



Anishinabek Police Service

Police Record Check Applicant Fact Sheet for Individuals seeking Employment or Volunteer Opportunities

The Anishinabek Police Service will complete a Police Record Check on a potential candidate for employment or volunteer duties when:

1. You reside on communities that are under the authority our 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 Anishinabek Police Service offers three levels of record checks:

1. Level 1: Police Criminal Record Check (PCRC)
2. Level 2: Police Information Check (PIC)
3. Level 3: Police Vulnerable Sector Check (PVSC)

The levels of records checks are defined below and should assist you in determining what is required for employment or volunteer purposes:

Level 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 (e.g., 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 (previously known as a Clearance Letter), regardless of residency.

The Police Criminal Record Check will include the following information:

- (a) Criminal convictions from CPIC and/or local databases.
- (b) Summary convictions, for five years, when identified.
- (c) Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period.

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 record suspension 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 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).
- (l) Any reference to incidents involving mental health contact.
- (m) Diversions will not be released as police contact and no reference to the occurrence is permitted (CC S. 717.4).
- (n) Youth Criminal Justice Act (YCJA) information beyond applicable disclosure period.
- (o) Any reference to contagious diseases.
- (p) Dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder.

Level 2: Police Information Check (PIC)

It is a collection of offence information, including convictions, outstanding warrants, charges and judicial orders 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. The agency has determined that a search of sex offenders with a record suspension is NOT required (e.g., 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 information;

- (a) Criminal convictions from CPIC and/or local databases.
- (b) Summary convictions, for five years, 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.

The 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) Ministry of Transportation information (PARIS).
- (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 (CC S. 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, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder.

Level 3: Police Vulnerable Sector Check (PVSC)

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.

The Police Vulnerable Sector Check will include the following information:

- (a) Criminal convictions from CPIC and/or local databases.
- (b) Summary convictions, for five years, 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.
- (f) In very exceptional cases, where it meets the Exceptional Disclosure Assessment, non-conviction dispositions including, but not limited to, Withdrawn and Dismissed.
- (g) Not Criminally Responsible by Reason of Mental Disorder.
- (h) All record suspensions as authorized for release by the Minister of Public Safety.

The Police Vulnerable Sector Check WILL NOT include:

- (a) Convictions under provincial statutes.
- (b) Local police contact.
- (c) Ministry of Transportation information (PARIS).
- (d) Special Interest Police (SIP) category of CPIC.
- (e) Family Court Restraining Orders.
- (f) Foreign information.
- (g) Any reference to incidents involving mental health contact.
- (h) Diversions will not be released as police contact and no reference to the occurrence is permitted (CC S. 717.4).
- (i) Youth Criminal Justice Act (YCJA) information beyond the applicable disclosure period.
- (j) 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 you may declare your adult criminal record convictions to the police service.

Do NOT declare:

- A conviction for which you have received a record suspension.
- 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 requires fingerprints or 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 seeking employment and/or volunteering in a position of authority or trust relative to vulnerable persons you may be required to submit fingerprints to verify whether you have been received a record suspension for a sexual offence contained within the RCMP National Repository of Criminal Records.

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 share 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 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 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 sexual offence with a record suspension 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 Vulnerable Sector Check you may apply in writing to:

Anishinabek Police Service
1436 Hwy. 17 B
Garden River, Ontario
P6A 6Z1

FAQ

What do I need to bring with me?

Along with your completed CRC you will need to bring 2 valid pieces of identification. Both pieces of identification must have your name and date of birth and at least 1 piece of identification must be photo identification.

If the person requesting the Criminal Records Check is under the age of 16 years and does not have sufficient identification a parent or legal guardian (with proper identification) can guarantee the young person's identity.

The following is a list of types of identification that the Anishinabek Police Service will accept for your Records Check request:

Accepted Photo Identification (one of your two pieces of identification must be from this list):	Accepted Non-Photo Identification (must provide both the name and date of birth)
<ul style="list-style-type: none"> • Driver's License • Passport • Government Employment Card • Military Employment Card • Age of Majority Card • Canadian Citizenship Card (up-to-date) • Indian Status Card 	<ul style="list-style-type: none"> • Birth Certificate • Baptismal Certificate • Hunting License • Fishing License • Outdoors Card • Hospital Card • Immigration Papers

<ul style="list-style-type: none"> • International Student Identification Card (ISIC) • Permanent Resident Card • Possession and Acquisition License 	
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Important Notice: Ontario Health Cards cannot be accepted for identification purposes (Personal Health Information Protection Act, 2004 section 34(4)).

How much does it cost?

A Police Criminal Record Check, Police Information Check and Police Vulnerable Sector Check for employment purposes are \$40.00. There is no cost for volunteers, however a letter, specific to you, from the volunteer agency must be provided and it must state that it is for a volunteer purpose. Student placements for college and/or university are not considered volunteer.

How can I pay for my CRC?

Payment may be made by cash, cheque or money order only.

How long does it take?

Criminal Records Checks are processed in approximately 1-5 days, assuming timely response from other police services and depending on request volumes. The Anishinabek Police Service strives to serve you in a timely manner. Please help us meet our deadlines by filling out your forms carefully.

What Can Cause a Delay in the Process?

We may have to contact other police agencies to request local information of an applicant who has resided outside of our jurisdiction in the last five years and request volumes. Also, a delay can be caused by if applications are received and information is missing.

What is Self Declaration?

(Self) Declaration of a Criminal Record is a process whereby the Applicant declares their adult criminal convictions to the Police Service in accordance with the CCRTIS Dissemination of Criminal Record Information policy.

Declaration MUST include:

- a. **All** convictions for offences under Federal Law.

Declaration must NOT include:

- a) A conviction for which the applicant has received a Record Suspension in accordance with the Criminal Records Act.
- b) A Finding of Guilt where the applicant was a “young person” under the Youth Criminal Justice Act, however, the RCMP will provide a response if fingerprints are submitted.
- c) An Absolute or Conditional Discharge, pursuant to section 730 of the Criminal Code.
- d) An offence for which the applicant was not convicted.
- e) Any Provincial or Municipal offences.
- f) Any 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.

What will it cost me to be fingerprinted?

If Fingerprinting is required the cost will be \$25.00, made payable to the Anishinabek Police Service.

You can request to have your prints taken by an RCMP-accredited fingerprinting company or by another police service that does have the technology.

If your fingerprints cannot be submitted electronically, your VS check may take longer

The RCMP also charges \$25.00. This fee will be forwarded to the RCMP, on your behalf. Please make money order payable to the “Receiver General of Canada.”

How can I pay for fingerprinting?

Payment may be made by cash, cheque or money order only.

Where do I go to get fingerprinted?

Applicants must book an appointment with the closest Anishinabek Police Service Detachment. That is where you will attend to get your prints taken.

Where can I find out more information on fingerprinting?

<http://www.rcmp-grc.gc.ca/cr-cj/vulner/index-eng.htm> and <http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm>

How long does the Anishinabek Police Service keep my CRC?

Your completed record check will remain available for 1 year from the date it was completed.

Are copies of my CRC available?

Yes, each copy of your CRC, with an embossed seal, is available for a fee of \$10.00.

Should I hire this person for work?

The decision to engage or hire staff is not made by the Anishinabek Police Service.

A Police Record Check is a valuable screening tool; however, it is not a substitute for appropriate hiring or screening practices and overall corporate due diligence. It is up to the individual organization to consider the information provided by the police or by the individual in question and to make appropriate decisions about whether the information should exclude someone from a particular position or participation in their program.

The responsibility lies entirely with representatives of the organization. The Anishinabek Police Service makes no representation or warranty with respect to suitability or reliability of the individual.

How long is my CRC good for?

A police record check is current as of the date it is completed. It is your employer/prospective employer or organization's function to determine if the record check is current enough to be accepted for the position applied for. The Anishinabek Police Service, its officers, agents and employees, shall have no responsibility or obligation to make such a determination.

I still have questions, who can I call?

Contact Angela Nolan Souliere, Information Services Manager, at 705-946-2539 ext. 237.