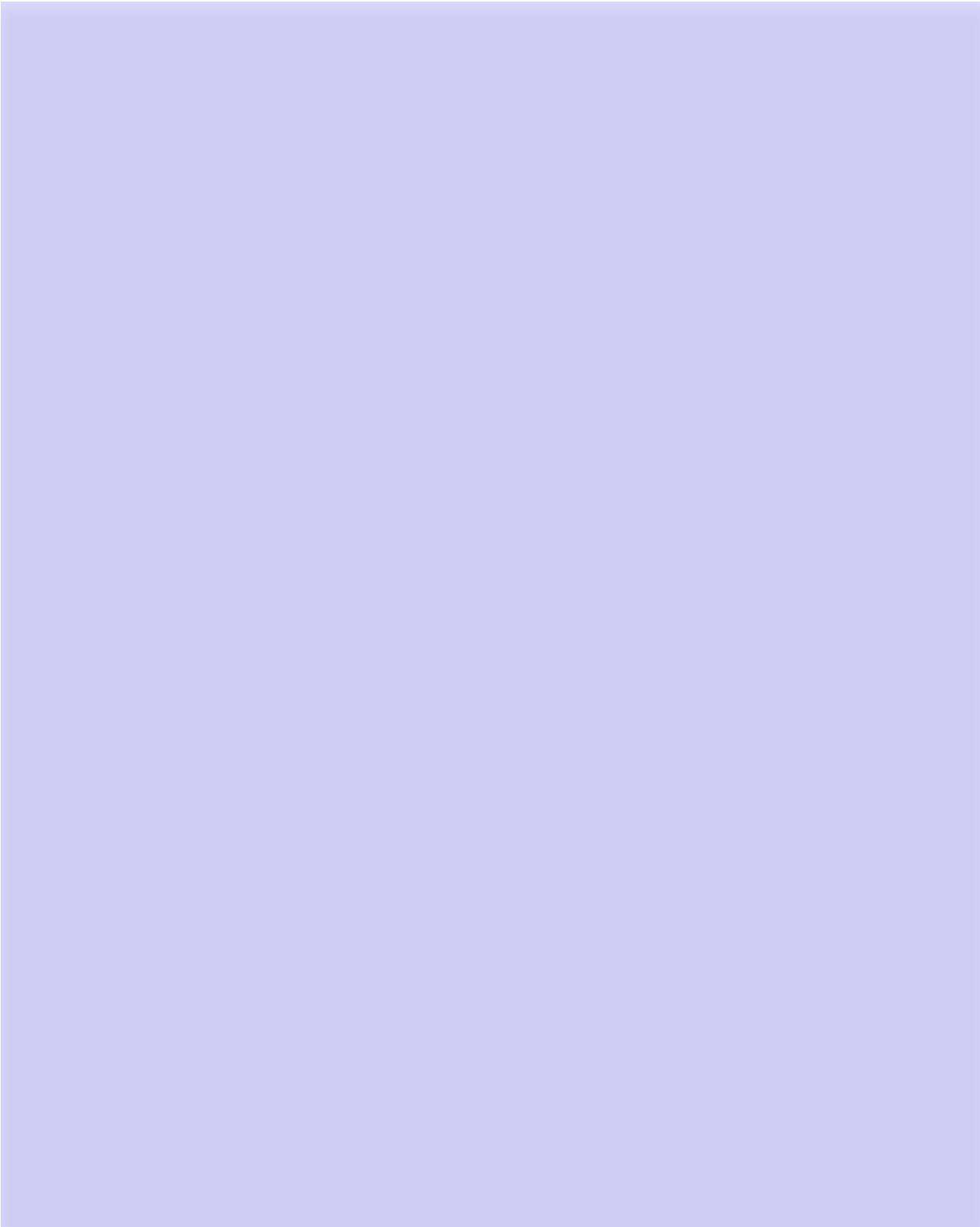


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INTRODUCTION

The LEARN Guideline for Police Record Checks is intended to assist police services understand and apply relevant legislation, policies, procedures and directives to the processing of Police Record Checks. It is also intended to promote consistency in processing methods as well as terminology used throughout the Province of Ontario.

Note this Guideline does not address third party, for profit and not for profit companies. For further information refer to the RCMP Policy.

All decisions relating to Police Record Checks must also be consistent with internal policies and Board By-laws of the respective police service.

This guideline incorporates provisions of the:

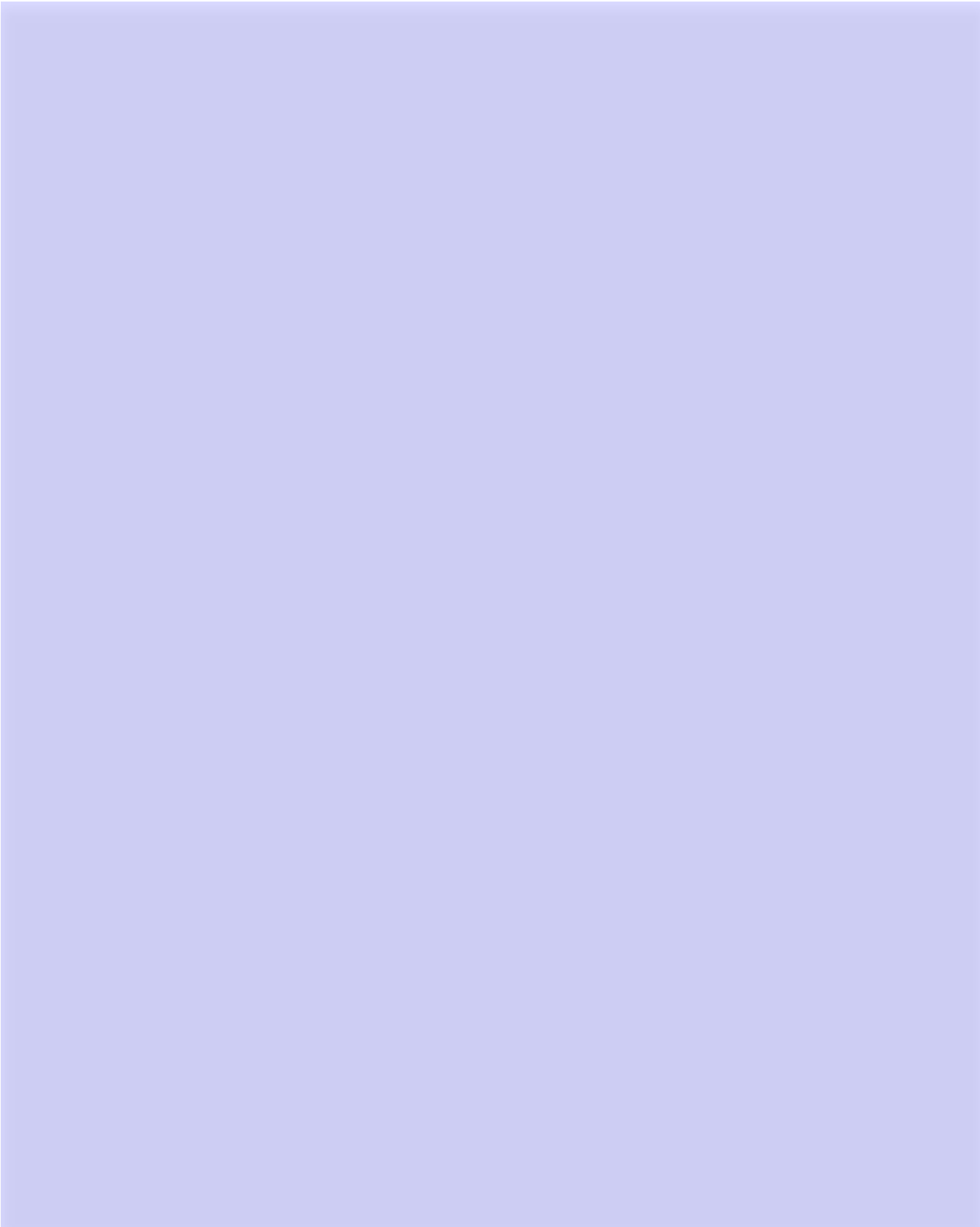
- Criminal Records Act
- CPIC Reference Manual
- Freedom of Information and Protection of Privacy Act (FIPPA)
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- Youth Criminal Justice Act
- Ministerial Directive on the Release of Criminal Records (2010)

In preparing this guideline, the Sub-Committee conducted extensive consultation with stakeholders such as:

- Royal Canadian Mounted Police
- Canadian Criminal Real Time Identification Services (CCRTIS)
- The Ontario Human Rights Commission
- The Information and Privacy Commission
- Volunteer Toronto
- Justice for Children and Youth
- Ontario Association of Patient Councils
- Community and Legal Aid Services Program
- Canadian Mental Health Association Ontario
- Psychiatric Patient Advocate Office
- Police Record Check Coalition

SUB-COMMITTEE FOR GUIDELINE FOR POLICE RECORD CHECKS MEMBERSHIP (AT DATE OF APPROVAL)

Susan Cardwell (Chairperson).....	Durham Regional Police Service
Eldon Amoroso	London Police Service
Sandra Gellow.....	Waterloo Regional Police Service
Sherry Joyes.....	London Police Service
Bonnie Marks.....	Peel Regional Police Service
Sharon Stephens.....	Hamilton Police Service
Karen Vandervelde	Peel Regional Police Service



THREE LEVELS OF POLICE RECORD CHECKS

1

1. **Police Criminal Record Check (PCRC)**

This check is intended for applicants who are involved as a volunteer, employee or in any situation where a basic PCRC is requested (i.e., retail or immigration). This check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons.

If the applicant has a criminal conviction, this check can only be provided by the local police service where the applicant resides. If the applicant does NOT have criminal convictions any police service may provide a negative PCRC (also known as a Clearance Letter), regardless of residency.

The Police Criminal Record Check will include the following information:

- (a) Criminal convictions (summary and indictable) from CPIC and/or local databases.

NOTE: See section on Self Declaration Requirement

The Police Criminal Record Check WILL NOT include:

- (a) Outstanding entries, such as charges and warrants.
- (b) Absolute and conditional discharges.
- (c) Current judicial orders, including Peace Bonds, Probation and Prohibition orders under the Criminal Code of Canada.
- (d) Convictions where a pardon has been granted.
- (e) Convictions under provincial statutes.
- (f) Local police contact.
- (g) Ministry of Transportation information (PARIS).
- (h) Special Interest Police (SIP) category of CPIC.
- (i) Family Court Restraining Orders.
- (j) Foreign information.
- (k) A Vulnerable Sector (VS) Query of pardoned sex offenders to ascertain if the applicant has been convicted of and granted a pardon for any of the sexual offences that are listed in the schedule to the Criminal Records Act (CRA).
- (l) Any reference to incidents involving mental health contact that did not result in a conviction.
- (m) Charged and processed by other means such as Diversion.

2. **Police Information Check (PIC)**

A collection of offence information, including convictions, non-convictions and other relevant police contact information available from a local police agency's records management system and other systems/records where authorized.

This check is intended for applicants who are seeking volunteer and/or employment with agencies who require a criminal record check along with local police involvement. The agency has determined that a search of pardoned sex offenders, or contacts relating to mental health apprehensions is NOT required (i.e., border crossing or visa) therefore this check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons.

The Police Information Check will include the following, released as either a criminal record or police contact information (refer to Self Declaration requirements, Records Check Release Chart and Criteria):

- (a) Criminal convictions (summary and indictable) from CPIC and/or local databases.
- (b) Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders. As per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency.
- (c) Absolute and conditional discharges from local database only.
- (d) Family Court Restraining Orders.
- (e) Charged and processed by other means such as Diversion will be released as police contact only.
- (f) Dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder.
- (g) A review of all available police contacts including but not limited to theft, weapons, sex offences, or violent, harmful and threatening behaviour.

The Police Information Check WILL NOT include:

- (a) Convictions where a pardon has been granted.
- (b) Convictions under provincial statutes.
- (c) Ministry of Transportation information (PARIS).
- (d) Suspect information that would hinder an ongoing investigation or where the suspect has not been spoken to.
- (e) Youth Criminal Justice Act (YCJA) information beyond applicable disclosure period.
- (f) Special Interest Police (SIP) category of CPIC.
- (g) Information gathered outside formal occurrence reports (i.e., street checks, CAD) should not be released unless under exceptional circumstances.
- (h) Any reference to contagious diseases.
- (i) Victim/Complainant information should not be released unless under exceptional circumstances.
- (j) Foreign information.
- (k) A VS query of pardoned sex offenders to ascertain if the applicant has been convicted of and granted a pardon for any of the sexual offences that are listed in the schedule to the CRA.
- (l) Any reference to incidents involving mental health contact that did not result in a criminal charge.

3. Police Vulnerable Sector Check (PVSC)

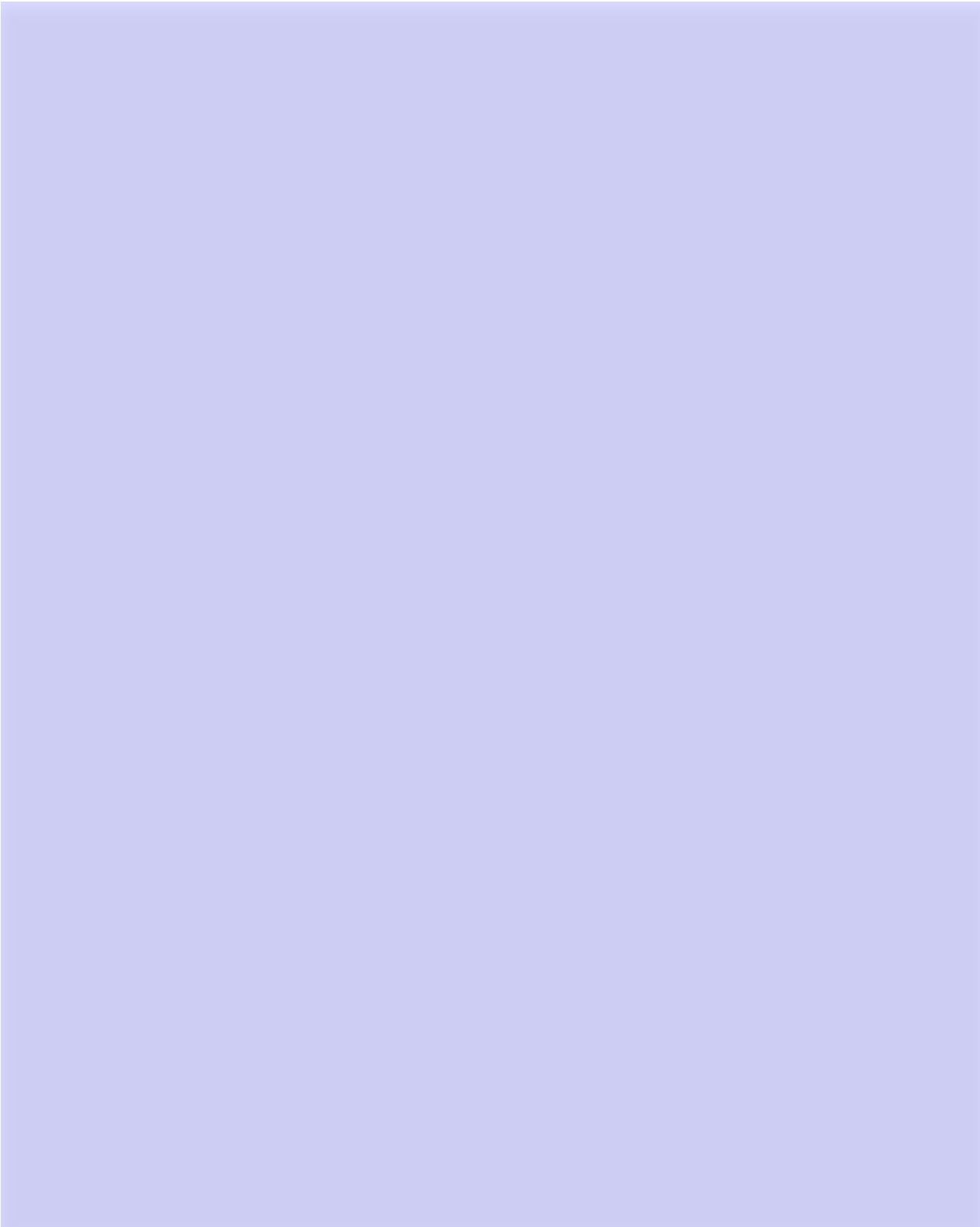
This check is restricted to applicants seeking employment and/or volunteering with vulnerable individuals. It is a collection of offence information, including convictions, non-convictions and other relevant police contact information available from a local police agency's records management system and other systems/records where authorized. This check will include sexual offence convictions for which the individual has received a pardon where authorized by the Minister of Public Safety and Emergency Preparedness.

The Police Vulnerable Sector Check will include the following information (refer to Self Declaration requirements, Records Check Release Chart and Criteria, Ontario Human Rights Considerations):

- (a) Criminal convictions (summary and indictable) from CPIC and/or local databases.
- (b) Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders. As per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency.
- (c) Absolute and conditional discharges from local database only.
- (d) Family Court Restraining Orders.
- (e) Charged and processed by other means such as diversion.
- (f) Dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder.
- (g) A review of all available police contacts including but not limited to theft, weapons, sex offences, or violent, harmful or threatening behavior which may or may not have involved a mental health incident.
- (h) As authorized for release by the Minister of Public Safety all pardoned criminal convictions, including non sex offences, identified as a result of a VS query.

The Police Vulnerable Sector Check WILL NOT include:

- (a) Convictions under provincial statutes.
- (b) Ministry of Transportation information (PARIS).
- (c) Suspect information that would hinder an ongoing investigation or where the suspect has not been spoken to.
- (d) Youth Criminal Justice Act (YCJA) information beyond the applicable disclosure period.
- (e) Special Interest Police (SIP) category of CPIC.
- (f) Information gathered outside formal occurrence reports (i.e., street checks, CAD) should not be released unless under exceptional circumstances.
- (g) Any reference to contagious diseases.
- (h) Victim/Complaint information should not be released unless under exceptional circumstances.
- (i) Foreign information.
- (j) Mental Health Act terminology (refer to Ontario Human Rights Considerations).



RECORD CHECKS RELEASE CRITERIA

2

1. Outstanding Criminal Charges & Warrants

A query of the Investigative Databank of the Canadian Police Information Centre (CPIC) should be conducted to identify outstanding criminal charges and warrants held by any Canadian Police Service.

As per the CPIC Reference Manual, hit confirmation **MUST** be conducted on all hits and permission to include the information on a PIC or PVSC must be obtained from the originator.

NOTE: Outstanding criminal charges and warrants should not be included on a PCRC

In Section 7.2, Release of Investigative and Ancillary Databank Information, the CPIC Reference Manual states:

CPIC Information from the Investigative Data Bank may be released for security and reliability clearances or for private employment purposes; however, no CPIC information should be released for this purpose unless:

1. confirmation and verification with the record owner (originating agency) has been carried out; and,
2. the originating agency has been notified of the reason for the check and has consented to the release; and,
3. personal visual identification by the law enforcement agency of the subject of the check has taken place; and,
4. the results of the checks are communicated directly to the subject of the check. The applicable information may be released verbally or in writing; however, printouts should not be released.

2. Current Judicial Orders

A query of the Investigative Databank of the Canadian Police Information Centre (CPIC) should be conducted to identify any current Judicial Orders (i.e., Firearm Prohibition Orders, Probation Orders, Peace Bonds, etc.) held by any Canadian Police Service.

As per the CPIC Reference Manual, hit confirmation **MUST** be conducted on all hits and permission to include the information on a PIC or PVSC must be obtained from the originator.

Note: This information should not be included on a PCRC.

In Section 7.2, Release of Investigative and Ancillary Databank Information, the CPIC Reference Manual states:

CPIC Information from the Investigative Databank may be released for security and reliability clearances or for private employment purposes; however, no CPIC information should be released for this purpose unless:

1. confirmation and verification with the record owner (originating agency) has been carried out; and,
2. the originating agency has been notified of the reason for the check and has consented to the release; and,
3. personal visual identification by the law enforcement agency of the subject of the check has taken place; and,
4. the results of the checks are communicated directly to the subject of the check. The applicable information may be released verbally or in writing. However, printouts should not be released.

3. Police Involvement

When processing a PIC or PVSC, occurrence databases should be reviewed for a timeframe of five years to identify if the applicant has had any negative contact with police. The time frame may be extended if a pattern of behaviour has been established. Contact may include events relating, but not limited to, theft, weapons, sex offences or violent, harmful or threatening behaviour. Events which involve mental health incidents may only be included in a PVSC. Involvement roles to review may include: Arrested, Accused, Charged, Wanted, Warned, Cautioned, Subject and Suspect. Suspect information should NOT be released when it may hinder an ongoing investigation and/or the suspect has not been contacted by police.

Any information deemed relevant for release on a PIC or PVSC should refer to the applicant's role as "Subject".

Police involvement may include Summary Conviction offences. These are criminal offences where there is no requirement under the Criminal Code for fingerprints to be taken and as such, neither the offence nor the disposition will appear in the Identification Databank of CPIC. Where available, this information should be included on a PCRC, PIC and PVSC.

Victim information should NOT be released unless there are exceptional circumstances where there is a demonstrated risk to the vulnerable sector (i.e., pattern of domestic violence in a home daycare situation).

Witness information should NOT be released.

Generally speaking, street checks and computer aided dispatch (CAD) incidents where there is no formal report generated should NOT be included unless there are exceptional circumstances where there is a demonstrated risk to the vulnerable sector.

When considering whether to release police mental health contact information on a PVSC, consideration must be given to:

- whether the event put the applicant or others at risk;
- caused harm to the applicant or others;
- a weapon was used by the applicant;
- how long ago the event occurred.

If a determination is made to release the information on a PVSC, the applicant should be referred to as “Subject” of the event with no reference to the Mental Health Act or health related descriptors.

Incidents where the applicant attempted suicide and in so doing caused harm to self or placed others at risk of harm should be considered for release on a PVSC as follows:

- if there is more than one incident in the previous five years, all incidents should be released.
- if there is only one report and that report is less than one year old the information should be released.
- verbal threats to commit suicide where there was no action taken by the applicant should not be released.

Incident is listed as ‘violent/threatening behaviour’ referencing the applicant as “subject” on a PVSC only.

See Ontario Human Rights Considerations section.

YOUTH:

See above paragraphs with the following exceptions: Where a criminal occurrence has been cleared by way of an Extrajudicial Measure (i.e., warning, caution, referral or no further action) the information must not be released unless the incident involves violence. Extrajudicial Measures may only be used by police to deal with non-violent events. Incidents involving violence (i.e., sexual assault) do not qualify for clearance by way of an Extrajudicial Measure and so should be released on a PIC or PVSC observing period of non-disclosure.

The YCJA states that Extrajudicial Measures includes “no further action” and so where the investigating officer takes no action whatsoever on a non-violent incident, the involvement must not be released. See Section 9 of the YCJA.

4. Other Police Service Involvement

The applicant should be asked to provide a five-year address history. Contact should be made with each police service having jurisdiction over previous address(es) to request a search for any negative police contacts as well as permission to release any information provided. This information should be released on a PIC or PVSC. If criminal convictions are identified, they may also be released on a PCRC.

5. **Police Information Portal (PIP)**

A query of the Police Information Portal (PIP) database should be conducted. A PIP query can be used as a tool to identify reports held by other police services. Hit confirmation **MUST** be conducted on all hits and permission to include the information on a PIC or PVSC must be obtained from the originator. If criminal convictions are identified, they may also be released on a PCRC. (See PIP section)

6. **Firearms Interest Police (FIP)**

A query of the Firearms Interest Police (FIP) databank should be done through a Canadian Police Information Centre (CPIC) query. A FIP query can be used as a tool to identify reports held by other police services. Hit confirmation **MUST** be conducted on all hits and permission to include the information (not the FIP entry) on a PIC or PVSC must be obtained from the originator. If criminal convictions are identified, they may also be released on a PCRC.

7. **Special Interest Police (SIP)**

A query of the Canadian Police Information Centre (CPIC) Investigative Databank may reveal a Special Interest Police (SIP) hit. This information may be used as a tool to identify reports held by a police service. Hit confirmation **MUST** be conducted on all hits and permission to include the relating information (not the SIP entry) on a PIC or PVSC must be obtained from the originator.

NOTE: When foreign information is entered in the SIP category (i.e., foreign warrants) the information must not be included on any level of police record checks as per Section 3.1 of the Interpol Charter.

8. **Ministry of Transportation, Police Automated Registration Information System (PARIS)**

Vehicle and driver information has been made available by the Ministry of Transportation to Category I Police Services through the Ancillary Databank to CPIC for investigative purposes only. The owner of the information has the authority to restrict both access and further dissemination. PARIS must not be queried for any level of police record checks.

9. **Interpol**

Interpol must not be queried for any level of police record checks as per Section 3.1 of the Interpol Charter.

10. **Dispositions**

A query of the Identification Databank of the Canadian Police Information Centre (CPIC) must be conducted to identify court dispositions (i.e., convictions, suspended sentence, conditional discharge, etc.). These queries are generally referred to as a CNI and a CRII. Dispositions may also be found within local in-house records.

NOTE: When foreign dispositions are included on a CRII they must not be included on any level of police record checks as per Section 3.1 of the Interpol Charter.

Information may only be released from the Identification Databank through fingerprint confirmation or if the police service is satisfied the applicant's self-declaration matches the information from the CRII (See Self-Declaration section).

Information relating to Summary Conviction offences for which fingerprints were not taken will only be available through local police databases. Where available, this information should be included on a PCRC, PIC and PVSC. If this information originates with another police service, hit confirmation and permission to release must be obtained.

Querying the Firearms Interest Police (FIP) database, the Police Information Portal (PIP) and your local occurrence database may also reveal criminal dispositions.

When information obtained from the Identification Databank is being released on any level of police record checks without having the applicant submit fingerprints, the following caution must be included:

CAUTION: Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records has resulted in a POSSIBLE match to a registered a criminal record. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. As such, the criminal record information declared by the applicant does NOT constitute a Certified Criminal Record by the RCMP. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

11. Conviction, Suspended Sentence or Finding of Guilt

Criminal convictions, Suspended Sentence or Findings of Guilt that are included on the CRII should be released on the PCRC, PIC and PVSC.

Information may only be released from the Identification Databank through the submission of fingerprints or if the police service is satisfied the applicant's self-declaration matches the information from the CRII (See Self-Declaration section) or confirmation can be made through your local in-house records.

If the applicant's self-declaration does not match the information found on the CRII the applicant must submit fingerprints. Dispositions may be released from your local in-house records if you're satisfied with the identity of the applicant.

When information relating to these dispositions no longer appears on the CRII, the relating information should be released from your local database as a police contact, referring to the applicant as "Subject", on a PIC or PVSC.

Note: This does not apply to a PCRC

YOUTH:

Criminal dispositions may not be self-declared by a young person and therefore any information identified by way of a CRII query may not be included on a PCRC, PIC or PVSC; however, if the information is confirmed through your own local database, the information may be released on a PCRC, PIC or PVSC as follows:

*If a young person has been found guilty of a summary offence, the information should be released from your own local database on a PCRC, PIC or PVSC for a period of three years after the youth sentence has been completed.
See Section 119 (2) (g) of the YCJA.*

*If a young person has been found guilty of an indictable offence, the information should be released from your own local database on a PCRC, PIC or PVSC for a period of five years after the youth sentence has been completed.
See Section 119(2) (h) of the YCJA.*

NOTE: If the young person is subsequently charged with committing another criminal offence during the disclosure period of a preceding offence, the disclosure period for the prior offence becomes equal to that of the current offence/disposition. Additionally, if the subject commits a criminal offence as an adult during the disclosure period of any previous charges under the YCJA, the youth record becomes a part of a permanent adult record.
See Section 115 of the YCJA.

12. Acquittal / Not Guilty

An Acquittal or finding of Not Guilty is a disposition rendered by a judge. Non-convictions do not meet the self-declaration qualifications.

ADULT:

Information relating to these court dispositions should be released on a PIC or PVSC for a period of two months following the 30-day appeal period or if an appeal is taken, the period ending three months after all proceeds of the appeal have been completed. If an appeal has been launched, the relating CPIC entry reverts back to an Accused entry within the Investigative Databank and may be released on a PIC or PVSC with the confirmation and permission of the originating agency (the onus is on the releasing agency to confirm if an appeal has been launched).

Note: This information should not be included on a PCRC.

YOUTH:

If a young person is Acquitted of an offence other than by reason of Not Criminally Responsible, the information should be released on a PIC or PVSC for a period of two months following the 30 day appeal period or, if an appeal is taken, the period ending three months after all proceedings of the appeal have been completed. The information should not be included on a PCRC.
See Section 119 (2) (b) of the YCJA.

13. Not Criminally Responsible (NCR)

ADULT:

CPIC entries relating to an applicant who has been found Not Guilty by Reason of Insanity (prior to February 1992) or Not Criminally Responsible on Account of a Mental Disorder (after February 1992) and is awaiting disposition from a Review Board will be found in the CPIC Investigative Databank under the Accused category. Once confirmed by the originating agency and permission to release is granted, this information should be released on a PIC or PVSC; however, since this is not a conviction it should not be included on a PCRC.

A disposition or a disposition order is a determination by the Court of the Ontario Review Board regarding a person who has been found not criminally responsible due to mental disorder of committing an offence or who has been found unfit to stand trial. There are three types of final dispositions: Absolute Discharge, Conditional Discharge and Custodial.

YOUTH:

The only reference to disposition of Not Criminally Responsible within the YCJA can be found in Section 119(2) (b) which states:

"The period of access referred to in subsection (1) is: if the young person is acquitted of the offence otherwise than by reason of a verdict of not criminally responsible on account of mental disorder, the period ending two months after the expiry of the time allowed for the taking of an appeal or, if an appeal is taken, the period ending three months after all proceedings in respect of the appeal have been completed".

The YCJA is silent on a period of access for dispositions of NCR. Without a specified period of access restriction, the information could be accessed at any time by the youth/counsel. As a result, and as the information would only be provided to the applicant (youth), the NCR disposition should be released on a PIC or PVSC; however, since this is not a conviction it should not be included on a PCRC.

14. Absolute Discharge – AFTER July 24, 1992

ADULT:

Dispositions of Absolute Discharge issued after July 24, 1992 should NOT be released on a PCRC. Dispositions of Absolute Discharge do not meet the self-declaration qualifications and therefore should not be released from the CRII; however, the relating information may be released from your own local files without a self-declaration on a PIC or PVSC.

YOUTH:

Dispositions of Absolute Discharge issued after July 24, 1992 should not be released on a PCRC.

Dispositions of Absolute Discharge do not meet the self-declaration qualifications and therefore should not be released from the CRII; however, the information may be released for one year after the guilty verdict from your own local files on a PIC or PVSC. After one year, no information should be released. See Section 119 (2) (e) of the YCJA.

15. Absolute Discharge – PRIOR TO July 24, 1992

ADULT:

Dispositions of Absolute Discharge issued prior to July 24, 1992 should NOT be released on a PCRC. Dispositions of Absolute Discharge do not meet the self-declaration qualifications and therefore should not be released from the CRII; however, the relating information may be released from your own local files on a PIC or PVSC.

YOUTH:

Dispositions of Absolute Discharge issued prior to July 24, 1992 should not be released on a PCRC.

Dispositions of Absolute Discharge do not meet the self-declaration qualifications and therefore should not be released from the CRII; however, the information may be released for one year after the guilty verdict from your own local files on a PIC or PVSC. After one year, no information should be released.

See Section 119 (2) (e) of the YCJA.

16. Conditional Discharge AFTER July 24, 1992

ADULT:

Dispositions of Conditional Discharge issued after July 24, 1992 should NOT be released on a PCRC. Dispositions of Conditional Discharge do not meet the self-declaration qualifications and therefore should not be released from the CRII; however, the relating information may be released from your own local files on a PIC or PVSC.

YOUTH:

Dispositions of Conditional Discharge issued after July 24, 1992 should not be released on a PCRC.

Dispositions of Conditional Discharge do not meet the self-declaration qualifications and therefore should not be released from the CRII; however, the information may be released for three years after the guilty verdict from your own local files on a PIC or PVSC. After three years, no information should be released.

See Section 119 (2) (f) of the YCJA.

17. Conditional Discharge PRIOR TO July 24, 1992

ADULT:

Dispositions of Conditional Discharge issued prior to July 24, 1992 should NOT be released on a PCRC. Dispositions of Conditional Discharge do not meet the self-declaration qualifications and therefore should not be released from the CRII; however, the relating information may be released from your own local files on a PIC or PVSC.

YOUTH:

Dispositions of Conditional Discharge issued prior to July 24, 1992 should NOT be released on a PCRC. Dispositions of Conditional Discharge do not meet the self-declaration qualifications and therefore should not be released from the CRII; however, the relating information may be released from your own local files on a PIC or PVSC.

See Section 119 (2)(f) of the YCJA.

18. Dismissed

ADULT:

Dispositions of Dismissed should NOT be released on a PCRC. Dispositions of Dismissed do not meet the self-declaration qualifications and therefore should not be released from the CRII; however, the relating information may be released from your own local files on a PIC or PVSC.

YOUTH:

Dispositions of Dismissed should not be released on a PCRC. Dispositions of Dismissed do not meet the self-declaration qualifications and therefore should not be released from the CRII; however, the information may be released for one year after the disposition date from your own local files on a PIC or PVSC. After two months, no information should be released.

See Section 119 (2) (c) of the YCJA.

19. Finding of Guilt with Reprimand

YOUTH:

Where the applicant received a finding of guilt and was issued a reprimand from the court, this disposition should not be released on a PCRC.

A Finding of Guilt with a Reprimand does not meet the self-declaration qualification and therefore should not be released from the CRII; however, the information may be released for 2 months after the disposition date from your own local files on a PIC or PVSC.

See Section 119 (2) (c) of the YCJA.

20. Stayed

ADULT:

Dispositions of Stayed should NOT be released on a PCRC. Dispositions of Stayed do not meet the self-declaration qualifications and therefore should not be released from the CRII; however, the relating information may be released from your own local files on a PIC or PVSC.

YOUTH:

Dispositions of Stayed should not be released on a PCRC.

Dispositions of Stayed do not meet the self-declaration qualifications and therefore should not be released from the CRII; however, the information may be released for one year after the disposition date from your own local files on a PIC or PVSC. After one year, no information should be released.

See Section 119 (2) (d) of the YCJA.

21. Withdrawn

ADULT:

Dispositions of Withdrawn should NOT be released on a PCRC. Dispositions of Withdrawn do not meet the self-declaration qualifications and therefore should not be released from the CRII; however, the relating information may be released from your own local files on a PIC or PVSC.

YOUTH:

Dispositions of Withdrawn should not be released on a PCRC.

Dispositions of Withdrawn do not meet the self-declaration qualifications and therefore should not be released from the CRII; however, the information may be released for two months after the disposition date from your own local files on a PIC or PVSC. After two months, no information should be released.

See Section 119 (2) (c) of the YCJA.

22. Withdrawn – Peace Bond

ADULT:

Where a charge has been Withdrawn and a Peace Bond issued, the disposition should NOT be released on a PCRC. Dispositions of Withdrawn do not meet the self-declaration qualifications and therefore should not be released from the CRII; however, the information may be released from your own local files on a PIC or PVSC.

While the Peace Bond is in effect, that information should be released on a PIC or PVSC as a current judicial order.

YOUTH:

Where a charge has been Withdrawn and a Peace Bond issued, the disposition should not be released on a PCRC.

Dispositions of Withdrawn do not meet the self-declaration qualifications and therefore should not be released from the CRII; however, the information may be released for two months after the expiration of the Peace Bond from your own local files on a PIC or PVSC. While the Peace Bond is in effect, the information should be released on a PIC or PVSC as a current judicial order.

See Section 119 (2) (c) of the YCJA.

23. Withdrawn – Diversion (Alternative Measures) (Adult)

ADULT:

Dispositions of Withdrawn – Diversion should NOT be released on a PCRC. Information relating to charges dealt with by way of Diversion or Alternative Measures should only be released as police contact information from your own local files on a PIC or PVSC with no reference to the court disposition. See Section 717.4 of the CCC.

24. Withdrawn – Diversion (Youth)

YOUTH:

Dispositions of Withdrawn – Diversion should NOT be released on a PCRC, PIC or PVSC.

25. Withdrawn – Extrajudicial Sanction

YOUTH:

Information relating to an Extrajudicial Sanction should NOT be released on a PCRC. Extrajudicial Sanctions do not meet the self-declaration qualifications and therefore should not be released from the CRII; however, the information may be released from your own local files on a PIC or PVSC for two years after the youth consents to the sanction. See Section 119 (2) (a) of the YCJA.

26. Extrajudicial Measures

YOUTH:

Extrajudicial Measures refers to actions other than judicial proceedings under the Youth Criminal Justice Act. See Section 2(1) of the YCJA.

Extrajudicial Measures include:

- no further action
- warning
- police caution (not formally used in Ontario)
- Crown caution (post-charge the Crown may establish caution program)
- referral to community program or agency with consent of young person.

Where an occurrence was dealt with by way of an Extrajudicial Measure, including “no further action”, the information must not be included on a PCRC, PIC or PVSC. See Section 9 of the YCJA.

NOTE: Extrajudicial Measures can ONLY be used by police for NON-VIOLENT OFFENCES and as such, the relating police contact information for violent offences (i.e., sexual assault) should be considered for release on a PIC or PVSC.

27. Pardons

Unless written permission has been granted by the Minister of Public Safety, information relating to an offence and disposition for which a Pardon has been granted should not be released on a PCRC, PIC or PVSC. (See Pardons – Sexual Offences)

28. **Pardons – Sexual Offences** (Bill C7, Criminal Records Act 2000)

As a result of Bill C7 passed on August 1, 2000, the CRA was amended to permit the flagging of pardoned sex offenders. CPIC system changes were made to permit CPIC agencies with law enforcement authority (Category I Agencies) to conduct queries using the CNI format screen and the “VS” keyword (Vulnerable Sector). This query searches the CPIC system for any flagged pardoned sex offenders for the purpose of conducting any level of police record checks for persons wanting to work or volunteer in a position of authority or trust with the vulnerable sector.

Police Services are encouraged to work with organizations in their jurisdiction to educate them on the legislation and the applicable processes. The organizations are responsible for advising the police service when a “VS” query is required. Police should not make this determination; however, they must satisfy themselves in some manner that the position being applied for is one that will be dealing with the vulnerable sector as defined in the CRA.

For instructions see Section 3 - Vulnerable Sector CPIC Query.

29. **Prohibition Orders** (Criminal Code)

Prohibition orders will be identified through a query of the CPIC Investigative Databank. Criminal Code Prohibition Orders will include liquor, firearms, vehicle/driving (and boat operation), hunting or any other court or statute-imposed prohibition such as those under the Aeronautics Act.

Prohibition Orders should not be included on PCRC.

Once confirmed and permission from the originator is obtained, all Criminal Code Prohibition Orders should be released on PIC or PVSC.

NOTE: Non-criminal driving suspensions should NOT be included on a PCRC, PIC or PVSC.

30. **Provincial Offences**

Information relating to Provincial Offences (i.e., Speeding, Intoxicated in Public, Bylaw offences) will be available through in-house records management systems; however, they should not be released on a PCRC, PIC or PVSC. Information relating to the final court disposition is not readily available to police and therefore the information may not be current or appropriate for release.

31. **Family Court Restraining Orders**

Family Court Restraining Orders should not be released on a PCRC; however, they should be released on a PIC or PVSC.

VULNERABLE SECTOR CPIC QUERY

3

As part of the Police Vulnerable Sector Check (PVSC), a vulnerable sector (VS) CPIC query must be conducted. This query is used to determine if an individual applying to volunteer or work in a position of authority with vulnerable persons has any convictions for a sexual offence listed in the Criminal Records Act (CRA) for which a pardon was granted.

Section 6.3(3) of the CRA places the responsibility on the employer (whether that be an individual or an organization) or volunteer agency to determine the need for a PVSC. In compliance with the CRA, the applicant or agency must be responsible for the well-being of vulnerable persons.

6.3(3) “At the request of any person or organization responsible for the well-being of one or more children or vulnerable persons and to whom or to which an application is made for a paid or volunteer position, a member of a police force or other authorized body shall verify whether the applicant is the subject of a notation made in accordance with subsection (2) if:

- (a) the position is one of authority or trust relative to those children or vulnerable persons; and,
- (b) the applicant has consented in writing to the verification.”

Vulnerable Persons are described in the CRA as:

“Persons who, because of their age, a disability or other circumstances, whether temporary or permanent,

- (a) are in a position of dependence on others; or,
- (b) are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.”

Therefore, a query of Pardoned Sex Offenders will be conducted through CPIC if:

1. The person or organization has determined that the applicant will be responsible for the wellbeing of one or more vulnerable persons.
2. The applicant is a resident of the local police service.
3. The applicant provides identification.
4. The applicant completes the RCMP Vulnerable Sector Consent FORM 1 or the police service’s application with equivalent wording incorporated into the form.

IMPORTANT NOTE: Possible matches are based on name, gender and date of birth. When the VS flag is set on a CNI query, the computer application first does an initial or standard CNI surname query. The computer uses a find code for the surname in the search so that similar surnames as well as exact matches will be a hit. It also includes a search of a date of birth range of 10 years before and 10 years after the date of birth specified on the query. If the vulnerable sector flag was set and one or more records were returned, and the score was zero or more the VS message will appear and the process ends. If no possible hits were returned from the initial surname query, a subsequent query (the enhancement from July 2010) will search for an exact match on sex (male, female or unknown) and date of birth only. If the VS flag was set and one or more records were returned, the VS message will appear.

A possible match on a query will respond with the following pre-formatted message: “For screening of applicants applying for positions working with vulnerable persons, submit fingerprints on Form C216-C and consent forms to the RCMP Identification Services in Ottawa. No information relating to this message may be disclosed.”

If the above message is received, fingerprints are mandatory to complete a PVSC.

NOTE: There will be no name associated to this pre-formatted message. The hits returned from this CNI VS query may also include CNI information on other possible hits which may or may not pertain to the applicant.

Refusal to submit fingerprints

If the applicant refuses to submit fingerprints the PVSC application process must be discontinued.

Fingerprinting for an Adoption Application

Although a VS search for adoption does not fall within the CRA requirements, it is recommended that fingerprints be submitted to the RCMP for all adoption record checks. If fingerprints are submitted for adoption purposes Canadian Criminal Real Time Identification Services (CCRTIS) will conduct a query of pardoned sex offender records.

NOTE: Returned fingerprints will NOT indicate that a VS search was completed.

Fingerprinting for a possible VS match

If the applicant elects to continue the process, the police service must submit the following package to Canadian Criminal Real time Identification Service (CCRTIS):

- (a) Ensure that the mandatory fields are complete on the C-216 Form (paper or electronic).
 - Clearly identify that the fingerprints are being submitted for the purpose of a VS check, the position applied for and the return address of the Police Service.
- (b) The mandatory signed RCMP Vulnerable Sector Consent FORM 1.

- The completed FORM 1 must indicate if the VS check is required for employment or volunteer purposes (not both), the position applied for, a description of how the position relates to vulnerable persons, and the name of the organization that determined the requirement for a VS check.
- (c) For volunteers, a letter on letterhead from the volunteer organization confirming that a VS check is a requirement. A letter is required only for the submission of volunteer VS fingerprints.
- (d) For paid VS checks the RCMP charges a fee. For applicable fees and mailing address see the RCMP website at www.rcmp-grc.gc.ca/cr-cj/fee-frais-eng.htm.

If the RCMP returns the fingerprints with no disclosed sexual offence convictions for which a pardon was granted, the police service will complete the search using the PVSC guidelines.

If the RCMP confirms that the applicant has a pardoned sex offence, the information will be forwarded to the Minister of Public Safety to authorize disclosure of the information contained in the file.

NOTE: If the applicant chooses not to disclose the information, the police service will contact the requesting person (employer) or volunteer agency in writing indicating that the police service was unable to complete the PVSC.

Disclosure of Information

When the information is authorized for disclosure by the Minister of Public Safety, any pardoned sex offence and criminal records associated with the fingerprints will be returned to the submitting police service. **If CCRTIS returns the opened criminal record and pardoned sex offender record do not transcribe the record, release the RCMP product as authorized by the Minister.**

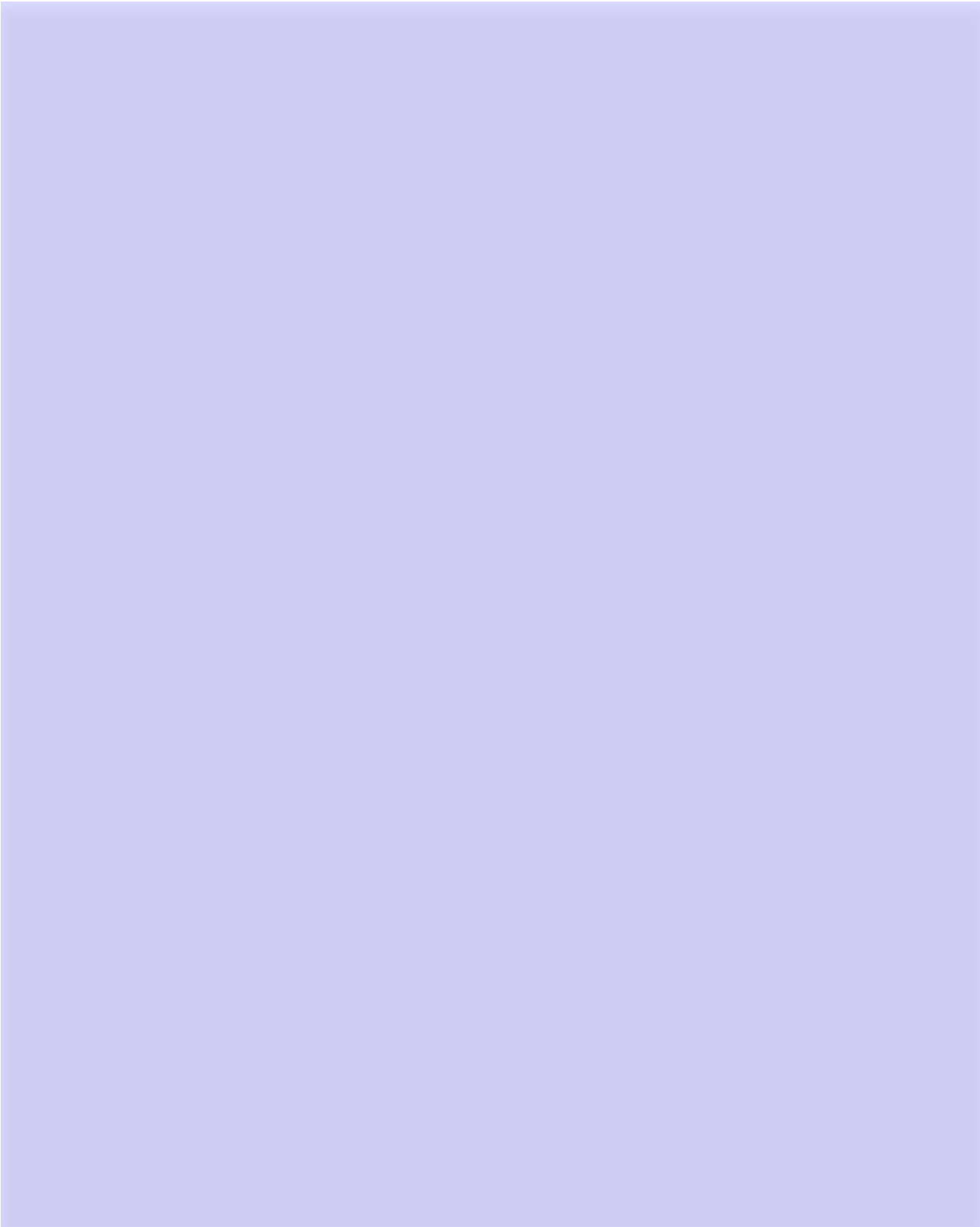
If CCRTIS returns the opened criminal record and pardoned sex offender record the police service will then obtain the applicants consent in writing for disclosure on RCMP FORM 2.

Once the applicant has signed FORM 2 giving consent for the release of the record(s) the police service must forward the result to the person (employer) or volunteer agency. Under Section 6.3(7) of the CRA, “a police force or other authorized body shall disclose the information referred to in subsection (6) to the person or organization that requested verification, if the applicant for a position has consented in writing to the disclosure”.

The RCMP does not retain any fingerprints submitted for a VS query. Therefore, if the employer or volunteer organization requires future VS checks, the applicant must submit fingerprints.

If the information is not authorized for disclosure, no reference is to be made to the information.

NOTE: Fingerprints returned from CCTRIS should be returned to the applicant.



SELF DECLARATION

4

Self Declaration of a Criminal Record is a process whereby the Applicant declares their adult criminal convictions to the Police Service in accordance with CPIC policy requirements and federal laws.

Self Declaration should NOT include:

- (a) Conviction for which a pardon has been received.
- (b) Youth Convictions (YCJA).
- (c) Absolute/Conditional Discharges.
- (d) Offences where there were no convictions.
- (e) Provincial/Municipal Offences.
- (f) Charges dealt with outside of Canada.

In order to release criminal convictions identified through a name based query, the Police Service must be satisfied that the Applicant's declared criminal record information is a match to their registered criminal record held at the RCMP National Repository of Criminal Records.

When the CNI/CRS query does not identify any possible criminal record associated to the Applicant the following standard response is to be used:

Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records **did NOT identify any records** with the name(s) and date of birth of the applicant. **Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison.** Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

If the police service is satisfied that the applicants declared criminal record information is a match, the results of a name based query may be released using the following standard response:

Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records **has resulted in a POSSIBLE match to a registered criminal record.** **Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison.** **As such, the criminal record information declared by the applicant does NOT constitute a Certified Criminal Record by the RCMP.** Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

If a police service is not satisfied the Applicants declared criminal record information is a match to their registered criminal record held at the RCMP National Repository of Criminal Records, the following response must be used, advising fingerprints are required:

Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records could NOT be completed. Positive identification that a criminal record does or does not exist requires the applicant to SUBMIT FINGERPRINTS to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

NON-JURISDICTIONAL RESIDENTS

5

The Ministerial Directive Concerning the Release of Criminal Record Information by the Royal Canadian Mounted Police defines the basic authorities for doing criminal record checks using the Identification Data Bank. The RCMP Policy on the Dissemination of Criminal Record Information provides the detailed policies for implementing the ministerial directive.

The Ministerial Directive Concerning the Release of Criminal Record Information by the Royal Canadian Mounted Police states under Section 1 of ‘Reporting with respect to Criminal Records’:

Where a Confirmation of a Criminal Record has been sought by an applicant, a police service of local jurisdiction where the applicant resides may release to the applicant a report, in a form to be established by the RMCP, of the applicant’s adult convictions and associated criminal record information from the RCMP National Repository of Criminal Records.

This paragraph **prohibits the release** of Criminal Record (CRII) information by a Police Service **outside** of the jurisdiction where the applicant lives. It **permits** the release of criminal record (CRII) conviction information inside the jurisdiction where the applicant lives.

For individuals residing **outside** of the police service’s jurisdiction in accordance with the Ministerial Directive and CPIC Policy, a Police Service can only **verify** the information claimed on the self declaration.

To clarify, when dealing with an applicant who resides outside of the Service’s jurisdiction, the Service responds using one of the three standard responses (Negative, Incomplete, or Confirmation of a Criminal Record).

If the applicant HAS self declared:

If the police service **is satisfied** that the declared criminal record information is a match to the registered (CRII) information, Confirmation of a Criminal Record standard response is checked and the Self Declaration form is included. The Police Service **cannot** cut and paste the information from the CRII.

If the police service is **not satisfied** then the Incomplete standard response should be checked, and the Self Declaration form not included.

If the applicant HAS NOT self declared:

If no Criminal Record exists, reply using the standard Negative response.

If a Criminal Record does exist, respond using the Incomplete standard response requiring the applicant to submit fingerprints. Fingerprint results will be mailed directly to the applicant from the RCMP. Again, no information is to be released by the Police Service.

PIP

POLICE INFORMATION PORTAL

6

The Police Information Portal (PIP) may be used to process a Police Information Check or Police Vulnerable Sector Check. The PIP Policy and Procedure Manual was designed to include this function. A direct quote from Section 7.42 of the manual follows:

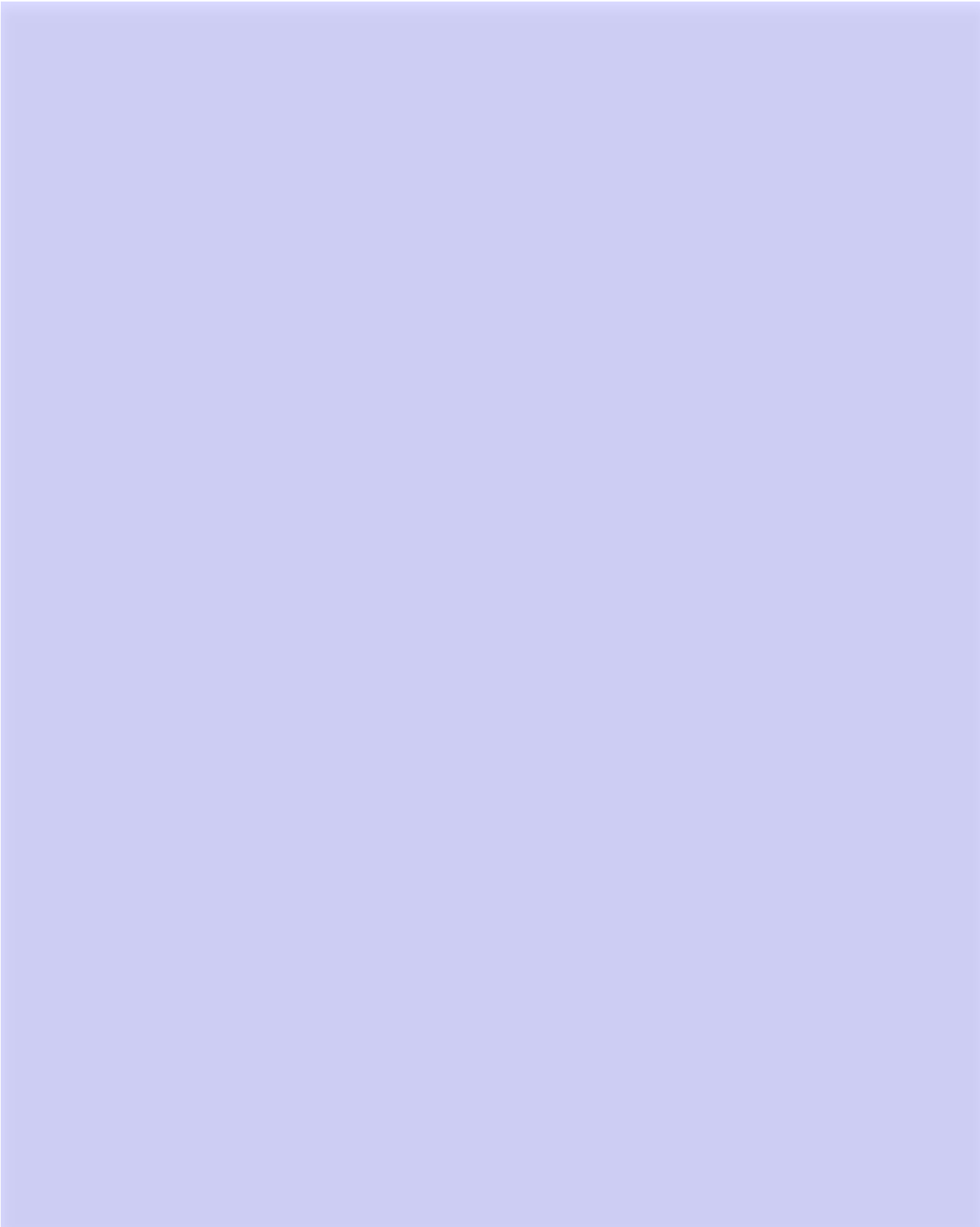
Queries for Non-Criminal Purposes

- 7.42 If the request for release of any PIP information is for security and reliability clearances, the requester must have documented written consent of the subject of the query. The subject must agree to the release of information identifiable to that person that may be on the PIP System.
- 7.43 Victim Services workers shall not have direct access to PIP and all requests for indices checks shall be performed by CPIC Category I Agency personnel. Information obtained from the PIP, where the victim's consent has been obtained, will be vetted to ensure that only Information directly related to the victim is released.
- 7.44 PIP Information will not be shared with or made available to any third party.

Proper use of information must be observed. For example, Extra Judicial Measures under the YCJA may be used for police investigative purposes but shall not be used for non-investigative purposes such as background checks. All information must be confirmed and authorized for release by the contributing agency.

List of Services Currently Publishing to PIP

To obtain a copy of the police services currently publishing to PIP send an email to PIP@rcmp-grc.gc.ca and request a copy. This email address can be used for any PIP queries.



ONTARIO HUMAN RIGHTS CONSIDERATIONS



It is the responsibility of the agency, not the police service, to determine whether an applicant requires a Police Criminal Record Check (PCRC), a Police Information Check (PIC) or a Police Vulnerable Sector Check (PVSC). Because of the potential for discrimination under Ontario's Human Rights Code, the agency should have the applicant obtain any police check as one of the last steps involved in the hiring process only after a conditional offer has been made.

Prior to having an applicant apply for a police check an agency should determine if it is a bona fide requirement for the job in question. The Supreme Court of Canada has set out a three step test which states such a requirement must be:

1. For a purpose or goal that is rationally connected to the function being performed.
2. Made in good faith, in the belief that it is necessary for the fulfillment of the purpose or goal.
3. Reasonably necessary to accomplish its purpose or goal, in the sense that there is no other alternative to accomplish the goal and it is impossible to accommodate the claimant without undue hardship (i.e., the health and safety of others is put at risk, or cost.).

In determining what information should be included on a police record check, this guideline strives to balance the privacy and human rights of the applicant against the safety of the public and in particular vulnerable individuals with whom the applicant would be interacting. This is particularly the case because of the potential discriminatory effect the release of information can have on persons with mental health illness and addictions who come into contact with police.

If the incident resulted in a **criminal charge being laid**, the charge(s) and status/disposition of each charge is to be listed on a PIC/PVSC. It should be included on a PCRC if the charge resulted in a criminal conviction.

If an investigation resulted in a **criminal charge not being laid**, the applicant is listed only as a “subject”, along with the incident type on a PIC and PVSC (mental health contact information should only be disclosed on a PVSC). The following factors should be considered by the police service in deciding whether to release this information:

1. The report indicates the applicant's involvement as, but not limited to, suspect, accused, warned, cautioned.
2. Whether any actions made by the applicant placed themselves or a member of the public at risk or harm.
3. Whether any weapon or force was used by the applicant.
4. How long ago the incident occurred.

If a determination is made to disclose a **non criminal incident** based on the above criteria, only the following information shall be released on a PVSC:

- Date of contact
- The incident involved “violent/threatening behaviour” (should the incident involve mental health illness it may only be included on a PVSC with no reference to the Mental Health Act or other Mental Health Act descriptors)
- Applicant’s involvement is listed as “subject”

Incidents where the applicant attempted suicide and in so doing caused harm to self or placed others at risk of harm should be considered for release on a PVSC as follows:

- If there is more than one incident in the previous five years, all incidents should be released.
- If there is only one report and that report is less than one year old the information should be released.
- Verbal threats to commit suicide where there was no action taken by the applicant should not be released.
- Incident is listed as ‘violent/threatening behaviour’ referencing the applicant as “subject” on a PVSC only.



RECONSIDERATION PROCESS

An applicant who has had a Police Criminal Record Check (PCRC) or Police Information Check (PIC) or Police Vulnerable Sector Check (PVSC) completed, may wish to have information excluded from the results. It is recommended that each police service have a process in place to deal with such requests.

When considering a reconsideration request the police service should take the following criteria into consideration:

1. The level of record checks (PCRC, PIC, PVSC).
2. Date of the incident.
3. The age of the applicant at the time of the incident.
4. All information available to the police service that relates to the applicant including Crown notes.
5. Details of the incident including:
 - (a) any written information provided by the applicant including supporting documentation;
 - (b) information provided by the officers who had contact with the individual at the time of that incident, if available.

The applicant should be informed in writing of the final decision of the police service, and be provided with a general reason for denial.

Requests for reconsideration should be made within 60 days of the completion of the applicant's Police Record Check. Reconsideration requests should be processed as quickly as possible.

The reconsideration request panel should consist of at least three members. An uneven and manageable number of members are required to ensure reconsideration requests are reviewed on a regular and timely basis. An example of a reconsideration panel would be:

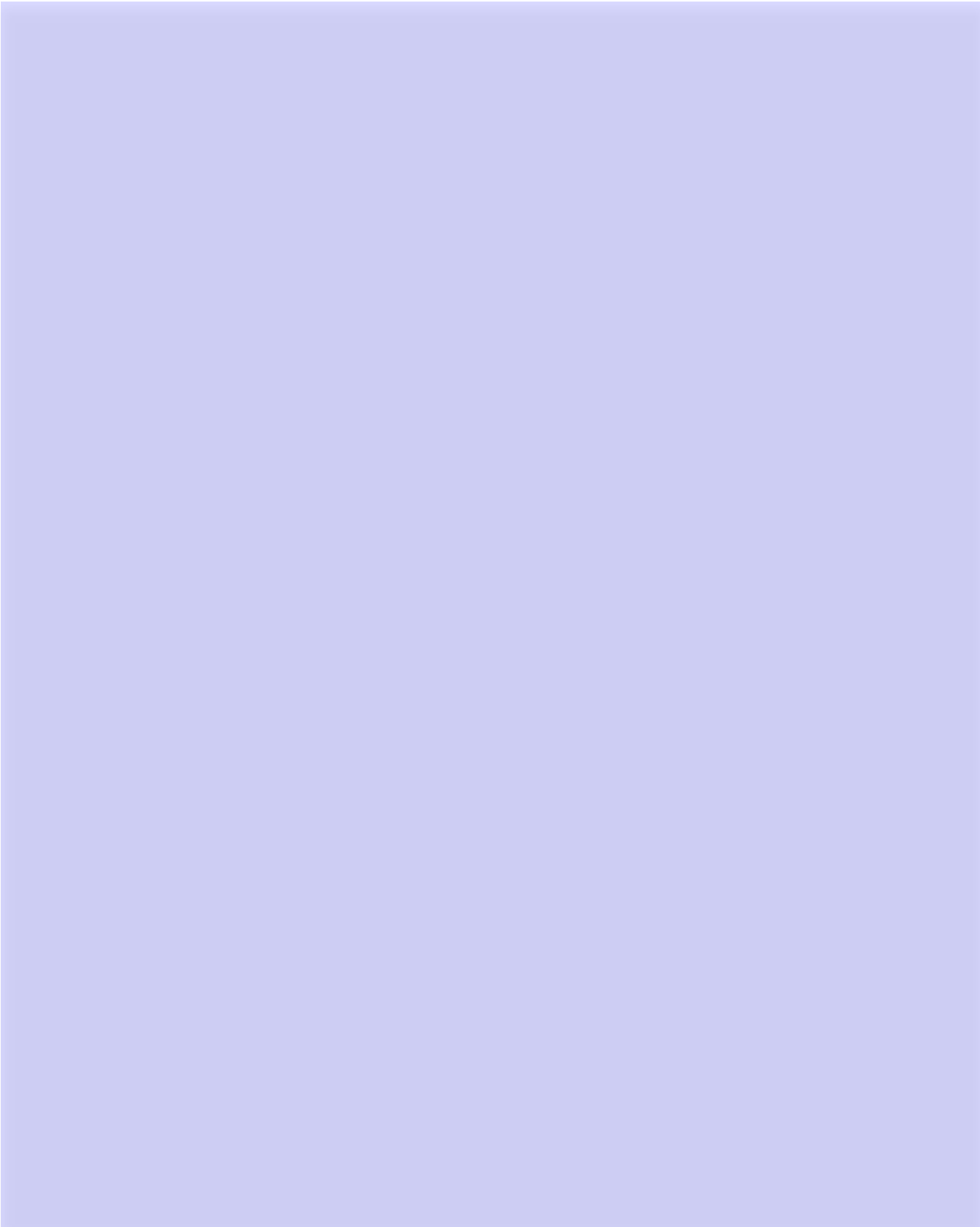
- Records Unit Manager OR designate
- Legal Services Unit Director OR designate
- Administration Superintendent OR designate

A reconsideration request MUST be made by the applicant in writing and submitted to:

The Authority Identified Within Your Service

Unit Identified

Name of Police Service
Street Address
City, Province
Postal Code





GLOSSARY

Absolute Discharge Adult	A court disposition where the accused is not convicted, but is found guilty of an offence and is discharged with no conditions.
Absolute Discharge Youth	A court disposition where the accused youth is not convicted, but is found guilty of an offence and is discharged with no conditions.
Accused	A person against whom legal proceedings have commenced.
Acquittal	A court disposition where the accused has been found not guilty of the charges presented before the court.
Agency	An organization, company, bureau or in some cases an individual that would require an applicant to obtain a Police Record Check.
Alternative Measures	A lighter court disposition regarding an adult accused of a criminal charge who would be prepared to plead guilty or at minimum, acknowledge guilt. The result is a mild penalty such as community service, an apology to the victim or counseling. May also be referred to as Diversion.
Ancillary Data Bank	The Ancillary Data Bank is one of four data banks of operational information within the CPIC system. It contains diverse files of information on subjects such as vehicle registered owners, driver's licences, wandering persons and penitentiary inmates. The information in the files is contributed and maintained by either non-police agencies (i.e., Correctional Services of Canada for inmate data) or police agencies (i.e., the RCMP for Restricted Weapon Registration System (RWRS) data). Only the owner of the information may grant access to the data.
Applicant	An individual undergoing a Police Record Check.
Best Practice	A procedural document researched and prepared by the Law Enforcement and Records Managers Network (LEARN). Also referred to as a LEARN Guideline.

Bill C7 (1999)	Proclaimed August 1, 2000 to amend the Criminal Records Act to permit the flagging of pardoned sex offenders.
Canadian Charter of Rights and Freedoms	Enacted in 1982, the Charter contains provisions protecting the rights of an individual.
Canadian Criminal Real Time Identification Services CCRTIS	Canadian Criminal Real Time Identification Services (CCRTIS) maintains the national repository of fingerprint and criminal record information and is mandated to provide direct operational support to the Canadian law enforcement, criminal justice and public security communities, as well as international partners such as the Federal Bureau of Investigation (FBI) and Interpol for criminal, civil and immigration purposes. CCRTIS is the national provider of biometric-based criminal record verifications for civil and criminal court purposes as well as the security screening environment for all levels of government and the general public.
Canadian Police Information Centre – CPIC	The Canadian Police Information Centre (CPIC) is a computerized national repository of information that facilitates the sharing of information among authorized agencies.
Certified Criminal Record Product	A collection of an individual's offence convictions and non-convictions (where authorized) that are releasable in accordance with federal laws. Based on the results of a Fingerprint-based Criminal Record Verification.
Conditional Discharge Adult	A court disposition where the accused is not convicted but found guilty of an offence and is discharged with conditions.
Conditional Discharge Youth	A court disposition where the accused youth is not convicted but found guilty of an offence and is discharged with conditions.
Consent Form 1	A form to be signed by the applicant that allows police services to conduct a query for pardoned sex offences for the purpose of vulnerable sector screening.
Criminal Name Index CNI	CPIC query function based on name, gender and date of birth. This query is used to match names against possible criminal records or to identify potential hits to a pardoned sex offence.
CRII	CPIC query function based on a fingerprint section ID number (FPS number). This query provides a listing of criminal dispositions found in the Identification Data Bank of the CPIC system.
Declaration of Criminal Record	A process whereby the Applicant declares all offence convictions to the CPIC Agency in accordance with CPIC policy requirements and federal laws. Based on the declared criminal record information, the CPIC Agency may confirm that the Applicant's declared criminal record information possibly matches to a registered criminal record held at the RCMP National Repository of Criminal Records, pursuant to CPIC policy requirements.

Dismissed	A court disposition where the court stops or interrupts criminal proceedings against the accused.
Diversion	A lighter disposition of a criminal charge regarding an adult accused who would be prepared to plead guilty or at minimum, acknowledge guilt. The result is a mild penalty such as community service, an apology to the victim or counseling. May also be referred to as Alternative Measures.
Dual-Procedure Offence	An offence that can be prosecuted either as a summary conviction offence or an indictable offence. The Crown Attorney chooses the mode of prosecution. Examples include but are not limited to: Impaired Driving, Assault, Theft Under. Also referred to as Hybrid Offences.
Extra-Judicial Measures EJM	Extrajudicial Measures are actions other than judicial proceedings under the Youth Criminal Justice Act (YCJA) used to deal with a young person alleged to have committed an offence. Extrajudicial Measures include: Warning, Caution, Referral, No Further Action
Extra-Judicial Sanctions	Extrajudicial Sanctions may be used to deal with a young person alleged to have committed an offence only if the young person cannot be adequately dealt with by a warning, caution or referral because of the seriousness of the offence, the nature and number of previous offences committed by the young person or any other aggravating circumstances. Extrajudicial Sanctions are dealt with and managed by the Ministry of the Attorney General thereby being outside of police control.
Finding of Guilt	A court disposition where the accused is either convicted or discharged of an offence.
Firearms Interest Police FIP	Firearms Interest Police (FIP) is a category within the CPIC system. This category is used to record data on persons who, in the last five years, have been involved in incidents such as, but not limited to: violence, harassment and drug related events. See CPIC Reference Manual for further details.
Foreign Information	Information obtained via CPIC contributed by foreign countries.
Forensic Science and Identification Services	Forensic Science and Identification Services (FS&IS) is an integral part of NPS with a mandate to provide quality investigative support services for front line policing. FS&IS provides a wide range of forensic programs and services to clients in Canada and internationally through forensic science services.
Hit	A response to a CPIC query.

<p>Hybrid Offences</p>	<p>An offence that can be prosecuted either as a summary conviction offence or an indictable offence. The Crown Attorney chooses the mode of prosecution. Examples include but are not limited to: Impaired Driving, Assault, Theft Under. Also referred to as Dual Procedure Offences.</p>
<p>Identification Data Bank</p>	<p>The Identification Data Bank within the CPIC system contains criminal record information. The RCMP Information and Identification Services maintain the information on behalf of police agencies who contribute the records</p>
<p>Identity Documents</p>	<p>A document, in accordance with CPIC policy requirements and applicable privacy laws that may be used to authenticate an Applicant's identity in support of a Criminal Record Check .</p>
<p>Indictable Offence</p>	<p>An indictable offence is a serious crime that has sufficient evidence where the judge/jury can formally charge a person with committing the crime. Such crime can range from rape, kidnapping, murder, robbery etc.</p>
<p>Informed Consent</p>	<p>Informed consent is generally an agreement to do something or to allow something to happen only after all the relevant facts are disclosed. An informed consent can be said to have been given based upon a clear appreciation and understanding of the facts, implications, and future consequences of an action. In order for informed consent to be considered valid, the subject must be competent and the consent must be given voluntarily.</p>
<p>Intelligence Data Bank</p>	<p>The Intelligence Data Bank within the CPIC system contains criminal intelligence information. The information is contributed and maintained by members of the police community responsible for gathering and analyzing criminal intelligence. Access to this data bank is restricted.</p>
<p>Interpol</p>	<p>INTERPOL is an international police organization, with 187 member countries. Created in 1923, it facilitates cross-border police co-operation, and supports and assists all organizations, authorities and services whose mission is to prevent or combat international crime.</p>
<p>Investigative Databank</p>	<p>The Investigative Data Bank within the CPIC system contains information, grouped into files, on cases under investigation and includes details on wanted and missing persons, stolen vehicles, stolen boats and other items of stolen or lost property. The information in this data bank is contributed and maintained by police agencies.</p>
<p>Juvenile Delinquents Act JDA</p>	<p>Introduced in 1908 as Canada's first legislation to govern young persons in conflict with the law. In 1984, Canada replaced the JDA with the Young Offenders Act.</p>
<p>Law Enforcement and Records (Managers) Network LEARN</p>	<p>Law Enforcement and Records (Managers) Network (LEARN), a sub-committee of the Ontario Association of Chiefs' of Police (OACP).</p>

LEARN Guideline	A procedural document, researched and prepared by the Law Enforcement and Records Managers Network (LEARN). Also referred to as a LEARN Best Practice.
Local Criminal Record	Criminal dispositions held by individual police services, including those not supported by fingerprints.
Mental Health Act MHA	The Mental Health Act in Ontario is a law that governs how people are admitted to psychiatric facilities, how their mental health records are kept and accessed, their financial affairs are handled, and their release into the community.
National Police Services	National Police Services (NPS) supports Canada's law enforcement community through service lines that provide: forensic analyses of criminal evidence; criminal records information; identification services; technological support; and enhanced learning opportunities and coordination of criminal information and intelligence.
Not Criminally Responsible NCR	No person is criminally responsible for an act committed or an omission made while suffering from a mental disorder that rendered the person incapable of appreciating the nature and quality of the act or omission or of knowing that it was wrong.
Not Guilty	This court disposition simply means the accused has not been found guilty; however, it does not necessarily equate to innocence. It is a determination by the court that the evidence is insufficient to convict the accused.
Notice and Acknowledgement Forms	Provide individuals with notice of the scope of police records check practices and serve to limit necessary and authorized disclosures to those circumstances where an individual acknowledges his or her intention to pursue an application or accept a conditional offer for a particular position with a service provider.
Ontario Association of Chiefs' of Police OACP	The mandate of the Ontario Association of Chiefs' of Police (OACP) is to promote competent administration of policing services; to co-ordinate police training and education; to provide a timely and efficient flow of information to its members; and to address membership concerns and priorities through a unified voice to government. The OACP is the governing body of the Law Enforcement and Records Managers Network (LEARN) and many other sub-committees.
Occurrence	A report generated as a result of an incident or event investigated by police.
Offender	A person who had been determined by a court to be guilty of an offence, whether on acceptance of a plea of guilty or a finding of guilt.
Ontario Human Rights OHR	Ontario's Human Rights Code, the first in Canada, was enacted in 1962. The Code protects people in Ontario against discrimination in employment, accommodation, goods, services and facilities, and membership in vocational associations and trade unions.

Organization	An agency, company or bureau that would require the individual to obtain a Police Record Check.
Pardon	A Pardon allows people who were convicted of a criminal offence to have their criminal record kept separate and apart from other criminal records. Under the Criminal Records Act, the National Parole Board may issue, grant, deny or revoke pardons for convictions under federal acts or regulations of Canada.
Police Automated Registration Information System PARIS	The Police Automated Registration Information System (PARIS) is an Ancillary Data Bank within the CPIC system. It contains information regarding vehicle registration and driver information through the Ministry of Transportation
Peace Bond	A Court Order that requires a person to keep the peace and be of good behaviour especially toward another person. It may also include a no contact condition.
Physical Verification	A process whereby the identity of an applicant is physically authenticated in support of a Police Record Check.
Police Criminal Record Check PCRC	This level of screening is intended for applicants who are involved as a volunteer, employee or in any situation where a basic PCRC is requested (i.e., retail or immigration). This check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons.
Police Information Check PIC	This level of screening is intended for applicants who are seeking volunteer and/or employment with agencies who require a criminal records check along with local police involvement. The agency has determined that a search of pardoned sex offenders, or contacts relating to mental health apprehensions is NOT required (i.e., border crossing or visa) therefore this check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons.
Police Information Portal PIP	A nationally integrated master name indexing and records management gateway, allowing participant agencies to access certain information contained in each other's law enforcement databases.
Policing Support Services	Policing Support Services (PSS) is responsible for providing support services to front line police officers, including: service lines that interact with units internal to the RCMP; and service lines that provide services to external RCMP partners.
Police Vulnerable Sector Check PVSC	This level of screening is restricted to applicants seeking employment and/or volunteering with vulnerable individuals. It is a collection of offence information, including convictions, non-convictions and other relevant police contact information available from a local police agency's records management system and other systems/records where authorized. This check will include sexual offence convictions for which the individual has received a pardon where authorized by the Minister of Public Safety and Emergency Preparedness.

<p>Private Information</p>	<p>Anyone who has reasonable grounds to believe that a person has committed an offence may lay an information in writing and under oath before a Justice of the Peace.</p> <p>When a private citizen presents the information to the court, it is then referred to either a provincial court judge or a designated justice of the peace, who holds a special hearing. The purpose of the hearing is to determine whether a summons or warrant should be issued to compel the person to attend court and answer to the charge.</p>
<p>Pre-Charge Diversion</p>	<p>Police may refer a person accused of committing a minor offence to a pre-charge diversion program. The accused must attend an interview where they agree to complete a program such as community service, restitution, donation, letter of apology, etc. in order to avoid a court proceeding.</p>
<p>Prohibition Orders</p>	<p>A Court Order that prohibits the subject from certain rights or behaviour. (Examples: driving, hunting, firearms, parks, etc.)</p>
<p>Provincial Offences Act POA</p>	<p>The provincial legislation governing the prosecution of provincial offences, and municipal by-law infractions. (Examples: the Highway Traffic Act, the Occupational Health and Safety Act, and the Environmental Protection Act.)</p>
<p>Real Time Identification System RTID</p>	<p>The RTID system is part of a major Crown project designed to improve the efficiency of Canada’s national fingerprint and criminal record repository. It will replace outdated paper processes and legacy systems with re-engineered workflows and automation. Electronically accessed by authorized agencies based on fingerprint submissions.</p>
<p>Reprimand</p>	<p>A youth found guilty receives a lecture or warning from the judge. Section 42.2.(a) YCJA</p>
<p>Restraining Order</p>	<p>A Court Order that prohibits the subject from having direct or indirect contact with identified person(s).</p>
<p>RCMP National Repository of Criminal Records</p>	<p>Canada’s repository of criminal records relating to individuals that have been charged with indictable and/or hybrid offences. Since the Identification of Criminals Act only allows the taking of fingerprints in relation to indictable or hybrid offences and the RCMP National Repository of Criminal Records is fingerprint-based, the National Repository only contains information relating to these two categories of offences. Summary conviction offences are only included in the National Repository if submitted to the RCMP as part of an occurrence involving an indictable or hybrid offence. With the exception of “young person” indictable or hybrid offence convictions, police agencies are not required by law to report offences to the RCMP. A search of local police records may reveal criminal record information that has not been reported to the RCMP</p>
<p>Special Interest Police SIP</p>	<p>Special Interest Police (SIP) is a category within the CPIC system. This category is used to record data on persons who are KNOWN to be dangerous to self or others, a pardon applicant, overdue on a pass from a federal institution, etc. See CPIC Reference Manual for further details.</p>

Stayed	The court disposition of Stayed is a halting of proceedings. The charge(s) is suspended and the Crown Attorney has the authority to recommence court proceedings at a later date, within one year.
Summary Conviction Offence	Summary Conviction Offences encompass minor offences in the Criminal Code (i.e., Cause Disturbance, Harassing Telephone Calls). Charges are proceeded with summarily or without an indictment or full trial. The court is generally comprised of a Provincial Court Judge or a Justice of the Peace.
Suspect	A person believed to have committed a crime or offence.
Suspended Sentence	Unless law prescribes a minimum punishment, the court has the power to suspend the passing of sentence (generally for a period of three years) and place the offender on probation. It is the passing of the sentence, not the sentence itself that is being suspended. This means that if the defendant is convicted of another offence during the period when the passing of sentence had been suspended, then the offender may be sentenced for the original offence.
Unfit To Stand Trial	Unable on account of mental disorder to conduct a defense at any stage of the proceedings before a verdict is rendered or to instruct counsel to do so.
Vulnerable Person	A person who, because of their age, a disability or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them, pursuant to the Criminal Records Act.
Withdrawn	Withdrawn refers to the Crown stopping or interrupting criminal proceedings against the accused.
Young Offenders Act YOA	The Young Offenders Act (YOA) replaced the Juvenile Delinquents Act in 1984. The Youth Criminal Justice Act replaced the YOA on April 1, 2003.
Youth Criminal Justice Act YCJA	An Act in respect of criminal justice for young persons and to amend and repeal other Acts. The Youth Criminal Justice Act (YCJA) replaced the Young Offenders Act on April 1, 2003.
Young Person	The Youth Criminal Justice Act defines a young person as someone twelve years of age or older, but less than eighteen years of age at the time of committing an offence or alleged to have committed an offence.

Appendix

RECORDS CHECK RELEASE CHART

Refer to Records Check Release Criteria for further details

RECORD TYPE	Police Criminal Records Check	Police Criminal Records Check	Police Information Check Police Vulnerable Sector Check	Police Information Check Police Vulnerable Sector Check
	ADULT	YOUTH	ADULT	YOUTH
Outstanding Criminal Charges Excluding Private & Warrants	Not Released	Police involvement for 5 years. May be extended if a pattern of behaviour has been established.	All Released	All Released
Current Judicial Orders (Peace Bonds, Restraining Orders, Criminal Code Prohibition Orders & Probation Orders)	Not Released	Not Released	All Released	All Released
Police Involvement Criminal Incidents (non-convictions) For Minimum 5 Years	Not Released	Not Released	<p>A review of all available police contacts including but not limited to theft, weapons, sex offences, or violent, harmful or threatening behavior.</p> <p>If a criminal charge is laid the disposition should be listed (refer to Dispositions Section of the Chart)</p> <p>If no criminal charge is laid, the incident is listed referencing the applicant as 'subject'.</p> <p>Events which involve mental health incidents may only be included in a PVSC.</p>	<p>A review of all available police contacts including but not limited to theft, weapons, sex offences, or violent, harmful or threatening behavior.</p> <p>If a criminal charge is laid the disposition should be listed (refer to Dispositions Section of the Chart)</p> <p>If no criminal charge is laid, the incident is listed referencing the applicant as 'subject'.</p> <p>Events which involve mental health incidents may only be included in a PVSC.</p> <p><i>Incidents dealt with by way of Extrajudicial Measures should not be released except for violent offences which may be released referencing the applicant as 'subject'.</i></p>

GUIDELINE For Police Record Checks

RECORD TYPE	Police Criminal Records Check	Police Criminal Records Check	Police Information Check Police Vulnerable Sector Check	Police Information Check Police Vulnerable Sector Check
	ADULT	YOUTH	ADULT	YOUTH
Attempt Suicides 5 Years	Not Released	Not Released	Do not release, except: If more than one attempt in the previous five years, then all incidents released, or, If attempt is less than one year old. Incident is listed as “violent / threatening behaviour”, referencing the applicant as “subject” on a PVSC only.	Do not release except: If more than one attempt in the previous five years, then all incidents released, or If the attempt is less than one year old. Incident is listed as ‘violent / threatening behaviour’ referencing the applicant as “subject” on a PVSC only.
Non Criminal Incidents (Including mental health related contact)	Not Released	Not Released	Do not release, except: if incident involved violent/threatening behaviour. Incident is listed referencing the applicant as “subject”. Events which involve mental health incidents may only be included in a PVSC.	Do not release, except: If incident involved violent/threatening behaviour. Incident is listed referencing the applicant as “subject”. Events which involve mental health incidents may only be included in a PVSC.
Other Police Service Involvement For Past 5 Years Through PIP, FIP OR Directly From Contributing Agency	Not Released	Not Released	Query PIP on all applicants. Note: If address from past 5 years is from a non contributing PIP agency, contact involved Service directly. FIP queries are not released, but can be used as a tool to identify reports held by other Services. Contributing agencies shall be contacted prior to release.	Query PIP on all applicants. Note: If address from past 5 years is from a non contributing PIP agency, contact originating Service directly. FIP queries are not released, but can be used as a tool to identify reports held by other Services. Contributing agencies shall be contacted prior to release.
SIP Special Interest Police	Not Released	Not Released	SIP queries are not released, but can be used as a tool to identify reports held by other Services. Contributing agencies shall be contacted prior to release.	Not Released

RECORD TYPE	Police Criminal Records Check	Police Criminal Records Check	Police Information Check Police Vulnerable Sector Check	Police Information Check Police Vulnerable Sector Check
	ADULT	YOUTH	ADULT	YOUTH
PARIS	Do Not Query	Do Not Query	Do Not Query	Do Not Query
Interpol	Do Not Query	Do Not Query	Do Not Query	Do Not Query

DISPOSITIONS	Criminal Records Check	Criminal Records Check	Police Records Check With / Without Police Vulnerable Sector	Police Records Check With / Without Police Vulnerable Sector
	ADULT	YOUTH	ADULT	YOUTH
Convictions, Suspended Sentence OR Findings of Guilt Not Including Discharges (5 Year Limit Does Not Apply)	All released from CRII if self declared. All may be released from own local files without self declaration.	Should not be self declared and therefore not released from CRII. From local database – released for 3 years for summary offences and 5 years for indictable offences after completion of sentence.	All released from CRII if self declared. All may be released from own local files without self declaration.	Should not be self declared and therefore not released from CRII. From local database – released for 3 years for summary offences and 5 years for indictable offences after completion of sentence.
Acquittal / Not Guilty	Not Released	Not Released	Should not be self declared and therefore not released from CRII. From local database, release for a period of two months following the 30 day appeal period, or if an appeal is taken, the period ending three months after all proceedings of the appeal have been completed. (Onus on Service to confirm appeal has not been launched).	Release for a period of two months following the 30 day appeal period, or if an appeal is taken, the period ending three months after all proceedings of the appeal have been completed. (Onus on Service to confirm appeal has not been launched).

GUIDELINE For Police Record Checks

DISPOSITIONS	Criminal Records Check		Police Records Check With / Without Police Vulnerable Sector	
	ADULT	YOUTH	ADULT	YOUTH
NCR Not Criminally Responsible	Not Released	Not Released	All Released	All Released
Absolute Discharge	Not Released	Not Released	Should not be self declared and therefore not released from CRII. May be released from own local files without self declaration.	Should not be self declared and therefore not released from CRII. May be released from own local files for 1 year after guilty verdict is rendered.
Absolute Discharge Prior To July 24, 1992	Not Released	Not Released	Should not be self declared and therefore not released from CRII. May be released from own local files without self declaration.	Should not be self declared and therefore not released from CRII. May be released from own local files for 1 year after guilty verdict is rendered.
Conditional Discharge	Not Released	Not Released	Should not be self declared and therefore not released from CRII. May be released from own local files without self declaration.	Should not be self declared and therefore not released from CRII. May be released from own local files for 3 years after guilty verdict is rendered.
Conditional Discharge Prior to July 24, 1992	Not Released	Not Released	Should not be self declared and therefore not released from CRII. May be released from own local files without self declaration.	Should not be self declared and therefore not released from CRII.
Dismissed	Not Released	Not Released	Should not be self declared and therefore not released from CRII. May be released from own local files without self declaration.	Should not be self declared and therefore not released from CRII. May be released from own local files for 2 months after disposition date.

DISPOSITIONS	Criminal Records Check	Criminal Records Check	Police Records Check	Police Records Check
	ADULT	YOUTH	With / Without Police Vulnerable Sector	With / Without Police Vulnerable Sector
			ADULT	YOUTH
Finding of Guilt with Reprimand YOUTH Only	Not Applicable	Not Released	Not Applicable	Should not be self declared and therefore not released from CRII. May be released from own local files for 2 months after finding of guilt.
Stayed	Not Released	Not Released	Should not be self declared and therefore not released from CRII. May be released from own local files without self declaration.	Should not be self declared and therefore not released from CRII. May be released from own local files without self declaration.
Withdrawn	Not Released	Not Released	Should not be self declared and therefore not released from CRII. May be released from own local files without self declaration.	Should not be self declared and therefore not released from CRII. May be released from own local files for 2 months after disposition.
Withdrawn – Peace Bond Also See Current Judicial Orders	Disposition Not Released	Disposition Not Released	Should not be self declared and therefore not released from CRII. May be released from own local files without self declaration.	Should not be self declared and therefore not released from CRII. May be released from own local files for 2 months following expiry of Peace Bond.
Withdrawn – Diversion Alternative Measures Including Mental Health Diversion	Not Released	Not Released	Released Only As Police Involvement	Not Released
Withdrawn – Extrajudicial Sanctions YOUTH	Not Applicable	Not Released	Not Applicable	Should not be self declared and therefore not released from CRII. May be released from own local files for 2 years after consent to sanction.

GUIDELINE For Police Record Checks

DISPOSITIONS	Criminal Records Check	Criminal Records Check	Police Records Check	Police Records Check
	ADULT	YOUTH	With / Without Police Vulnerable Sector	With / Without Police Vulnerable Sector
			ADULT	YOUTH
Withdrawn – Extrajudicial Measures YOUTH	Not Applicable	Not Released	Not Applicable	Incidents dealt with by way of Extrajudicial Measures should not be released except for violent offences which may be released referencing the applicant as 'subject'.
Pardons	Not Released	Not Released	Not Released	Not Released
Pardons – Sexual Offences 2000 – Criminal Records Act	Not Released	Not Released	Released If Approved By Minister of Public Safety	Not Released
Prohibition Orders – Criminal Code	Not Released	Not Released	All Released	All Released
Prohibition Orders – Non-Criminal (Driving)	Not Released	Not Released	Not Released	Not Released
Provincial Offences	Not Released	Not Released	Not Released	Not Released

Appendix
B

POLICE CHECK APPLICANT FACT SHEET

FOR INDIVIDUALS SEEKING EMPLOYMENT OR VOLUNTEER OPPORTUNITIES

The “insert name” Police Service (the Service) will complete a Police Check on a potential candidate for employment or volunteer duties when:

1. The agency you are applying to:
 - Has completed an initial review of your suitability and is considering you for employment or a volunteer opportunity.
 - Has requested the Police Record Check as part of determining suitability for employment or volunteer duties because the position is one of authority or trust with children or vulnerable persons.
 - Understands its obligation under the Human Rights Code with respect to evaluation, hiring and training volunteers or employees and what constitutes a bona fide reason for refusing to hire any individual or volunteer.
2. You reside within the jurisdiction of this police service.
3. You have signed the required consent forms.

The “insert name” Police Service offers three levels of record checks:

1. Police Criminal Record Check
2. Police Information Check
3. Police Vulnerable Sector Check

Police Criminal Record Check

This check is intended for applicants who are involved as a volunteer, employee or in any situation where a basic Police Criminal Record Check is requested. This check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons.

Police Criminal Record Check will include:

- Criminal convictions (summary and indictable) from the Canadian Police Information Centre (CPIC) and/or local databases.

NOTE: See section on Self Declaration Requirement.

Police Criminal Record Check will NOT include:

- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders.
- Absolute and Conditional Discharges.
- Convictions where a pardon has been granted.
- Convictions under provincial statutes.
- Local Police contacts.
- Ministry of Transportation information.
- Family Court Restraining orders.
- Foreign information.
- Charged and processed by other means such as Diversion.
- Any reference to incidents involving mental health contact that did not result in a conviction.

Police Information Check

This check is intended for applicants who are seeking volunteer and/or employment with agencies who require a Police Criminal Record Check along with local police involvement. The agency has determined that a search of pardoned sex offenders or contacts relating to mental health apprehensions is not required; therefore this check is NOT intended for applicants who are seeking volunteer and /or employment with vulnerable persons.

Police Information Check will include:

- Criminal convictions (summary and indictable) from CPIC and/or local databases.
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders.
- Absolute and Conditional Discharges as a police contact or criminal record if the expiry period has NOT been reached.
- Family Court Restraining orders.
- Charged and processed by other means such as diversion.
- Dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder.
- A review of all available police contacts including but not limited to theft, weapons, sex offences, or violent, harmful and threatening behaviour.

Police Information Check will NOT include:

- Convictions where a pardon has been granted.
- Convictions under provincial statutes.
- Ministry of Transportation information.
- Suspect information that would hinder an ongoing investigation or where the suspect has not been spoken to.
- Youth Criminal Justice Act (YCJA) charges or information beyond applicable disclosure period.
- Victim/Complainant information unless there is an exceptional circumstance.
- Foreign information.
- Any reference to incidents involving mental health contact that did not result in a criminal charge.

Police Vulnerable Sector Check

This check is restricted to applicants seeking employment and/or volunteering with vulnerable individuals. With your consent, a query of sex offences for which a pardon has been granted will be conducted in compliance with the Criminal Records Act (CRA).

Police Vulnerable Sector Check will include:

- Criminal convictions (summary and indictable) from CPIC and/or local databases.
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probations and Prohibition Orders.
- Absolute and Conditional Discharges from local database only.
- Family Court Restraining Orders.
- Charged and processed by other means such diversion.
- Dispositions including but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder.
- A review of all available police contacts including but not limited to theft, weapons, sex offences, or violent, harmful or threatening behaviour which may or may not have involved a mental health incident.
- All pardoned criminal convictions, including non sex offences, identified as a result of a Police Vulnerable Sector Check and authorized for release by the Minister of Public Safety.

Police Vulnerable Sector Check will NOT include:

- Convictions under provincial statutes.
- Ministry of Transportation information.
- Suspect information that would hinder an ongoing investigation or where the suspect has not been spoken to.
- Youth Criminal Justice Act (YCJA) charges or information beyond the applicable disclosure period.
- Victim/Complaint information unless there is an exceptional circumstance.
- Foreign information.
- Mental Health Act terminology.

Self-Declaration

Self-declaration of a criminal record is a process where you may declare your adult criminal record convictions to the police service.

Do NOT declare:

- A conviction for which you have received a pardon.
- A conviction where you were a “young person”.
- Absolute or Conditional Discharges.
- Any offences where you were not convicted.
- Provincial or municipal offences.
- Any charges dealt with outside of Canada.

The Service will confirm if the information matches a criminal record contained within the RCMP National Repository of Criminal Records. If the Service is not satisfied that your declared criminal record information is a match to a Criminal Record held at the repository, fingerprints are required.

Requirement for Fingerprints

Criminal Record: If the police service is not satisfied that your self-declaration is a match to a criminal record held at the Criminal Record Repository, your fingerprints must be submitted to the RCMP.

Vulnerable Sector: If you are applying to work in a paid or volunteer position where you will be in contact with children or vulnerable persons you may be required to submit fingerprints to verify whether you have been pardoned for a sexual offence contained within the RCMP National Criminal Records Repository.

Release of Completed Police Record Check

Police Criminal Record Check and Police Information Check

The Service will provide the results of a completed Police Criminal Record Check and Police Information Check only to you, the applicant.

It is your decision to discuss the results of a Police Record Check with the agency where you want to work or volunteer. The role of the Service is to provide you with the results of the Police Record Check. The agency is responsible to determine your suitability for the position.

Police Vulnerable Sector Check

The Service will complete a Vulnerable Sector Check based on your name and date of birth, as well as, gender and date of birth. If no record is found, a completed Police Vulnerable Sector Check will be provided to you, the applicant.

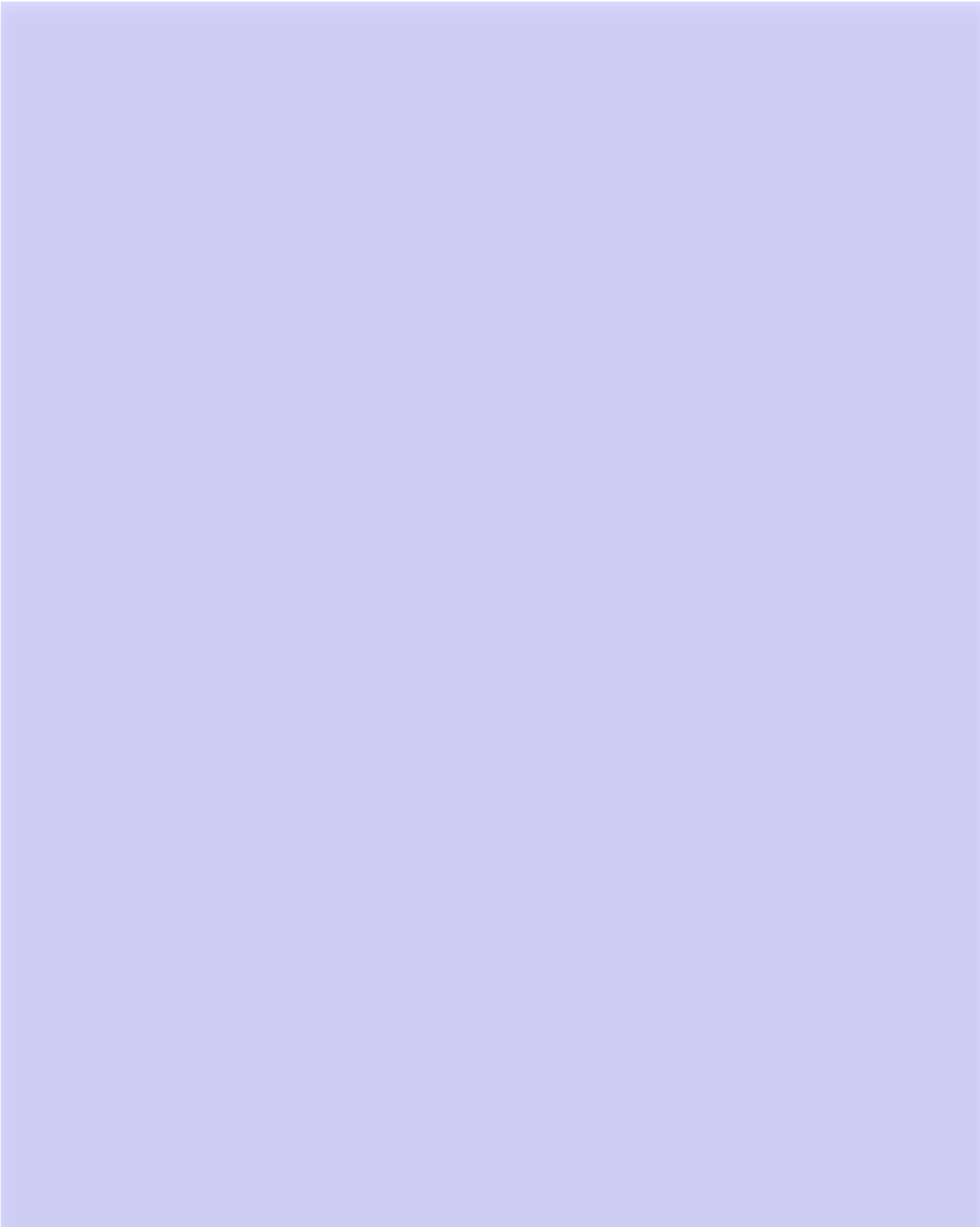
If the Vulnerable Sector Search is inconclusive a fingerprint based search will be required. If the RCMP confirms that you have a pardoned sex offence, the information will be forwarded to the Minister of Public Safety to authorize disclosure of all or part of the information contained in your file. When the information is authorized for disclosure by the Minister, the criminal record associated with your fingerprints will be returned to the Service and will include the pardoned sexual offence information. At this point the Service will be required to obtain your consent in writing for disclosure of the record(s). When you have signed the form giving consent to release the record(s) the Service must forward the information to the requesting agency (employer or volunteer agency).

If you, the applicant, choose not to disclose your record(s) the Service will contact the requesting agency in writing indicating that the Service was unable to complete the Police Vulnerable Sector Check.

Reconsideration Request Process

If you wish to request reconsideration on any information disclosed on the Police Record Check you may apply in writing to (Name & address of Service).

You may also refer to the (name of Police Service) website at (website address) for further information regarding the Police Record Check process.





POLICE CHECK AGENCY FACT SHEET

POLICE RECORD CHECKS FOR EMPLOYMENT OR VOLUNTEER OPPORTUNITIES

Police Record Checks are performed only upon the consent of the applicant.

The agency plays an integral role in the initial stages of the hiring process. Even before an individual applies for a Police Record Check the Agency should:

- (a) Complete an initial review for suitability and be considering the individual for an employment or volunteer opportunity.
- (b) Understand its obligation under the Human Rights Code with respect to evaluation, hiring and training volunteers or employees and what constitutes a bona fide reason for refusing to hire any individual or volunteer.
- (c) Determine that if a Police Vulnerable Sector Check is required, it is done so only for the purpose of assisting the Agency to determine the suitability of potential candidates for employment and/or volunteer duties responsible for the well-being of persons who, because of their age, disability or other circumstances are at a greater risk than the general population.

For further information on selecting employees or volunteers refer to Volunteer Canada 10 step guideline at <http://volunteer.ca/topics-and-resources/screening/10-steps-screening>

By performing a Police Record Check, “insert name” Police Service (the Service) is in no way making a recommendation on the suitability of the applicant for the position nor should the agency consider the existence of information to mean a compulsory disqualification of the individual. It is important to note that information contained within a Police Record Check is based upon information provided by the applicant and the Service cannot guarantee it will identify all information pertaining to the individual.

The “insert name” Police Service provides three levels of Police Record Checks:

1. Police Criminal Record Check
2. Police Information Check
3. Police Vulnerable Sector Check

Police Criminal Record Check

This check is intended for applicants who are involved as a volunteer, employee or in any situation where a basic Police Criminal Record Check is requested (i.e., retail or immigration). This check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons.

Police Criminal Record Check will include:

- Criminal convictions (summary and indictable) from the Canadian Police Information Centre (CPIC) and/or local databases.

NOTE: See section on Self-Declaration Requirement.

Police Criminal Record Check will NOT include:

- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders.
- Absolute and Conditional Discharges.
- Convictions where a pardon has been granted.
- Convictions under provincial statutes.
- Local Police contacts.
- Ministry of Transportation information.
- Family Court Restraining Orders.
- Foreign information.
- Charged and processed by other means such as Diversion.
- Any reference to incidents involving mental health contact that did not result in a conviction.

Police Information Check

This check is intended for applicants who are seeking volunteer and/or employment with agencies who require a Police Criminal Record Check along local police involvement.

Police Information Check will include:

- Criminal convictions (summary and indictable) from CPIC and/or local databases.
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders.
- Absolute and Conditional Discharges as a police contact or criminal record if the expiry period has not been reached.
- Family Court Restraining Orders.
- Charged and processed by other means such as diversion.
- Dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder.
- A review of all available police contacts including but not limited to theft, weapons, sex offences, or violent, harmful and threatening behaviour.

Police Information Check will NOT include:

- Convictions where a pardon has been granted.
- Convictions under provincial statutes.
- Ministry of Transportation information.
- Suspect information that would hinder an ongoing investigation or where the suspect has not been spoken to.
- Youth Criminal Justice Act (YCJA) charges or information beyond applicable disclosure period.

- Victim/Complainant information unless there is an exceptional circumstance.
- Foreign information.
- Any reference to incidents involving mental health contact that did not result in a criminal charge.

Police Vulnerable Sector Check

This check is restricted to applicants seeking employment and/or volunteering with vulnerable individuals. With the consent of the applicant, a query of sex offences for which a pardon has been granted will be conducted in compliance with the Criminal Records Act (CRA).

Police Vulnerable Sector Check will include:

- Criminal convictions (summary and indictable) from CPIC and/or local databases.
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probations and Prohibition Orders.
- Absolute and Conditional Discharges from local database only.
- Family Court Restraining Orders.
- Charged and processed by other means such as diversion.
- Dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder.
- A review of all available police contacts including, but not limited to, theft, weapons, sex offences, or violent, harmful or threatening behaviour which may or may not have involved a mental health incident.
- All pardoned criminal convictions, including non sex offences, identified as a result of a Police Vulnerable Sector Check and authorized for release by the Minister of Public Safety.

Police Vulnerable Sector Check will NOT include:

- Convictions under provincial statutes.
- Ministry of Transportation information.
- Suspect information that would hinder an ongoing investigation or where the suspect has not been spoken to.
- Youth Criminal Justice Act (YCJA) charges or information beyond the applicable disclosure period.
- Victim/Complaint information unless there is an exceptional circumstance.
- Foreign information.
- Mental Health Act terminology.

Self-Declaration

Self-declaration of a criminal record is a process where the applicant may declare his/her adult criminal record convictions to the police service.

Applicants are NOT required to declare:

- A conviction for which the applicant has received a pardon.
- A conviction where the applicant was a “young person” under the YCJA.
- Absolute or Conditional Discharges.
- Any offences for which the applicant was not convicted.
- Provincial or municipal offences.
- Any charges dealt with outside of Canada.

The Service will confirm if the information matches a criminal record contained within the RCMP National Repository of Criminal Records. If the Service is not satisfied that the applicants declared criminal record information is a match to a Criminal Record held at the repository, fingerprints are required.

Requirement for Fingerprints

Criminal Record:

If the police service is not satisfied that the applicants self declaration is a match to a criminal record held at the Criminal Record Repository, fingerprints must be submitted to the RCMP.

Vulnerable Sector:

If the applicant is being considered to work in a paid or volunteer position where there will be in a position of trust with the vulnerable sector they may be required to submit fingerprints to verify whether there is a criminal record including the existence of any pardoned sex offences contained within the RCMP National Criminal Records Repository.

Release of Completed Police Record Check

Police Criminal Record Check and Police Information Check

The Service will provide the results of a completed Police Criminal Record Check and Police Information Check to the applicant only.

It is the choice of the applicant to decide whether he/she wants to discuss the results of the Police Record Check with the requesting agency. The role of the Service is to provide the applicant with the results of the Police Record Check. The agency is responsible for determining the suitability of the applicant for the position. The result of any Police Record Check is just one component of the information available to and evaluated by the agency.

Police Vulnerable Sector Check

The Service will complete a Vulnerable Sector Check based on the applicant's name and date of birth, as well as, gender and date of birth. If no record is found, a completed Police Vulnerable Sector Check will be provided to the applicant.

If the Vulnerable Sector Search is inconclusive a fingerprint based search will be required. If the RCMP confirms that the applicant has a pardoned sex offence, the information will be forwarded to the Minister of Public Safety to authorize disclosure of all or part of the information contained in the file. When the information is authorized for disclosure by the Minister, the criminal record associated with the applicant's fingerprints will be returned to the "Service" and will include the pardoned sexual offence information. At this point the Service will be required to obtain the applicant's consent in writing for disclosure of the record(s). When the applicant has signed the form giving consent to release the record(s) the Service must forward the information to the requesting agency (employer or volunteer agency).

If the applicant chooses not to disclose their record(s) the Service will contact the requesting agency in writing indicating that the Service was unable to complete the Police Vulnerable Sector Check.

You may also refer to the (name of Police Service) website at (website address) for further information regarding the Police Check process.

Appendix D

Appendix C - April 17, 2011

UNIT 1. TO BE COMPLETED BY APPLICANT	(Logo)		(Name of) Police Service - POLICE CRIMINAL RECORD CHECK (This search is <u>not</u> intended for persons working with the vulnerable sector)			
	Mailing Address (name, street, city, province, postal code) Must Print Legibly Under Each Heading—this is your mailing label				Date of Request ____/____/____ yyyy mm dd	
	Last Name		First Name		Middle Name	
	# and Street Name			Apt/Unit #	Maiden Name or other Surnames used	
	City			Province	Postal Code	
	Date of Birth ____/____/____ yyyy mm dd		Place of Birth		Gender	
	Reason for Request (state below) Reason: (volunteer, employment, or other – if other, please specify)				Self-Declaration (if applicable) Declaration of Criminal Record Attached	
	Extra copy (Additional Fee May Apply):		Reason for each copy requested:			
	Identification – one form MUST be photo I.D. (if Health Card or SIN used, do not record #)					
	Type of I.D. produced			ID number		
Type of I.D. produced			ID number			
Contact Information						
Res. Phone		Bus. Phone		Cell Phone		
<p>The Police Criminal Records Check will include the following information as the record exists on the date of the search:</p> <ul style="list-style-type: none"> • Criminal convictions (summary and indictable) from CPIC and/or local databases. <p>The Police Criminal Record Check will not include:</p> <ul style="list-style-type: none"> - Outstanding entries, such as charges and warrants - Absolute and conditional discharges - Convictions where a pardon has been granted - Convictions under provincial statutes - Local Police Contacts - Family court restraining orders - Foreign information - Current judicial orders - A Vulnerable Sector Verification search of pardoned sex offenders <p>I hereby certify that the information provided above is true and correct to the best of my knowledge and belief. I hereby authorize the _____ Police Service to conduct such searches as are deemed necessary to obtain the information required to complete this search and disclose such information to me.</p>						
Applicant's Signature X _____						

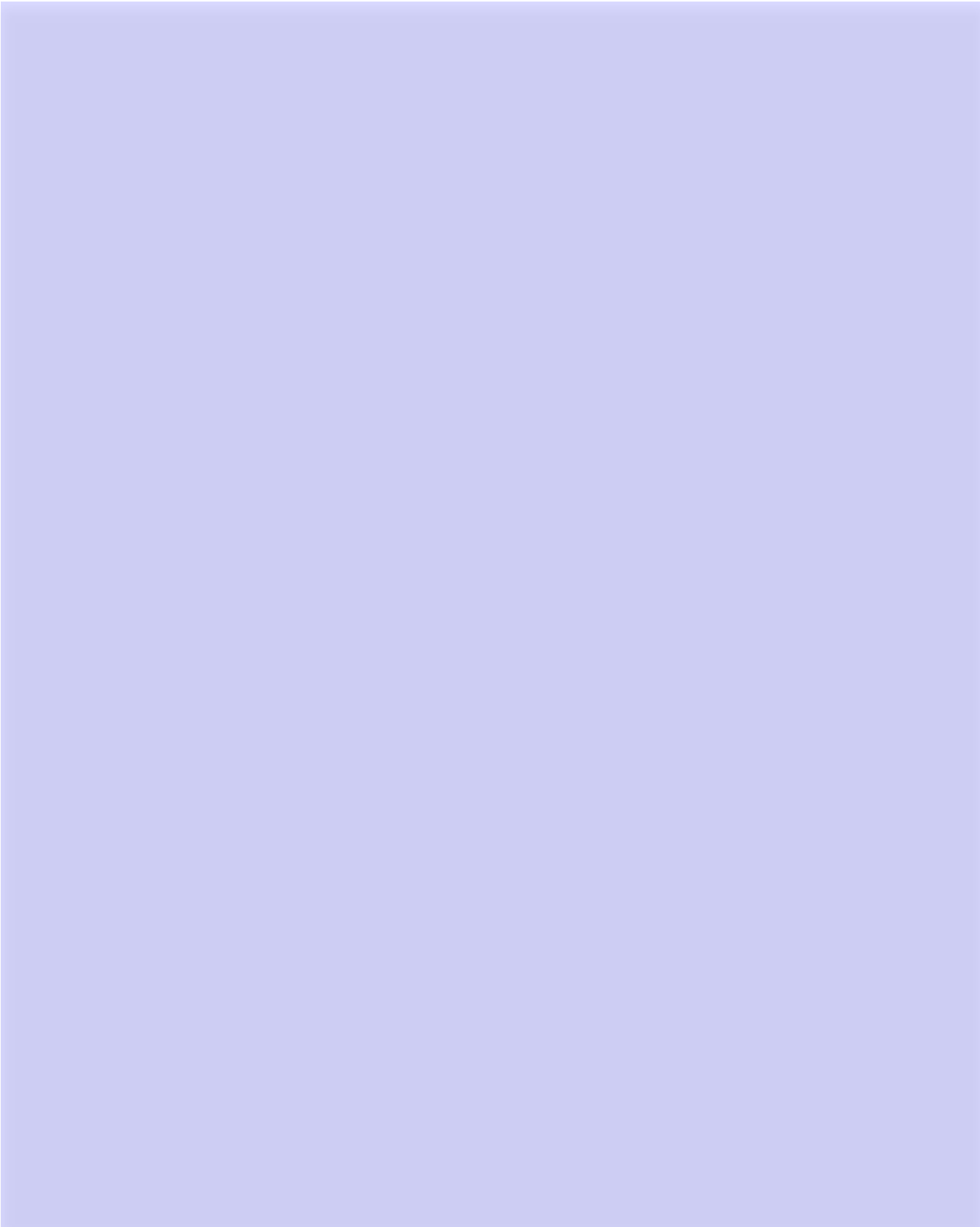
UNIT 2. POLICE USE ONLY

Request and Fee received by - Name	Badge No	Division	Receipt Number	Fee:
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RESULTS FOR NAME-BASED CRIMINAL RECORD VERIFICATION

1	<input type="checkbox"/>	NEGATIVE	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did NOT identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
2	<input type="checkbox"/>	INCOMPLETE	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records could NOT be completed. Positive identification that a criminal record does or does not exist requires the applicant to SUBMIT FINGERPRINTS to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
3	<input type="checkbox"/>	POSSIBLE MATCH <i>(See attached page For details)</i>	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records has resulted in a POSSIBLE match to a registered criminal record. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. As such, the criminal record information declared by the applicant does NOT constitute a Certified Criminal Record by the RCMP. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

Date of Search	Clerk #	NOT VALID UNLESS EMBOSSED BY POLICE SERVICE SEAL
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Appendix

Request and Fee received by :	Badge. No	Division	Receipt Number	Fee:	
(LOGO) POLICE INFORMATION CHECK POLICE VULNERABLE SECTOR CHECK <i>(Unit 3 must also be completed)</i>					
UNIT 1. TO BE COMPLETED BY APPLICANT Mailing Address (name, street, city, province, postal code) Must Print Legibly Under Each Heading– this is your mailing label			Date of Request ____/____/____ yyyy mm dd		
Last Name	First Name	Middle Name			
# and Street Name		Apt/Unit #	Maiden Name or other Surnames used	Other First Names	
City	Province	Postal Code	Date of Birth ____/____/____ yyyy mm dd	Place of Birth	
Gender					
<i>Address History – please fill out if resident address differs from mailing address and/or if resided OUTSIDE of the Region in the past 5 years.</i>					
Street name and # (please state below)	Apt/Unit #	City	Province	Postal Code	
				# of yrs	
Reason for Request (state below) Reason: (volunteer, employment, or other – if other, please specify)			Self-Declaration (if applicable) Declaration of Criminal Record Attached		
Is "Reason for Request" dealing with the Vulnerable Sector Yes No			*** If yes, UNIT 3 must be completed ***		
UNIT 2. POLICE USE ONLY					
RESULTS FOR NAME-BASED CRIMINAL RECORD VERIFICATION					
1	<input type="checkbox"/>	NEGATIVE	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did NOT identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.		
2	<input type="checkbox"/>	INCOMPLETE	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records could NOT be completed. Positive identification that a criminal record does or does not exist requires the applicant to SUBMIT FINGERPRINTS to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.		
3	<input type="checkbox"/>	POSSIBLE MATCH <i>(See attached page For details)</i>	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records has resulted in a POSSIBLE match to a registered criminal record. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. As such, the criminal record information declared by the applicant does NOT constitute a Certified Criminal Record by the RCMP. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.		
INVESTIGATIVE DATABANK AND LOCAL INDICES RESULTS					
4	<input type="checkbox"/>	NEGATIVE – No information was revealed that can be disclosed in accordance with federal laws and RCMP policies			
	<input type="checkbox"/>	POSITIVE – See attached page(s) for details.			
POLICE VULNERABLE SECTOR SCREENING ONLY					
5	<input type="checkbox"/>	A search of pardoned sex offenders was conducted. No information to release.			
	<input type="checkbox"/>	A search of pardoned sex offenders was conducted. Information authorized for release.			
	<input type="checkbox"/>	A search of pardoned sex offenders <u>was not</u> conducted.			
Date of Search		Clerk #			
NOT VALID UNLESS EMBOSSED WITH POLICE SEAL					

Page 2 of 2

Identification – one form MUST be photo I.D. (if Health Card or SIN used, do not record #)		
Type of I.D. produced	ID number	
Type of I.D. produced	ID number	
Contact Information		
Res. Phone	Bus. Phone	Cell Phone
<p>The Police Information Check will include the following information as it exists on the date of the search:</p> <ul style="list-style-type: none"> • Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition orders • Criminal convictions (summary and indictable) from CPIC and/or local databases. • Absolute and conditional discharges. • Family court restraining orders. • Dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder as listed on local indices. • Police contacts including but not limited to theft, weapons, sex offences, or violent, harmful and threatening behaviour. <p>The Police Vulnerable Sector Check will include all of the above and the following information as it exists on the date of the search:</p> <ul style="list-style-type: none"> • Police contacts including but not limited to theft, weapons, sex offences, or violent, harmful or threatening behavior which may or may not have involved a mental health incident. • All pardoned criminal convictions, including non sex offences, identified as a result of a Vulnerable Sector Verification search and authorized for release by the Minister of Public Safety and Emergency Preparedness. 		
<p>1. I hereby release and discharge the _____ Police Service and all members and employees of the said Service from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the Police Service. I hereby authorize the _____ Police Service to inquire into and disclose the results of any police records indicating criminal convictions, conditional and absolute discharges, outstanding criminal charges and to conduct a local police contact search with any Police Service in Canada.</p> <p>2. I certify that the information provided by me in this application is true and correct to the best of my knowledge and belief. I have read this consent, understand it and agree to it in its entirety.</p> <p>Applicant's Name: (Please Print) _____</p> <p>Applicant's Signature _____</p>		

UNIT 3. POLICE VULNERABLE SECTOR CHECK

This section is restricted to applicants seeking employment and/or volunteering with vulnerable individuals.
"Vulnerable persons" means persons who, because of their age, a disability or other circumstances, whether temporary or permanent, (a) are in a position of dependence on others; or (b) are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

Part 1: Identification of the Applicant			
Surname	Given Name	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (yyyy-mm-dd)

Part 2: Reason for Consent (Please fill out the following):	
I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.	
Description of the paid or volunteer position	Name of the person or organization

Details regarding the responsibilities towards children or vulnerable person(s)

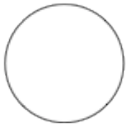
Part 3: Consent	
I hereby consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon for, any of the sexual offences that are listed in the schedule to the <i>Criminal Records Act</i> .	
I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the <i>Criminal Records Act</i> in respect of which a pardon was granted or issued, I will be requested to provide fingerprints to confirm that record and that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.	
Contributing Agency	
Signature of Applicant	Date (yyyy-mm-dd)

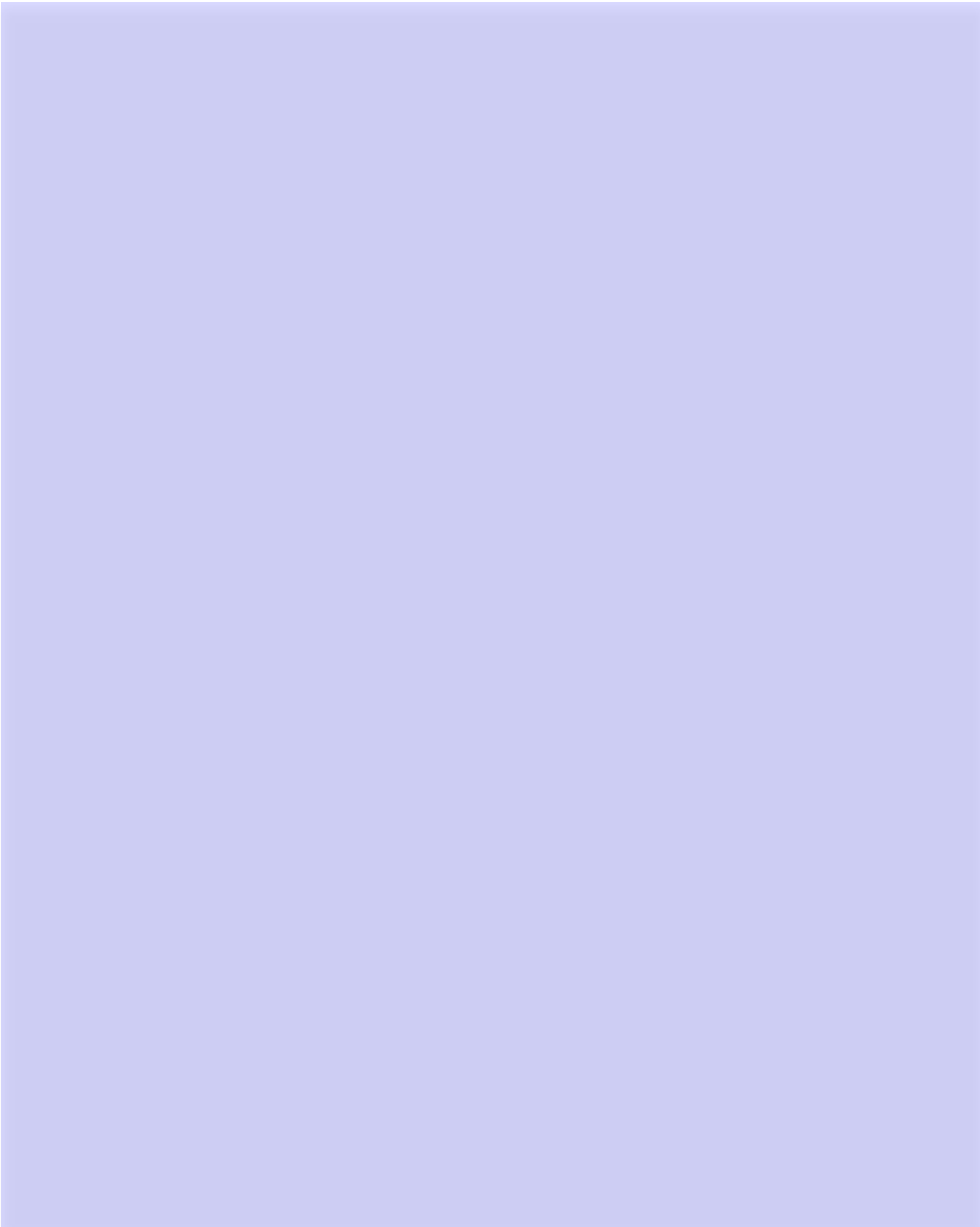
Appendix F

Insert Logo	(Insert Name) Police Service	Police Records Check Supplementary Information
<small>This page(s) must accompany either a Police Criminal Record Check or a Police Information Check/Police Vulnerable Sector Check form.</small>		Page of

Name: (Applicants name)

DATE	LOCATION	CHARGE	DISPOSITION
Criminal Convictions:			
2008 June 28	Toronto, Ont	Assault	18 months
2008 Sept 08	Oshawa, Ont	Theft Under	Probation 1 yr





Appendix



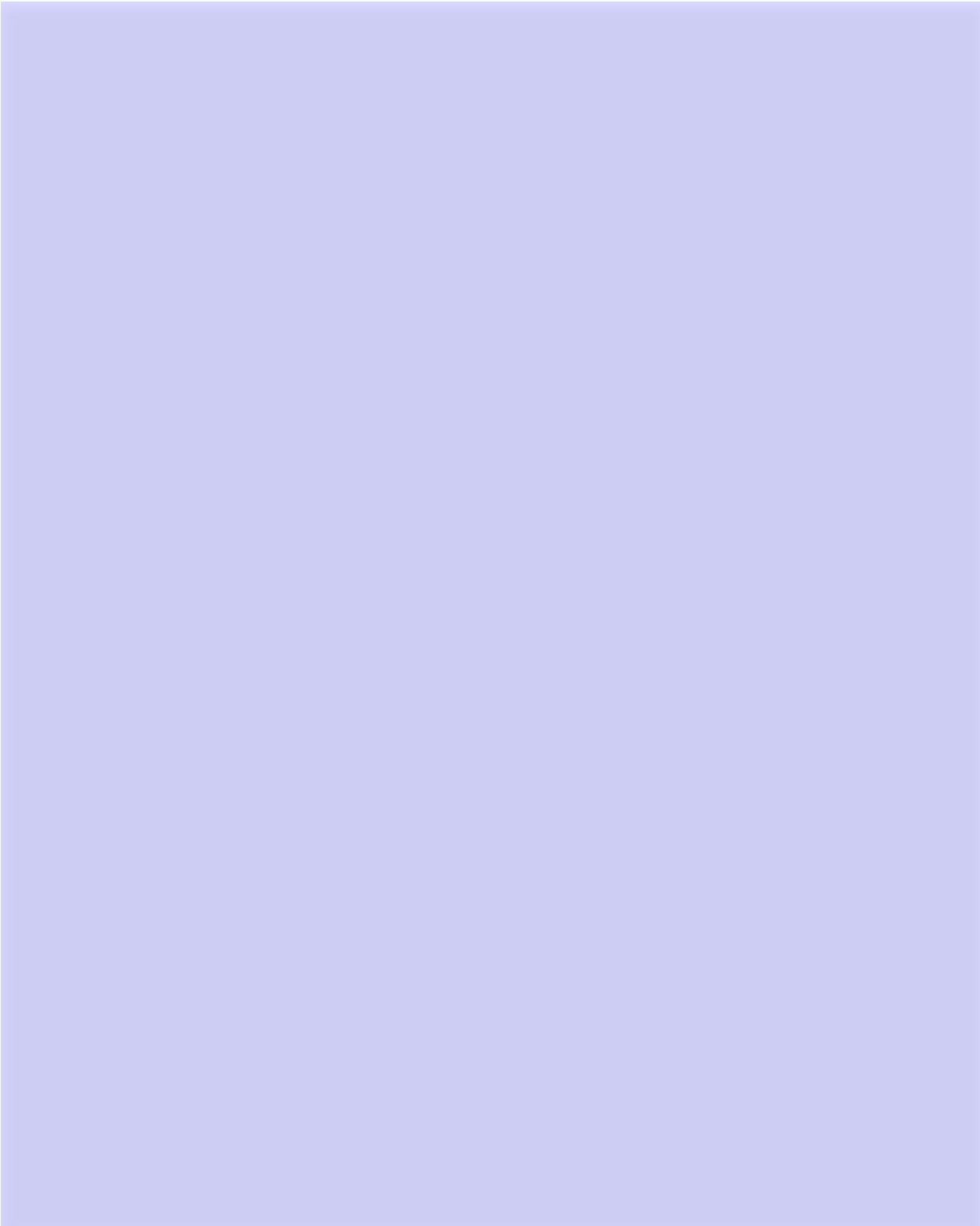
Insert Logo	(Insert Name) Police Service	Police Records Check Supplementary Information
This page(s) must accompany either a Police Criminal Record Check or a Police Information Check/Police Vulnerable Sector Check form.		Page of

Name: (Applicants name)

DATE	LOCATION	CHARGE	DISPOSITION
<u>Criminal Convictions:</u>			
2008 June 28	Toronto, Ont	Assault	18 months
2008 Sept 08	Oshawa, Ont	Theft Under	Probation 1 yr
<u>Non-Convictions:</u>			
2007 Oct 29	Oshawa, Ont	Assault	Withdrawn
<u>Outstanding Charges:</u>			
2009 Oct 31	London, Ont	Unlawful Assembly	Awaiting Disposition Court Date: 2011-03-22

DATE	POLICE SERVICE	LOCATION	TYPE OF INCIDENT	ROLE
<u>Police Contacts:</u>				
2009 Sept 15	Oshawa, Ont	Fraud	Subject	





Appendix

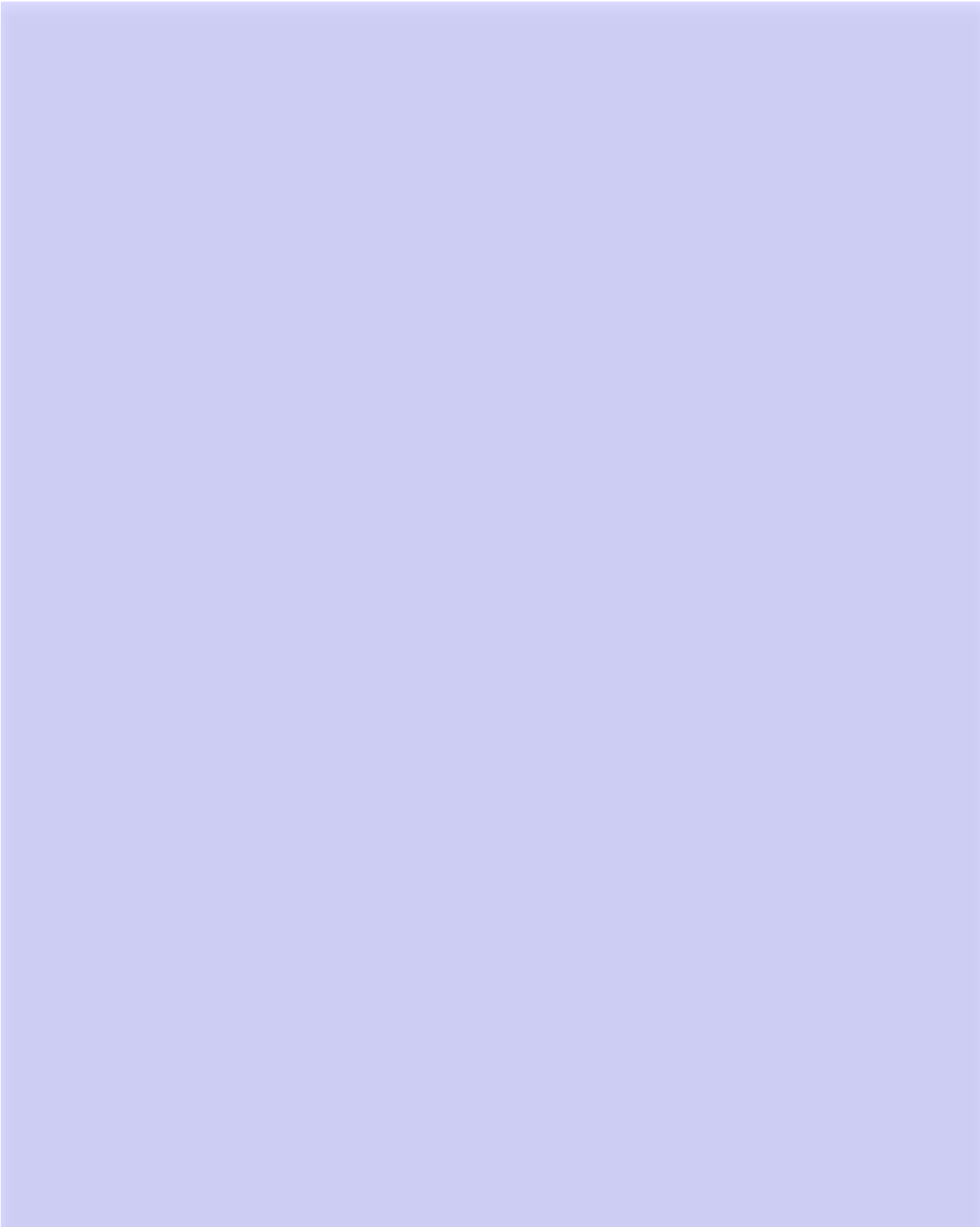
Insert Logo	(Insert Name) Police Service	Police Records Check Supplementary Information
This page(s) must accompany either a Police Criminal Record Check or a Police Information Check/Police Vulnerable Sector Check form.		Page of

Name: (Applicants name)

DATE	LOCATION	CHARGE	DISPOSITION
<u>Criminal Convictions:</u>			
2008 June 28	Toronto, Ont	Assault	18 months
2008 Sept 08	Oshawa, Ont	Theft Under	Probation 1 yr
<u>Non-Convictions:</u>			
2007 Oct 29	Oshawa, Ont	Assault	Withdrawn
<u>Outstanding Charges:</u>			
2009 Oct 31	London, Ont	Unlawful Assembly	Awaiting Disposition Court Date: 2011-03-22

DATE	POLICE SERVICE	TYPE OF INCIDENT	ROLE
<u>Police Contacts:</u>			
2009 Sept 15	Oshawa, Ont	Fraud	Subject
2010 Dec 20	Oshawa, Ont	Violent/Threatening Behaviour	Subject





Appendix I



Declaration of Criminal Record

To be Completed by Applicant

This form must be completed in order to receive a copy of the Adult Criminal Convictions & Associated Information from the RCMP National Repository of Criminal Records

Surname	Given Name	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (yyyy-mm-dd)
Current Address	City	Province	Postal Code

DECLARATION OF CRIMINAL RECORD

- Does not constitute a Certified Criminal Record by the RCMP
- May not contain all criminal record convictions

DO NOT DECLARE:

- Absolute Discharges or Conditional Discharges, pursuant to the *Criminal Code*, section 730.
- Any charges for which you have received a Pardon, pursuant to the *Criminal Records Act*.
- Any offences while you were a "Young Person" (twelve years old but less than eighteen year old), pursuant to the *Youth Criminal Justice Act*.
- Any charges for which you were not convicted, for example, charges that were withdrawn, dismissed, etc.
- Any Provincial or Municipal offences.
- Any charges dealt with outside of Canada.

NOTE: A Certified Criminal Record can only be issued based on the submission of fingerprints to the RCMP National Repository of Criminal Records.

OFFENCE	DATE OF SENTENCE	LOCATION

Applicant's Signature

