

Diocesan Policy for frequency of Vulnerable Sector Checks

It has been a number of years since the Diocese of Rupert's Land has required our clergy and lay employees to submit updated Criminal Record Checks (CRC) and Child Abuse Registry (CAR) Checks. Without a policy outlining how often updates are required, re-checks have not been happening.

Initially, each licensed priest and diocesan staff person was required to obtain these checks and submit the originals for their personnel file. Clergy coming into the Diocese are requested to supply these documents, as are new ordinands. Analogous industry standards suggests that re-checks happen every 5 years. Without current checks on file the Diocese could become vulnerable to lawsuits, and nullified insurance if it is determined that we knowingly, or unknowingly, allowed a person into a position of trust with vulnerable persons.

It has been determined that two checks are required:

- a) **Criminal Record Check (CRC)**
- b) **Child Abuse Registry Check (CAR) (where applicable)**

A proposed policy for Criminal Record Searches (Criminal Record Checks) and Child Abuse Registry checks (where applicable) was approved by the Diocesan Council in November 2015 and updated by the Executive Committee in April 2016.

This Policy is to be instituted in the Diocese for each licensed Priest and Deacon and all paid Diocesan staff as follows:

- **The Diocese of Rupert's Land requires each licensed Priest / Deacon and all paid Diocesan staff to obtain and submit a current Criminal Record Check (CRC) and Child Abuse Registry (CAR) Check for inclusion in their personnel files. (Initial current CRC and CAR will be dated between January 1, 2015 and December 31, 2016);**
- **All licensed priests and deacons are required to provide a current updated check for their personnel files in the Diocesan Office every 5 years. (Updated checks to be dated between January 1, 2022 and December 31, 2022; and every 5 years thereafter);**
- **Parishes of the Diocese are responsible for covering the costs of the current and subsequent required re-checks for its licensed clergy.**

A number of parishes have asked for guidance on how often they should request their volunteers submit for re-checks. It was agreed by the Executive Committee that parishes be responsible setting their own frequency of checks for volunteers.

How to Obtain a Criminal Record Search

- **Winnipeg Police Service**

There are a number of ways to apply through the Winnipeg Police Service.

1. You can attend the Winnipeg Police Headquarters in person at 245 Smith Street.

Their hours are Monday to Friday from 8:00 am to 3:30 pm. Please see: [www.http://www.winnipeg.ca/police/pr/pic.stm#pic](http://www.winnipeg.ca/police/pr/pic.stm#pic) for more information

2. There is a new Police Information Check Online Service - please contact Judy at the Diocesan office for more information or online at: <https://policeinformationcheck.winnipeg.ca/>

Please note: When applying for a Criminal Record Search you will need to complete the section on **Vulnerable Sector Search**.

- **Royal Canadian Mounted Police**

You may need a criminal record check for various purposes, including: employment, adoption, international travel, volunteer work, citizenship, name change, student placement or to obtain a record suspension (formerly pardon).

You will find below information and links on:

- [The types of record checks](#)
- [The steps to obtain a criminal record check and verify its status](#)
- [The fingerprinting process](#)
- [Other useful forms and releases](#)
- [Processing fees](#)
- [Processing time](#)
- [Accredited companies offering electronic fingerprint submission](#)

- **Ontario Provincial Police**

In compliance with the RCMP ministerial directive, Ontario Provincial Police (OPP) provides two kinds of criminal record checks in addition to a Police Vulnerable Sector Check.

The OPP cannot complete any type of record check for any applicant if they reside in another police service's jurisdiction. For example, if you live in the city of Toronto, the Toronto Police Service will have to complete your record check. All checks provide Canada wide results.

If you live in OPP jurisdiction, please attend your local OPP detachment ([Detachment Finder](#)) to have the following check completed:

Police Vulnerable Sector Check (PVSC) (including Pardoned Sex Offender Database (PSOD)) ([Click here for online form](#))

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. In addition, non-conviction information shall be released only when it meets the **Risk Assessment**.

A Vulnerable Person is defined as:

All children who are less than 18 years of age, AND/OR persons who, because of their age, a disability or other circumstances, whether temporary or permanent:

- are in a position of dependence on others; and/or,
- 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.

The Police Vulnerable Sector Check **will include** the following information as it exists at the time of the search:

- Criminal convictions from CPIC and/or local databases;
- 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 Risk Assessment, non-conviction Information can be released. Definition for non-conviction:

Criminal charges that did not result in a conviction or finding of guilt in court and/or police occurrence records that may or may not have resulted in charges.

- Disposition of Not Criminally Responsible by Reason of Mental Disorder; and/or,
- All record suspensions as authorized for release by the Minister of Public Safety and Emergency Preparedness.

RCMP Policy stipulates that the Vulnerable Sector Check **MUST** be completed by the police service of local jurisdiction where the applicant resides and for each agency the applicant is working or volunteering for.

The Police Vulnerable Sector Check is an agency/organization driven request. In order to have this completed, you must have an agency/organization letter which explains that you need a Police Vulnerable Sector Check. You will also need to give a detailed description of the specific job you will be hired/volunteer for, as well as a hiring manager's name and contact number.

How to Obtain A Child Abuse Registry Check (CAR)

Child Abuse Registry Check

The Diocese of Rupert's Land has an Access Code with the Child Abuse Registry. When we do a Child Abuse Registry Check there is no charge for volunteers and a \$20 charge for paid employees. An individual can apply directly and pay the \$20, and provide us with a copy.

The expectation is that we would only use our Access Code for Checks related to the Diocese. In order to process an application the person assigned as the 'administrator' need to see identification and verify that we know the person. They do not want us to use our Access Code for situations where we cannot verify the person and the documentation.

We recommend that each parish apply for their own Access Code. This would allow the parish to apply for registry checks for its clergy, honorary assistants, volunteers, etc.

The contact information for the Child Abuse Registry Check by

Employers is: Child Abuse Registry Unit, Child Protection Branch
2nd Floor, 777 Portage Avenue
Winnipeg, MB R3G 0N3
Telephone: (204) 945-6967 Fax: (204) 948-2222