

Appendix C: Applicant Fact Sheet

An employer or a volunteer organization has requested that you obtain a Police Information Check, as part of determining your suitability for employment or volunteer duties, as well as, possibly, because the position is responsible for children or vulnerable persons. At your request and with your permission, the “insert name” Police Agency (the Agency) will complete a Police Information Check about you for employment or volunteer duties.

The organization/employer you are applying to is expected to:

- ↑ have completed an initial review of your suitability and to be considering you for employment or a volunteer opportunity; and
- ↑ 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.

In order for us to complete the Police Information Check, you must reside within the jurisdiction of this police agency, and have signed the required consent form.

The “insert name” Police Agency offers two types of record checks:

1. Police Information Check (PIC)
2. Police Information Check with Vulnerable Sector Screening (PIC-VS)

Police Information Check (PIC)

This check is intended for applicants who are seeking volunteer and/or employment with agencies requiring a review of warrants, outstanding charges and convictions about an applicant. The organization/employer has determined that a search of record suspensions (formally known as Pardons) is not required; therefore, this information check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons.

A Police Information Check will include:

- a) Criminal convictions from CPIC and/or local databases.
- b) Summary convictions, when identified.
- c) Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period.
- d) 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.
- e) Absolute and conditional discharges for 1 or 3 years respectively.

A Police Information Check will NOT include:

- a) Convictions where a record suspension has been granted.
- b) Convictions under provincial statutes.
- c) Local police contact.
- d) Traffic violations, including roadside suspensions.
- e) Special Interest Police (SIP) category of CPIC.
- f) Family Court restraining orders.
- g) Foreign information.
- h) A Vulnerable Sector (VS) Query to ascertain if the applicant has been convicted of and granted a record suspension for any of the sexual offences that are listed in the schedule to the Criminal Records Act (CRA).
- i) Any reference to incidents involving mental health contact.
- j) Diversions will not be released as police contact and no reference to the occurrence is permitted (CCS. 717.4).
- k) Youth Criminal Justice Act (YCJA) information beyond applicable disclosure period.
- l) Any reference to contagious diseases.
- m) Dispositions including, but not limited to, Stay of Proceedings, Withdrawn, Dismissed, Not Criminally Responsible by Reason of Mental Disorder, Acquittals and Not Guilty findings.

Police Information Check with Vulnerable Sector Screening (PIC-VS)

This check is restricted to applicants seeking employment and/or volunteering in a position of authority or trust relative to vulnerable persons in Canada only. With your consent, a query of sex offences for which a record suspension (formerly known as a Pardon) has been granted will be conducted in compliance with the *Criminal Records Act (CRA)*.

Police Information Check with Vulnerable Sector Screening will include:

- a) Criminal convictions (summary and indictable) from CPIC and/or local databases.
- b) Outstanding judicial orders, 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 for 1 or 3 years respectively.
- d) Charges recommended and/or processed by other means.

- e) Dispositions listed in the CPIC Identification Databank or CRII under non-convictions including, but not limited to, withdrawn, dismissed, and cases of not criminally responsible by reason of mental disorder.
- f) Any additional information recorded in police databases documenting the applicant to have been a suspect in an offence (whether or not charged), subject to provincial retention periods specific to the offence type.
- g) Adverse contact involving the threat or actual use of violence directed at other individuals, regardless of, but without disclosing, mental health status.
- h) As authorized for release by the Minister of Public Safety all record suspension criminal convictions, including non sex offences, identified as a result of a VS query.

PIC with Vulnerable Sector Screening will NOT include:

- a) Convictions where a record suspension has been granted (except for sexual offences)
- b) Convictions under provincial statutes unless under exceptional circumstances.
- c) Traffic violations, including roadside suspensions.
- d) Suspect information that would hinder an ongoing investigation or where the suspect has not been spoken to may result in the record check being delayed or terminated.
- 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, e.g., street checks or CAD, except under exceptional circumstances.
- h) Any reference to contagious diseases.
- i) Victim/Complainant information unless under exceptional circumstances.
- j) Foreign information for applicants who have resided outside of Canada.
- k) Mental Health Act information.

Self-Declaration

Self-declaration of a criminal record is a process where you may declare your adult criminal record convictions to the police agency. This may allow the police agency to assess the accuracy of your criminal record information without taking your fingerprints and without the delay formal fingerprinting would cause.

Do NOT declare:

- ↑ A conviction for which you have received a record suspension (formerly known as a pardon).
- ↑ A finding of guilt when you were a “young person”.
- ↑ Absolute or Conditional Discharges.

↑ Any offences where you were not convicted (i.e. stays of proceedings, dismissed charges)

↑ Provincial or municipal offences.

↑ Any charges dealt with outside of Canada.

The police agency will verify if the information matches a criminal record contained within the RCMP National Repository of Criminal Records. If the police agency 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 agency is not satisfied that your self-declaration is a match to a criminal record held at the RCMP National Repository of Criminal Records, 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 responsible for children or vulnerable persons you may be required to submit fingerprints to verify whether you have received a record suspension for a sexual offence contained within the RCMP National Repository of Criminal Records.

Release of Completed Police Information Check

Police Information Check

The police agency will provide the results of a completed Police Information Check *only to you, the applicant.*

It is your decision to discuss the results of a Police Information Check with the organization/employer where you want to work or volunteer. The role of the police agency is to provide you with the results of the Police Information Check. The hiring organization is responsible to determine your suitability for the position.

If you have questions regarding the results of your PIC or PIC-VS you should contact the police agency that conducted the check for further information and directions.

Police Information Check with Vulnerable Sector Screening

The police agency will complete a Vulnerable Sector Check based on your name and date of birth. If no record is found a completed Police Information Check with Vulnerable Sector Screening will be provided *only 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 record suspension for a 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 police agency and will include the sexual offence information for which you received a record suspension. At this point the police agency 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 police agency must forward the information to the requesting agency (employer or volunteer agency).

If you choose not to disclose your record(s), the police agency must contact the requesting agency in writing and advise that they are unable to complete the Police Vulnerable Sector Check.

Reconsideration Request Process

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

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

Upper Fraser Valley Regional Detachment Agassiz Community Police Office

Police Information Check

Police Use Only	
Amount Paid:	
Volunteer:	
Receipt #	
Received by:	

IDENTIFICATION – one form must be photo ID (office use only).

Type of ID Produced:	Number:
Type of ID Produced:	Number:

INSTRUCTIONS FOR COMPLETION

(PERSONAL INFORMATION ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF THE BC FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT & FEDERAL PRIVACY ACT)

Please complete clearly in ink

You must apply in person at the Police Agency in the jurisdiction you reside. At the time of application you must present:
 Any applicable fee (see website for costs and payment options).
 One piece of current, government-issued photo identification and one piece of identification verifying name and date of birth.
 If you are unable to provide proper identification the police agency cannot complete your check.

Your Police Information Check will review all available law enforcement systems, including any local police records.
This check will NOT include: overseas or US records, traffic tickets, Motor Vehicle Act offences or municipal bylaw offences.

The results of this check will not be forwarded to a third party
 (with the exception of confirmed positive Vulnerable Sector responses).

PART I – PERSONAL INFORMATION (COMPLETED BY APPLICANT)

LAST NAME	FIRST NAME	MIDDLE NAME(S)
PREVIOUS NAMES (including name changes and birth/maiden name)		SEX (circle one) M F
DATE OF BIRTH (YYYY/MM/DD)	PLACE OF BIRTH:	
ADDRESS (Apartment, street # and name)	CITY	PROV POSTAL CODE
PHONE NUMBER (residence)	PHONE NUMBER (cell)	

PREVIOUS ADDRESS (LIST ALL ADDRESSES WITHIN THE LAST FIVE YEARS)			*Check Completed (office use only)
STREET NAME: _____	CITY: _____	PROVINCE: _____	<input type="checkbox"/> yes <input type="checkbox"/> no
STREET NAME: _____	CITY: _____	PROVINCE: _____	<input type="checkbox"/> yes <input type="checkbox"/> no
STREET NAME: _____	CITY: _____	PROVINCE: _____	<input type="checkbox"/> yes <input type="checkbox"/> no
STREET NAME: _____	CITY: _____	PROVINCE: _____	<input type="checkbox"/> yes <input type="checkbox"/> no
STREET NAME: _____	CITY: _____	PROVINCE: _____	<input type="checkbox"/> yes <input type="checkbox"/> no

REASON FOR APPLICATION (check appropriate): Volunteer (attach letter) Employment Other (specify below)

Key Contact Name: _____

Volunteer Agency/Employer Name: _____

Volunteer Agency/Employer Address and Phone Number: _____

IS YOUR REQUEST RELATED TO WORK/VOLUNTEERING WITH VULNERABLE PERSONS: YES NO

(If yes – please complete Vulnerable Sector Search Consent FORM 1 on page 2)

Applicant Name	Applicant DOB
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VULNERABLE SECTOR APPLICANTS:

FORM 1 – CONSENT FOR A CRIMINAL RECORD CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED

This form is to be used by a person applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons, if the position is a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule to the Criminal Records Act and has been pardoned.

Reason for Consent:

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 person(s).

Description of the paid or volunteer position (*what you will be doing*): _____

Provide details regarding the children or vulnerable person(s) (*what ages, type of client(s) you will be in authority over*): _____

Consent: I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine 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 Criminal Records Act. 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 Criminal Records Act in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Minister of Public Safety 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 the 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.

Signature of Applicant	Date Signed
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DECLARATION OF A CRIMINAL RECORD (if applicable) – Completed by Applicant

By declaring any offences of which you have been convicted, your criminal convictions record can be confirmed without needing to submit your fingerprints for verification of your identity and the processing delay that this causes.

- **Please list below** all offences of which a judge has convicted you (whether indictable or summary) and specifically identify the offence, date you were convicted, and place where the offence was committed.
- **Do Not** disclose convictions for which you have received a pardon pursuant to the *Criminal Records Act*, or charges that were dismissed, stayed, or resulted in absolute or conditional discharges.
- **Do Not** disclose offence convictions where you were found guilty of an offence committed while you were a "young person" (younger than eighteen years), pursuant to the *Youth Criminal Justice Act*.

Date of Conviction	Nature of Offence	Location/Jurisdiction

Signature of Applicant	Date signed
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Applicant Name	Applicant DOB
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SEARCH AND DISCLOSURE CONSENT, AND LIABILITY RELEASE

I request and consent to the Agassiz Community Police Office and its employees searching any policing agency or court databases, based on the information I have provided, in order to locate any records and information in which I am referred to, and to report, by way of this form, any formal criminal records or pending charges that I am the subject of. If I have indicated that I will be working with the vulnerable sector, I also request and consent to the reporting of any documented adverse contact with police, any incident in which no charges were laid, or any matter regulated by provincial statutes, that I am the subject of. I understand that records may continue to exist even if they are no longer listed in particular records database indices.

I understand that information collected as a result of this Police Information Check will only be released **directly to me and not to any third party**; however, I specifically intend to provide the reported information to the employer or volunteer agency that I have listed. I understand that they alone, and not the police, will determine the impact of any reported search results, on whether I obtain the position for which I am being considered. I understand that the accuracy of the reported information, to be disclosed to me, is not and cannot be guaranteed, and may include errors or omissions.

By my signature below, and for and in consideration of this Police Information Check being completed for me, the receipt and sufficiency of which I hereby acknowledged, I agree not to bring any legal actions, claims or demands, for losses or damages, including indirect or consequential, that I might sustain by reason of the Police Information Check being performed for me, against the District of Kent, The Royal Canadian Mounted Police and any employees thereof, its associated Police Board and any employees thereof, and to release them each from any and all liability and any actions, claims or demands, even if arising from their negligence or even gross negligence.

I have read and understood this form, and in particular this section, and by signing below I am consenting to the above terms. By signing, I also certify that the information that I have provided is true and correct to the best of my knowledge and belief.

Signature of Applicant

Date Signed

*******FOR OFFICE USE ONLY*******

<u>QUERY TYPE</u>	<u>Queried by:</u>	<u>Negative</u>	<u>Attached</u>	<u>Date</u>
<u>CPIC</u>				
<u>PRIME</u>				
<u>Police Information Portal/PIP</u>				
<u>JUSTIN</u>				
<u>VS – FP REQ.</u>				

NOTES (office use only):
