

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 Port Moody Police Department 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
- 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.

In order for us to complete the Police Information Check, you must reside within Port Moody and have signed the required consent form.

The Port Moody Police Department 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/employment has determined that a search of record suspensions (formerly 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.

Police Information Check 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 Port Moody Police Department. This may allow the Port Moody Police to assess the accuracy of your criminal record information without taking your fingerprints and without 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” under the YCJA.
- 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 Port Moody Police Department will verify if the information matches a criminal record contained within the RCMP National Repository of Criminal Records. If the Port Moody Police Department 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 Port Moody Police Department 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 Port Moody Police Department 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 Port Moody Police Department 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 any questions regarding the results of your PIC or PIC-VS you should contact the Port Moody Police Department for further information and directions.

Police Information Check with Vulnerable Sector Screening

The Port Moody Police Department 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 Port Moody Police Department and will include the sexual offence information for which you received a record suspension. At this point The Port Moody Police Department will be required to obtain your consent in writing for disclosure of the records. When you have signed the form giving consent to release the records, the Port Moody Police Department must forward the information to the requesting agency (employer or volunteer agency).

If you choose not to disclose your records, the Port Moody Police Department must contact the requesting agency in writing and advise they are unable to complete the Police Vulnerable Sector Check.