

Highland Mennonite Brethren Church Conduct Manual Plan to Protect® Policy

APPENDIX 5 – POLICE INFORMATION CHECK INSTRUCTIONS

As part of the Plan to Protect® Policy at Highland Mennonite Brethren Church (“HMBC”), Ministry Personnel, age 16 and over, who work with Vulnerable Persons shall periodically obtain a Police Information Check (“PIC”) for screening purposes. A PIC is also referred to as a Criminal Information Check, Criminal Record Check, or Security Clearance. The results of the PIC shall be submitted to the Ministry Team Leader, Designated Screening Personnel, or the HMBC office at 4018 Centre B St NW, Calgary AB T2K 0W2, office@highlandchurch.ca, 403-276-9396.

Documentation Required

- A PIC application and/or consent form provided by the police service;
- Two pieces of valid government-issued identification of which one must have a photo, and
- An original signed Police Information Check Request Letter from HMBC.

Sample PIC Request Letter

Calgary Police Service or R.C.M.P. Detachment _____ (Date)
Police Information Check Unit
Calgary and area

To Whom It May Concern:

This is to confirm that **[Volunteer]** volunteers at Highland Mennonite Brethren Church in programs involving vulnerable persons, including children, youth and vulnerable adults. As part of Highland Mennonite Brethren Church’s Plan to Protect® Policy, each volunteer is asked to obtain a Police Information Check, along with Vulnerable Sector Search. If the volunteer needs to process the Police Information Check through their local RCMP detachment instead of the Calgary Police Service, they are asked to complete a Criminal Records Check, along with a Vulnerable Sector Check. We thank you for your assistance in this matter.

Sincerely, _____ (Designated Screening Personnel)

Fees & Reimbursement

If a fee is paid to obtain a PIC, HMBC will reimburse this fee at the discretion of Designated Screening Personnel, if a Ministry Personnel submits the receipt. There may be no charge for the PIC obtained through an RCMP detachment if you are a volunteer, although there might be municipal by-laws that authorize a processing fee.

Applying On-line via CPS ePIC System¹²

To apply on-line you must have resided in Canada for greater than 1 year and be 18 years of age.

ePIC uses Equifax eIDVerifier to validate your identity. You will be asked to respond to a variety of multiple choice questions. You may need to know details of your credit history such as loan or financing arrangements, credit card applications, etc. If your identity is not successfully verified you will not be able to proceed and may retry in 72 hours or attend in person at a CPS location.

Create an on-line account. Each applicant needs their own unique e-mail address and personal account; you cannot share your account. Save your password for future access.

¹² <https://policeinformationcheck.calgarypolice.ca/>

<http://www.calgary.ca/cps/Documents/police-information-checks/Applicant%20Instruction%20Manual.pdf>

<https://www.youtube.com/watch?v=4J1nNDRbt9Y&feature=youtu.be>

Approval: September 11, 2018
Approved by: Leadership Team
Notice to: Membership

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Input this information when prompted:

- HMBC's Agency Account name is "Highland Mennonite Brethren Church".
- Unless you are a paid staff member of HMBC, apply as a "volunteer".
- Request a Vulnerable Sector Record Search.
- Upload a .pdf of the signed HMBC *Police Information Check Request Letter*.
- Upload a separate .pdf or .jpg of two valid pieces of government identification ("ID"). The photo (if applicable), name, and date of birth must be clearly visible. You may scan the ID documents yourself or submit them to the HMBC office to scan and e-mail to you. Digital photos of ID documents are also acceptable.
- Provide your Social Insurance Number ("SIN").

Where to Apply in Person¹³

See <http://www.calgary.ca/cps/Pages/Public-services/Police-information-checks-locations.aspx> or ask the HMBC office to assist you in locating the closest Police Information Check service.

If you live outside Calgary city limits, two options are given on the CPS website; however, you will likely be required to access an approved police service in the area where you reside.

Applying in Person at a Calgary Police Service ("CPS")

Bring the documentation listed above. The following pieces of identification are acceptable:

- As the primary piece of identification: Driver's License; Alberta Photo Identification Card (issued through Registry Agent Offices); Passport; Permanent Resident Card; Firearms License; Refugee Protection Claimant Certified Document Nexus Card; Secure Certificate of Indian Status Card (federally issued); or Aviation Document Booklet.
- As the secondary piece of identification: Provincial Healthcare Card; Birth Certificate; Marriage Certificate; Valid Immigration Papers; Citizenship Card; or Citizenship Certificate.

Complete an application form (*Police Information Check/Consent to Search and Disclosure of Personal Information*) provided by CPS personnel. A CPS PIC disclosure will include Canada-wide criminal record history, Vulnerable Sector Search (if required) and police history; this includes local police information and Alberta Provincial court records. Results will be mailed to you on a police service certificate or letter.

Information is accessed through the Canadian Police Information Centre data system as well as local police database background searches based on name, gender, and date of birth. Should your gender and date of birth match a pardoned sex offender record, you may be asked to provide fingerprints to confirm your identify. This is not an accusation of criminality and your fingerprints will not be retained once the PIC is complete.

Make an appointment to complete this step at the CPS Westwinds Campus by phoning 311. PIC applicants fingerprinted for a Vulnerable Sector Search with a negative result to a pardoned sex offender file will not be required to re-submit fingerprints for 4 years. The negative result will stay on file (but not the fingerprints) for 4 years unless an applicant's criminal history changes.

¹³ <http://www.calgary.ca/cps/Pages/Public-services/Police-information-checks.aspx>

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Applying in Person at a Royal Canadian Mounted Police (“RCMP”) ¹⁴ Detachment

If you live outside Calgary city limits, even if you have a Calgary mailing address, apply for your PIC in person at the closest RCMP detachment (please check location and hours), such as:

- Airdrie – 403-947-7200 - <http://www.airdrie.ca/index.cfm?serviceID=842>
- Chestermere – 403-204-8777 - <http://www.chestermere.ca/index.aspx?NID=202>
- Cochrane – 403-851-8000 - <http://www.cochrane.ca/151/Cochrane-RCMP>

Bring the documentation listed above and your rural address. Complete a *Consent for the Release of Police Information* provided by RCMP personnel and request a Criminal Record Check with Vulnerable Sector Check. You will not necessarily be asked to provide fingerprints. Fingerprints may be required if a name-based verification is inconclusive or for certified verifications.

Most RCMP detachments require you to return to pick up the results. You may be able to sign a document when applying for your PIC to authorize someone other than yourself to pick up the results on your behalf.

Submission of Results

- If you **applied on-line** - once you have received an e-mail notification and reviewed the result - choose “Share Results” with “Highland Mennonite Brethren Church.” (You may also share with other registered agencies who accept shared results for up to 1 year.) ePIC results are available for 1 year on your personal account, after which all personal information and uploaded documents are purged from the system.
- If you **applied in person**, submit the original document showing PIC results to HMBC. If you wish to keep the original document, a verified copy will be made for HMBC purposes.
- If you have **had a PIC done for another volunteer organization in Alberta**, you may submit it to HMBC, as long as it is the original document or it is shared with HMBC via ePIC.

For HMBC purposes, the PIC is considered “valid” for three years from the date issued. However, it is a point-in-time search and can only be considered current on the day it was issued.

Liability Release

The Ministry Personnel applying for a Police Information Check has authorized Highland Mennonite Brethren Church (“HMBC”) to evaluate the results of their Police Information Check for the purpose of ascertaining their suitability for volunteer ministry at HMBC. They undertake and agree to indemnify and hold harmless HMBC from and against any damage that may result from evaluating such Police Information Check results. They waive any right to confidentiality and any right to pursue damages against the Canadian Conference of Mennonite Brethren Churches, The Alberta Conference of Mennonite Brethren Churches, and HMBC, each of their leadership, staff, and volunteers from and against any damage that may result from evaluating such Police Information Check results within the context of HMBC Ministry Activities.

Purposes and Extent

HMBC collects and retains Police Information Checks for the purposes of Ministry Personnel screening and ministry placement. Upon review and any required follow-up, the original document is filed indefinitely – upon recommendation by our insurance company and legal counsel - in HMBC’s CONFIDENTIAL archives. The information collected is also stored in a password-protected database. The information is accessible only to the Ministry Team Leader, Designated Screening Personnel, Leadership Team, and where required by law. If you wish to limit the information collected, or to view your information, please contact HMBC.

¹⁴ <http://www.rcmp-grc.gc.ca/en/criminal-record-and-vulnerable-sector-checks>

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