2012-11-20

To Whom It May Concern:

Police Information Check (PIC) Process Changes

Important changes are being made to the way we process Police Information Checks (formerly referred to as Criminal Record Checks). Until now, we have been routinely completing all four levels of checks listed on each "Consent For Disclosure of Criminal Record Information" when processing PIC's. Effective January 2nd, 2013, only the first two levels of checks will be provided unless specifically requested otherwise by each applicant at the time of application.

To help determine your requirements for your perspective employees/volunteers, please review the following brief summary of each available level. For more detailed information, refer to the attached application form ("Consent For Disclosure of Criminal Record Information"):  

Level 1: Records of criminal convictions for which a pardon has not been granted.

Level 2: Includes Level 1 plus records of outstanding criminal charges, still before the court.

Level 3: Includes Levels 1 and 2 plus records of convictions.

Level 4: Includes Levels 1, 2, and 3 plus information located through local police indices checks. This will include all information related to non convictions and charges regardless of disposition. It also includes adverse information found in occurrences where no charges were laid.

How can we ensure that the PIC's we provide fit your organization's needs? Communicating your requirements to each of your perspective employees/volunteers before they attend our detachment to apply for a PIC is the key. If no specified requirement is made upon application, only Levels 1 and 2 results will be provided.

Continued on Page 2...
We would also like to take this opportunity to provide you with information in regards to Vulnerable Sector Checks (VSC's). It is important that each perspective employee/volunteer knows whether or not they are required to have a VSC before they apply for their PIC. Please note that Vulnerable Sector Check applicants must sometimes provide fingerprints in order for us to complete the check. If that is the case, we will contact them by telephone a few days after their application has been made. The following information may assist you in determining whether or not your employee/volunteer requires a Vulnerable Sector Check:

What is a Vulnerable Sector Check?
A VSC is a search for information relating to a PARDONED sex offence. A person who is seeking a paid or voluntary position in which they will be in a "position of trust" must apply for a required Vulnerable Sector Check at the same time as their Police Information Check application. There is no additional fee for a VSC. In addition to the standard Police Information Check application, they must sign a "Consent for a Criminal Record Check For a Sexual Offence For Which a Pardon Has Been Granted or Issued". It gives the police agency the authority to search databases for pardoned sex offences.

What is the definition of "Position of Trust"?
A paid or voluntary position dealing with vulnerable people. Vulnerable people can include children, youth, senior citizens, people with physical, developmental, emotional, social, or other disabilities, but will also include people who have been victims of crime or accident, those who are addicted to or dependent on addictive substances, and those who are otherwise left with little or no defense against persons who would harm them.

If your organization is providing letters to verify volunteer status for your volunteers, it is very helpful to our staff when each letter also indicates whether or not a Vulnerable Sector Check is required.

Finally, there have been some changes to our fee schedule:

Police Information Check - $40.00 (Note - no additional fee for Vulnerable Sector Checks).
The following exceptions apply:
Volunteers - FREE (for not-for-profit entity and sanctioned school activities). Verification letter is required.
Students - $15.00 (for practicum students in post-secondary educational institution). Student identification must be provided.
Fingerprinting - $50.00 (FREE for volunteer applicants with verification letter).

If you have any questions or concerns, you may call Elaine Fehr at 780-830-5730.

(Ray J. Noble) Superintendent
Officer in Charge
Grande Prairie and Beaverlodge Detachments

/efc
CONSENT FOR DISCLOSURE OF CRIMINAL RECORD INFORMATION

PART 1

<table>
<thead>
<tr>
<th>Surname</th>
<th>Given name (1)</th>
<th>Given name (2)</th>
<th>Sex</th>
<th>Tel. no. (incl. area code)</th>
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<tr>
<th>Address (no., street, apt.)</th>
<th>City</th>
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<tr>
<th>Date of birth (yyyy-mm-dd)</th>
<th>Place of birth</th>
<th>Driver's licence no.</th>
<th>Usual first name or alias</th>
<th>Maiden name/Any other surname</th>
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<tr>
<th>Previous address if less than 5 years at current address</th>
<th>Address (no., street, apt.)</th>
<th>City</th>
<th>Province</th>
<th>Postal code</th>
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PART 2

Pursuant to Section B(1) of the Privacy Act of Canada, I hereby authorize the Royal Canadian Mounted Police to disclose my personal information to:

<table>
<thead>
<tr>
<th>Full name</th>
<th>Title</th>
<th>Name of organization</th>
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PART 3

WAIVER AND RELEASE

I hereby release and forever discharge Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns from any and all actions, causes of actions, claims and demands for damages, loss or injury, which may hereafter be sustained by myself, however arising out of the above authorized disclosure of information and waive all rights thereto.

PART 4

This consent is valid for a period of three months from the date of signature.

Signed this day of ________________________________

Signature of applicant ________________________________

PART 5

Following is information contained in the records of the RCMP or records from other police forces accessible through computer queries and is based on a name and date of birth check only. **A record may or may not exist** for the subject of this inquiry. Positive identification and a certified criminal records check can only be obtained through a fingerprint check. This can be made with the submission of a complete set of fingerprints to:

INFORMATION AND IDENTIFICATION SERVICES

CANADIAN CRIMINAL RECORD INFORMATION SERVICES

1200 Vanier Parkway

OTTAWA, ONTARIO K1A 0R2

YOUNG OFFENDER INFORMATION

- The Youth Criminal Justice Act/Young Offenders Act make it an offence to disclose young offender information.
- In cases where an adult's record contains young offender information or a young offender requests a copy of his/her criminal record, the criminal record information MUST be given to the requester. Individuals can disclose their own information, but even with consent the RCMP are not legally permitted to disclose young offender information.

INSTRUCTION TO REQUESTERS:

- Confirm with the party identified in PART 2, the exact information they require.
- Choose the category which best symbolizes the information you are providing consent for the RCMP to disclose and place your initials in the appropriate INITIALS box.
- The party identified in PART 2 will be advised accordingly of negative checks.
- Checks resulting in possible "no" for information identified in categories 1, 2 or 3 will require confirmation by the submission of fingerprints.
- You will be required to confirm that information located through the checks stipulated in category 4 is your personal information.
- You may withdraw this consent prior to disclosure.

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<tr>
<th>No</th>
<th>Initials</th>
<th>Category of Information for Disclosure</th>
<th>FOR POLICE USE ONLY</th>
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<tbody>
<tr>
<td>1.</td>
<td></td>
<td>Records of criminal convictions found in the Identification Data Bank attainable through the Canadian Police Information Centre (CPIC) for which a pardon has not been granted.</td>
<td>May or May not exist</td>
</tr>
<tr>
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<td></td>
<td>RCMP: Make CPIC Criminal Record &quot;LEVEL 1&quot; Query ONLY.</td>
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<tr>
<td>2.</td>
<td></td>
<td>Records of criminal convictions attainable through CPIC for which a pardon has not been granted plus records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC.</td>
<td>May or May not exist</td>
</tr>
<tr>
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<td></td>
<td>RCMP: Make CPIC Criminal Record &quot;LEVEL 1&quot; Query AND a Persons CPIC Query.</td>
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<tr>
<td>3.</td>
<td></td>
<td>Records of criminal convictions and summary of police information (including records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC) attainable through CPIC for which a pardon has not been granted plus records of discharges which have not been removed from the Identification Data Bank in accordance with the Criminal Records Act. This will include all charges regardless of disposition.</td>
<td>May or May not exist</td>
</tr>
<tr>
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<td>RCMP: Make CPIC Criminal Record &quot;LEVEL 2&quot; Query AND a Persons CPIC Query.</td>
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<tr>
<td>4.</td>
<td></td>
<td>Police information located on computer systems (e.g. Police Information Retrieval System (PIRS), CPIC, PIRS, PRIME, LEIP) and information located through local police indices checks. This will include all information related to non convictions and all charges regardless of disposition.</td>
<td>May or May not exist</td>
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<td>RCMP: Make Persons Queries on PIRS, CPIC, PIRS, PRIME and LEIP.</td>
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<td>In view of the general nature of this information, confirm with requester this is in fact information pertaining to him/her. Requesters MUST confirm information which pertains to them prior to disclosure. If a discrepancy exists, do not disclose this information.</td>
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COMPLETED BY

Member (signature): ________________________________

Reg. no.: ________________________________

Unit: ________________________________

Date: ________________________________
Police Information & Criminal Record Checks

A business, government agency or non-profit organization has asked you to get a criminal history/record check from the RCMP. This detachment would like to explain to you what a criminal history/record check with the RCMP is, so that when you fill out the form, you will know exactly what the RCMP is going to do with it.

You must provide identification that contains a current photograph and bears your signature.

The depth of the enquiries made and the types of police information reviewed will be dependant on how many of the boxes on the form are initialed by you. In most cases the first two boxes meet the requirements of employers and organizations. You should confirm with the requesting employer/organization if they require more than this. Definitions below.

BOX # 1: Records of all criminal convictions in the Identification Data Bank in Ottawa. This will not include offences for which you have applied for and been granted a Pardon.

BOX # 2: Will include all the information listed in Box # 1 and any outstanding criminal charges the RCMP is aware of.

BOX # 3: Includes all the information in Boxes # 1 and # 2 plus records of all discharges which have not been removed from the Identification Data Bank. This includes all charges regardless of disposition. Examples: Absolute and Conditional Discharges, Stay of Proceedings, Withdrawn charges etc.

BOX # 4: Includes all of the above information. In addition, this will involve checks of all Police information contained in computer systems and local indices. All entries that pertain to you will be screened for any adverse information.

If the RCMP finds any adverse information about you, it will place a check mark in the appropriate "may or may not exist" box on the form that you initialed. This means that criminal convictions are not the only adverse information that may show up on the form.

Adverse information means that the RCMP will check "may or may not exist" for box 4 if you have been, in relation to a criminal or federal offence:

i. chargeable, or charged in a substantiated complaint
ii. a confirmed suspect in a substantiated complaint
iii. charged or convicted for an offence and your fingerprints were not or could not be taken.
iv. acquitted of a charge or had a charge stayed
v. an emotionally disturbed person (eg. Mental Health Act incidents).
vii. currently bound by a Peace Bond or Emergency Protection Order.

The RCMP will discuss box 4 "may or may not exist" check marks with you before they give the information to someone else.

Pardons, certain youth records, and certain conditional and absolute discharges will not show up on this form.

If you are a youth or you have any youth records with adverse information, the RCMP will not be able to give this form to someone else, even with your permission.

If you are going to be working or volunteering with "vulnerable persons" (children, handicapped people, medical patients, the elderly, etc.), you will also have to fill out form 3923.