



# **POLICE RECORD CHECK APPLICANT CHECKLIST**

## **FOR INDIVIDUALS SEEKING EMPLOYMENT OR VOLUNTEER OPPORTUNITIES**

The Peterborough Police Service (PPS) will complete a police check on a potential candidate for employment or volunteer duties when:

1. You reside within the jurisdiction of this police service
2. You have signed the required consent forms.

The requesting 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 you 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 your suitability 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.

### **The Peterborough Police Service provides three levels of Police Record Checks:**

1. Police Criminal Record Check
2. Police Criminal Record and Judicial Matters Check
3. Police Vulnerable Sector Check

#### **Police Criminal Record Check**

This check is intended for applicants who are involved as a volunteer or 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 from CPIC and/or local databases.
- Summary convictions, for five years, when identified.
- Findings of guilt under the Youth Criminal Justice Act within the applicable disclosure period.

### 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 record suspension has been granted.
- Convictions under provincial statutes.
- Local police contact.
- Ministry of Transportation information.
- Special Interest Police (SIP) category of CPIC
- Family Court Restraining Orders.
- Foreign information.
- A Vulnerable Sector (VS) Query of sex offenders with a record suspension 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).
- Youth Criminal Justice Act (YCJA) Information beyond the applicable disclosure period.
- Any reference to contagious diseases.
- 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.

### [Police Criminal Record and Judicial Matters 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 outstanding warrants. This check is NOT intended for applicants who are seeking volunteer or employment in a position of authority and trust relative to vulnerable persons.

### Police Criminal Record and Judicial Matters Check will include:

- Criminal convictions from CPIC and/or local databases.
- Summary convictions, for five years, when identified.
- Findings of guilt under the Youth Criminal Justice Act within the applicable disclosure period.
- 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.
- Absolute and Conditional Discharges for 1 or 3 years respectively

### Police Criminal Record and Judicial Matters Check will NOT include:

- Convictions where a record suspension has been granted.
- Convictions under provincial statutes.
- Ministry of Transportation information
- Local police contact.
- Special Interest Police (SIP) category of CPIC.
- Family Court restraining orders.
- 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 contagious diseases.
- Dispositions including, but not limited to withdrawn, dismissed, and cases of not criminally responsible by reason of mental disorder.

### Police Vulnerable Sector Check

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**. It is a collection of offence information, including convictions, outstanding warrants, charges, judicial orders and sexual offence convictions for which the individual has received a record suspension where authorized by the Minister of Public Safety and Emergency Preparedness. Non-conviction information shall be released only when it meets the Exceptional Disclosure Assessment. This check can only be completed by police in the jurisdiction where the applicant currently resides.

### Police Vulnerable Sector Check will include:

- Criminal convictions from CPIC and/or local databases.
- Summary convictions, for five years, when identified.
- Findings of guilt under the Youth Criminal Justice Act within the applicable disclosure period.
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probations and Prohibition Orders. As per CPIC police, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency.
- Absolute and Conditional Discharges for 1 or 3 years respectively.
- in very exceptional cases, where it meets the Exceptional Disclosure Assessment, non-conviction dispositions including, but not limited to Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder
- All record suspensions as authorized for release by the Minister of Public Safety.

### Police Vulnerable Sector Check will NOT include:

- Convictions under provincial statutes.
- Local police contact.
- Ministry of Transportation information.
- Special Interest Police (SIP) category of CPIC.
- Family Court Restraining Orders.
- Foreign information
- Any reference to incidents involving mental health contact.
- Charged and processed by other means such as Diversion.
- Youth Criminal Justice Act (YCJA) information beyond the applicable disclosure period.
- Any reference to contagious diseases.

### Verification of Criminal Record

There are two methods for verification of a Criminal Record; either through the submission of fingerprints or by (self) declaration. Verification of a Criminal Record is a process where the applicant may declare their adult criminal record convictions to the police service.

Applicants are NOT required to declare:

- A conviction for which the applicant has received a record suspension.
- 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 Police Service is not satisfied that the applicant’s declared criminal record information is a match to a Criminal Record held at the repository, fingerprints will be required.

### Requirement for Fingerprints

Criminal Record:

If the Police Service requires fingerprints or is not satisfied that the applicant’s (self) declaration is a match to a criminal record held at the RCMP National Repository of Criminal Records, fingerprints must be submitted to the RCMP.

Vulnerable Sector:

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

## Release of Completed Police Record Check

Police Criminal Record Check and Police Criminal Record and Judicial Matters Check:

The Police Service will provide the results of a completed Police Criminal Record Check and Police Criminal Record and Judicial Matters Check to the applicant only. It is the choice of the applicant to decide whether he/she wants to share 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 Police 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 sex offence with a record suspension, 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 sexual offence with a record suspension information. At this point, the Police 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.

## Reconsideration Request Process

If you wish to request reconsideration on any information disclosed on the Police Vulnerable Sector Check you may apply in writing to (Peterborough Police Service, 500 Water Street, PO Box 2050, Peterborough K9J 7Y4).

You may also refer to the Peterborough Police Service website at [www.peterboroughpolice.com](http://www.peterboroughpolice.com) for further information regarding the Police Record Check process.