



RESPECT. PRIDE. INSPIRE

BARRIE SC TOWARDS A SINGLE GOAL

Section: Administration	Subject: Police Record Checks PP-0222-00	Barrie Soccer Club www.barriesoccer.com info@barriesoccer.com 7 Currie Drive, Midhurst, ON L4M 6E9		
Application: Reference Data – Section 02 - Governance		Day 06	Mth 02	Year 18

POLICE RECORD CHECKS

Obtaining police record checks for Barrie Soccer Club staff and volunteers is part of the organization’s due diligence and part of our standard of care to ensure that risks within the organization are reasonably managed.

The Barrie Soccer Club WILL engage in police record checks as a part of our personnel and volunteer screening procedure.

The BSC will:

- Determine the best checking process for each situation or position (completed in our staff and volunteer screening process);
- Establish and adhere to a reliable and consistent procedure for processing these checks (staff and volunteers who require a check must obtain the form from our BSC Office);
- Provide a request letter for the member’s local police service requesting the check;
- Establish a reliable and confidential procedure for storing verification certificates;
- Reimburse volunteers and staff for any charges incurred associated with required “police Record Checks”; and
- The database will be reviewed annually for expirations.

The member, volunteer, coach, manager or staff member will:

- Bring their ORIGINAL police records checks to the BSC Office Administrator or Director of Administration for verification and a copy will be kept in alphabetical order in the volunteer database. The original MUST be provided to the office for validation but remains the property of the individual. Scans or photocopies are NOT acceptable.

“Police Record Check” is a blanket phrase that refers to investigating the criminal history of an individual. There are two basic types of police record checks – a CPIC check and a local police record check. BSC requires a CRC (Criminal Records Check) and a VSC (Vulnerable Sector Check) for ALL coaches, managers, board members and staff dealing with youth.

CPIC Checks:

CPIC stands for the Canadian Police Information Centre. It is a database of criminal offense information, administered by the RCMP. There are three levels of search that can be done of the CPIC database:



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- The first level of search is the Criminal Name Index (CNI). This search is the most basic and is simply a list of names of people for whom there is a possibility a criminal record may exist.
- The second level of search, the Criminal Record Synopsis, is the one commonly used when an organization asks for a search. It groups criminal offences into 15 different categories such as, for example, violence (which can range from assault to murder), weapons, and criminal driving, among others. The synopsis can identify if a person has been charged with one or more of these types of offences and whether the person has been convicted of the offense.
- The third level of search, the Criminal Record II, contains the most detailed information regarding Canadians with criminal records, including exact charges, dates of convictions, and historical details of the disposition of the proceedings. This information is very limited in its availability, even to some police forces.

Vulnerable Sector Checks:

Searches of the CPIC database can include Vulnerable Sector Checks, which are an integral part of pre-screening practices, although they are not an aspect of screening we hear much about in the sport context. Vulnerable sector screening is typically required for teachers, social workers, and day-care workers, and should be required for coaches of youth as well. This check should be an essential part of the screening process for any position where an individual will be working with “vulnerable” individuals. A vulnerable person is defined in the Criminal Records Act as one who, because of age, a disability or some other circumstance, is in a position of dependence on others, or is at a greater risk than the general population of being harmed by a person in a position of authority or trust (Criminal Records Act, Section 6.3). Youth-centred activities (such as sport) may be seen as a lure for individuals predisposed to pedophile tendencies or habits.

The scope of a Vulnerable Sector Check includes all sex offenders and pardoned sex offenders (whose names remain in CPIC database for at least 10 years). Before releasing information arising from the search, the person upon whom the search is being done must consent to the release of that information, and an organization should be very concerned if this consent is not provided.

Local Police Records Checks:

Local Police Records Checks, also known as ‘local indices checks’, involve a review of local police files and occurrence reports in a local geographic area. “Local geographic area” is an important point. What is local? In what local area should the check be done? Police can search an individual’s name to determine if there is any record of an individual within their jurisdiction (i.e., the “local geographic



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area”). If a person commits an offence outside the jurisdiction, local police do not know about it unless they either do a CPIC search or if they contact another territory where the individual has resided or engaged in criminal activity (which they might find out from a CPIC search). In other words, the check is just that – local.

An organization must have some sense of a person’s roots in a community in order to search the proper local police files, although this search will still not necessarily cover the geographic scope of a person’s (criminal) activities. Nonetheless, there is much information held at a local level that cannot be obtained through CPIC. As mentioned previously, summary conviction offenses are not necessarily contained in CPIC, but would be recorded locally. Other information that may be retained locally includes: pending charges, outstanding warrants for arrest, records not yet posted to CPIC – which can take up to two years, known aliases, mental health alerts, police contact for the past five years (including contact with an accused person, contact with persons subject to alleged criminal activity, or contact with suspected persons in alleged criminal activity – this is important because people may be repeat victims, suspects, witnesses or accused), dismissed, stayed or withdrawn charges, provincial (as opposed to Criminal Code) offenses (which include, for example, driving offenses) and Family Court restraining orders. All of this information might be relevant to the screening for a particular position. (As an aside, as one looks at the array of personal information potentially available, it reinforces the need to have a proper process for the review and, in particular, handling of such very sensitive information.)

It is unlikely all such information would be made available, but the local police are able to take into consideration the needs and situations of the organization in conducting a search in disclosing relevant information.