POLICE RECORD CHECK AGENCY FACT SHEET

POLICE REORD CHECKS FOR EMPLOYMENT OR VOLUNTEER OPPORTUNITIES

Police Record Checks are performed only upon the written consent of the applicant.

By performing a Police Record Check, the Winnipeg Police Service (the Service) is in no way making a recommendation on the suitability of the applicant for the position nor should the agency consider the existence of information to mean a compulsory disqualification of the individual. It is important to note that information contained within a Police Record Check is based upon information provided by the applicant and the Service cannot guarantee it will identify all information pertaining to the individual.

The Winnipeg Police Service offers the following record checks:

1. Police Information Check
2. Police Vulnerable Sector Check

Police Information Check

This check is intended for applicants who are seeking volunteer and/or employment with agencies who require a Police Criminal Record Check along with outstanding charges and outstanding warrants. This check is NOT intended for applicants who are seeking volunteer and/or employment in a position of authority and trust relative to 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) Foreign information.
g) A Vulnerable Sector (VS) Query of sex offenders with a record suspension 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).
h) Any reference to incidents involving mental health contact.
i) Diversions will not be released as police contact and no reference to the occurrence is permitted (CC S. 717.4).
j) Youth Criminal Justice Act (YCJA) information beyond applicable disclosure period.

k) Any reference to contagious diseases.
l) 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. This check can only be completed by police in the jurisdiction where the applicant resides.

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) Foreign information.
f) Any reference to incidents involving mental health contact.
g) Diversions will not be released as police contact and no reference to the occurrence is permitted (CC S. 717.4).
h) Youth Criminal Justice Act (YCJA) information beyond the applicable disclosure period.
i) 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.

Applicants are NOT required to declare:

a. A conviction for which you have received a record suspension.
b. A conviction where you were a "young person" under the YCJA.
c. Absolute or Conditional Discharges.
d. Any offences where you were not convicted.
e. Provincial or municipal offences.
f. 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 the applicant is being considered to work in a volunteer or employment position where they will be in a position of authority and trust relative to vulnerable persons, they may be required to submit fingerprints to verify whether there is a criminal record including the existence of any sex offences with a record suspension contained within the RCMP National Repository of Criminal Records.

Release of Completed Police Record Check

Police Information Check

The Service will provide the results of a completed Police Information Check to the applicant only.

It is the choice of the applicant to decide whether he/she wants to share the results of the Police Record Check with the requesting agency. The role of the Service is to provide the applicant with the results of the Police Record Check. The agency is responsible for determining the suitability of the applicant for the position. The result of any Police Record Check is just one component of the information available to and evaluated by the agency.

Police Vulnerable Sector Check

The Service will complete a Vulnerable Sector Check based on the applicant's 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 the applicant.

If the Vulnerable Sector Search is inconclusive a fingerprint based search will be required. If the RCMP confirms that the applicant has 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 the file. When the information is authorized for disclosure by the Minister, the criminal record associated with the applicant's 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 the applicant's consent in writing for disclosure of the record(s). When the applicant has 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 the applicant chooses not to disclose their record(s) the Service will contact the requesting agency in writing indicating that the Service was unable to complete the Police Vulnerable Sector Check.

You may also refer to the Winnipeg Police Service website at www.winnipeg.ca/police for further information regarding the Police Check process.