POLICE CHECK
APPLICANT FACT SHEET

FOR INDIVIDUALS SEEKING EMPLOYMENT OR VOLUNTEER OPPORTUNITIES

The South Simcoe 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 South Simcoe 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 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.

The Police Criminal Record Check will include the following information:

NOTE: See section on Verification of a Criminal Record

- 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.

The Police Criminal Record Check WILL NOT include:

- Outstanding entries, such as charges and warrants.
- Absolute and conditional discharges.
- Current judicial orders, including Peace Bonds, Probation and Prohibition orders under the Criminal Code of Canada.
- Convictions where a record suspension has been granted.
- Convictions under provincial statutes.
- Local police contact.
- Ministry of Transportation information (PARIS).
- Special Interest Police (SIP) category of CPIC.
- Family Court Restraining Orders.
- Foreign information.
- 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).
- Any reference to incidents involving mental health contact.
- Diversions will not be released as police contact and no reference to the occurrence is permitted (CC S. 717.4).
- Youth Criminal Justice Act (YCJA) information beyond applicable disclosure period.
- 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 Information Check

A Police Information Check 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;

NOTE: See section on Verification of a Criminal Record

- 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.

The Police Information Check WILL NOT include:

- Convictions where a record suspension has been granted.
- Convictions under provincial statutes.
- Local police contact.
- Ministry of Transportation information.
- Special Interest category information.
- Family Court restraining orders.
- Foreign information.
- 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).
- Any reference to incidents involving mental health contact.
- Diversions will not be released as police contact and no reference to the occurrence is permitted.
- Youth Criminal Justice Act (YCJA) information beyond applicable disclosure period.
- 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.

The Police Vulnerable Sector Check will include the following information:

NOTE: See section on Verification of a Criminal Record

- 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.
- In very exceptional cases, where it meets the Exceptional Disclosure Assessment, non-conviction dispositions including, but not limited to, Withdrawn and Dismissed.
- Not Criminally Responsible by Reason of Mental Disorder.
- All record suspensions as authorized for release by the Minister of Public Safety.

The Police Vulnerable Sector Check WILL NOT include:

- Convictions under provincial statutes.
- Local police contact.
- Ministry of Transportation information.
- Special Interest Police information.
- Family Court Restraining Orders.
- Foreign information.
- Any reference to incidents involving mental health contact.
- Diversions will not be released as police contact and no reference to the occurrence is permitted.
- Youth Criminal Justice Act (YCJA) information beyond the applicable disclosure period.
- Any reference to contagious diseases.

VERIFICATION OF A CRIMINAL RECORD

There are two methods for verification of a Criminal Record;

- either through the submission of fingerprints or
- by (self) declaration.

(Self) Declaration of a Criminal Record is a process whereby the Applicant declares their adult criminal convictions to the Police Service.

Declaration MUST include:

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

Declaration must NOT include:

- A conviction for which the applicant has received a Record Suspension in accordance with the Criminal Records Act.
- 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.
- An Absolute or Conditional Discharge, pursuant to section 730 of the Criminal Code.
- An offence for which the applicant was not convicted.
- Any Provincial or Municipal offences.
- Any charges dealt with outside of Canada.

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, NOT the Police Service, 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

An applicant who has had a Police Vulnerable Sector Check (PVSC) completed, may wish to have information excluded from the results. This process is not suitable for the Police Criminal Record Check (PCRC) or Police Information Check (PIC) because the process is for the purposes of non-convictions only. Individuals wishing to have information removed from their PCRC or PIC can utilize the Record Suspension process through the Parole Board of Canada.

Information that is listed incorrectly because of a mistake or lack of information will be handled outside of this process.

If you wish to request reconsideration on any information disclosed on the Police Record Check you may apply by completing this form and submitting it to South Simcoe Police Service either in person or by mail at 2137 Innisfil Beach Rd., Innisfil, ON L9S 1A2