

**BC PROVINCIAL POLICING  
MODEL POLICY GUIDELINES**

Topic: <b>Police Information Checks</b>	Page 1 of 2
<b>Definitions</b>	<b>Effective: October 7, 2014</b> Revised: January 7, 2015

**"Adverse Contact"** - Incidents where an individual has been a suspect in an offence (whether or not charged), subject to provincial PRIME retention periods specific to the offence type.

**"Canadian Police Information Centre – CPIC"** - The Canadian Police Information Centre (CPIC) is a computerized national repository of information that facilitates the sharing of information among authorized agencies.

**"JUSTIN"** - JUSTIN is BC's province wide courts information system; a single integrated database comprising almost every aspect of a criminal case.

**"Police Information Portal – PIP"** - Provides access to local police records across Canada.

**"Police Records Information Management Environment – PRIME"** - PRIME connects every law enforcement agency with one provincial records management system. PRIME is shared by 14 municipal police agencies and 135 RCMP detachments across BC.

**"Vulnerable Person"** - A person who, because of their age, a 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 a person in a position of authority or trust relative to them, as defined by the Criminal Records Act.

**"Vulnerable Sector Checks"** - A level of screening that is designed to protect vulnerable persons from dangerous offenders by uncovering the existence of a criminal record, adverse police contact, and/or pardoned (or record suspension) sexual offence conviction. This level of screening is restricted to applicants seeking employment and/or volunteering with vulnerable persons.

## Model Policy Guidelines

This Policy Guideline is intended to ensure that policies and practices align among police agencies in British Columbia so that citizens, employers and volunteer organizations receive consistent Criminal and Police Information Checks. This Guideline balances public safety interests with the privacy and human rights of citizens.

### The board, chief constable, chief officer, or commissioner should ensure that:

#### Vulnerable Sector Checks

(1) Job applicants who work with the vulnerable sector will, at the request of their employer, receive a check that:

- (a) includes a search of, at a minimum, CPIC, PIP, JUSTIN, and PRIME records.
- (b) discloses to the applicant all warrants, outstanding charges, convictions and adverse contact.
- (c) does not include the disclosure of apprehensions under s. 28 of the *Mental Health Act*.
- (d) does include adverse contact involving the threat or actual use of violence directed at other individuals, regardless of, but without disclosing, mental health status.
- (e) does not include youth offences unless provided for under the *Youth Criminal Justice Act*.
- (f) does include information on a sexual offence conviction where a pardon or record suspension has been granted.

#### Non-Vulnerable Sector Checks

(2) Applicants who are **not** working with the vulnerable sector will, at the request of their employer, receive a check that:

- (a) includes a search of, at a minimum, CPIC, PIP, JUSTIN, and PRIME records.
- (b) discloses to the applicant all warrants, outstanding charges, and convictions.
- (c) does not disclose adverse contact.
- (d) does not include the disclosure of apprehensions under s. 28 of the *Mental Health Act*.
- (e) does not include youth offences unless provided for under the *Youth Criminal Justice Act*.

NB: 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 noted below.

#### Other Legal Powers not Affected

Nothing in this guideline prevents a Police Agency from disclosing information under either a statutory or common law duty to provide warnings where the health, safety or wellbeing of an individual or individuals is at risk of significant harm.