



POLICY ON POLICE RECORD CHECKS

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Policy Statement

Before anyone (hereinafter called the "**applicant**") is given a position, the nature of which position causes him or her to have authority over, or trust of, children or vulnerable persons, he or she must provide an original police record check that was issued within the preceding 6 months by the local police service in the jurisdiction in which he or she resides.

Definitions

In this policy, "**vulnerable persons**" means persons who, because of their age, disability, or other circumstances, whether temporary or permanent, are (a) 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.

General Guidelines

1. Police information check for applicants 17 years old or under

Before an applicant, 17 years old or under is given a position, the nature of which position causes him or her to have authority over, or trust of, children or vulnerable persons, he or she must provide an original police information check that was issued within the preceding 6 months, which includes,

- criminal convictions from CPIC and/or local databases and 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
- absolute and conditional discharge

It is the applicant's responsibility to ensure that these conditions are met; and any cost related to obtaining the police record check is his or her responsibility.

2. Police vulnerable sector check for applicants over 17 years old

Before an applicant over 17 years old is given a position, the nature of which position causes him or her to have authority over, or trust of, children or vulnerable persons, he or she must provide an original police vulnerable sector check that was issued within the preceding 6 months, which includes,

- criminal convictions from CPIC and/or local databases and 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
- absolute and conditional discharge



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- non-conviction information if it meets the exceptional disclosure assessment
- record suspensions authorized for release by the Minister of Public Safety
- non-criminally responsible because of mental disorder

It is the applicant's responsibility to ensure that these conditions are met; and any cost related to obtaining the police record check is his or her responsibility.

3. Positions requiring a police record check

A police record check is required from applicants seeking any of the following positions:

- Little Rock, Bantam & Junior league coaches
- Little Rock, Bantam & Junior team coaches
- such other positions as the Board may from time to time determine.

Use of police record check

The original police record check should be hand delivered to the **Club Administrator** in a sealed envelope addressed to the **Police Record Check Management Review Committee**. The envelope should be marked confidential, include the applicant's full name and the words "**Police Record Check**". The Police Record Check Management Review Committee shall review the police record check immediately, memorialize the review date and expiry date (as provided below), return the original police record check to the applicant, and make a recommendation to the Board on whether to select the applicant for duties. The Board's decision to select an applicant for duties is conditional upon the receipt and review of an original police record check among other criteria; and a police record check will not necessarily disqualify an applicant from being selected for duties. Brampton Curling Club shall treat all information it receives through the police record check consistent with its obligations under the Ontario *Human Rights Code*.

Expiration of police record checks

A police record check expires on the date that is:

- (a) five years after the review date or such earlier date as the Board may from time to time determine;
- (b) the date the applicant changes his or her place of residence that is under the jurisdiction of another local police service; and
- (c) the date the information in the applicant's police record check changes.

An applicant who was selected for duties and whose police record check expires, must provide an original police record check that was issued within the 6 months preceding the expiry date by the local police service in the jurisdiction in which he or she resides.

Confidentiality of information



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The Brampton Curling Club collects personal information from police records checks and other sources and is obligated to keep that information confidential, and to use it only for the purposes for which the applicant agrees it can be collected. Information can only be disclosed to individuals who are assigned by the Board to make decisions about hiring or refusing potential volunteers. There shall not be any dissemination or disclosure of the information to any other agency, body, organization or individual without the applicant's specific approval.

For more information on this Police Record Check Policy, contact the Police Record Check Management Review Committee by email at prc@bramptoncc.com.