

## Information for the Applicant

### Release of Information

The Vancouver Police Department will only release the results of your Police Information Check directly to you. We do not send the results to any third party agency.

It is your decision to discuss the results of a Police Information Check with the organization or 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. 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, and possibly because the position is responsible for children or vulnerable persons. At your request and with your permission, the Vancouver 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 is 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 the jurisdiction of this police agency and have signed the required consent form.

The Vancouver Police Department offers two types of Police Information Checks:

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

## POLICE INFORMATION CHECK (PIC)

A Police Information Check is intended for applicants who are seeking volunteer or employment opportunities with agencies requiring a review of court and police information about an applicant. The organization /employer has determined that a search for record suspensions (formerly known as pardoned) sex offences is not required; therefore, this information check is NOT intended for applicants who are seeking volunteer and/or employment opportunities with vulnerable persons.

A Police Information Check will include:

- criminal convictions from CPIC and/or local databases
- summary convictions, for the retention period of the file, 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 one or three years respectively

**A Police Information Check will NOT include:**

- convictions where a pardon 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: stay of proceedings, withdrawn, dismissed, not criminally responsible by reason of mental disorder, acquittals and not guilty findings

\* In cases where non-disclosable information indicates a significant threat to public safety, police agencies may either refuse to complete the check or take action under their duty-to-warn responsibilities.

**POLICE INFORMATION CHECK WITH VULNERABLE SECTOR SCREENING (PIC-VS)**

A Police Information Check with Vulnerable Sector Screening is intended for applicants who are seeking volunteer and/or employment opportunities with agencies requiring a review of court and police information about an applicant AND the organization/employer has determined that a search for record suspensions (formerly known as pardoned) sex offences is required as the applicant will be in a position responsible for vulnerable individuals.

The *Criminal Records Act* describes vulnerable persons as:

*“Persons who, because of their age, a disability, or other circumstances, whether temporary or permanent,*

- (a) are in a position of dependence on others; or,*
- (b) are otherwise at a greater risk than the general population of being harmed by*

*persons in a position of authority or trust relative to them.”*

If your gender and date of birth match to a pardoned sex offender record, you will be asked to provide your fingerprints to the RCMP to confirm your identity. Please be assured that this is not an accusation of criminality. Prints are used to confirm your identity only, and your fingerprints will be destroyed after 90 days, when the check is complete. As with all civil checks, the RCMP does not keep your prints on file and they will not be searched for future purposes.

If you are required to submit fingerprints, there will be no additional charges by the Vancouver Police Department for volunteer purposes. However, if your screening is for employment purposes, there will be a \$25 fee to the RCMP. The Vancouver Police Department collects this fee on the RCMP's behalf.

For more information, please visit [RCMP Vulnerable Sector Checks](#).

**A Police Information Check with Vulnerable Sector Screening will include:**

- criminal convictions (summary and indictable) from CPIC and/or local databases
- outstanding judicial orders, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders; as per CPIC policy, information is confirmed and authorized for release by the contributing agency
- Absolute discharges, for a period of one year from the date the applicant was found guilty, and conditional discharges, for a period of three years from the date the applicant was found guilty
- charges recommended and/or processed by other means such as Diversion or Alternative Measures
- non-convictions including, but not limited to, stay of proceedings, withdrawn, dismissed, and cases of not criminally responsible by reason of mental disorder
- 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
- adverse contact involving the threat or actual use of violence directed at other individuals, regardless of, but without disclosing mental health status
- as authorized for release by the Minister of Public Safety all record suspension (formerly known as pardoned) criminal convictions, including non sex offences, identified as a result of a VS query

**A Police Information Check with Vulnerable Sector Screening will NOT include:**

- convictions where a record suspension has been granted (except for sexual offences)
- convictions under provincial statutes unless under exceptional circumstances
- BC Motor Vehicle Branch information (PARIS), such as traffic violations or roadside driving suspensions
- suspect information that would hinder an ongoing investigation or where the suspect has not been spoken to (this may result in the police information check being delayed or terminated)
- *Youth Criminal Justice Act* (YCJA) information beyond applicable disclosure period
- Special Interest Police (SIP) category of CPIC
- information gathered outside formal occurrence reports, e.g., street checks or Computer Aided Dispatch (CAD), except under exceptional circumstances

- any reference to contagious diseases
- victim/complainant information unless under exceptional circumstances
- information from other countries for applicants who have resided outside Canada
- *Mental Health Act* information

### **Police Information Check with Vulnerable Sector Screening**

The VPD will complete a Vulnerable Sector check based on your name and date of birth. If no record is found, a completed Police Information 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 received 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 police agency and will include the record suspension sexual offence information. 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 or if you have any questions regarding your PIC or PIC-VS, please contact the supervisor in charge of Police Information Checks at [vpdpsusupvr@vpd.ca](mailto:vpdpsusupvr@vpd.ca) or call (604) -717-2729 or (604)717-3193. If you are still not satisfied with the information provided, please refer to the Reconsideration Request Process for more information.