

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURE

#### **POLICE INFORMATION CHECK WITH VULNERABLE SECTOR SCREENING (PIC-VS) (Formerly 'Criminal Record Check')**

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School District 69 (Qualicum) requires all individuals seeking to volunteer in School District 69 schools, programs, or activities to undergo a "*Police Information Check with Vulnerable Sector Screening*".

#### **Process**

Parents, guardians and/or community members who wish to act as a school volunteer must contact the school office to obtain a "*Police Information Check with Vulnerable Sector Screening*" letter. The "*Police Information Check with Vulnerable Sector Screening*" letter must be on school letterhead, signed and dated by the principal and must contain the statement: "The applicant will require a vulnerable sector check" (sample letter attached).

Potential volunteers are then referred to the Oceanside RCMP Detachment, at which time they will submit the "*Police Information Check with Vulnerable Sector Screening*" letter and the "*Police Information Check with Vulnerable Sector Screening*" form.

- The "*Police Information Check with Vulnerable Sector Screening*" form is available from the school or the Oceanside RCMP detachment and must be submitted at the same time as the "*Police Information Check with Vulnerable Sector Screening*" letter. Please note that **old forms will not be accepted**.
  - i. *For convenience, a copy of the "Police Information Check with Vulnerable Sector Screening" form has been attached and can be provided to applicants by the School Principal or designate at the same time that the applicant receives the "Police Information Check with Vulnerable Sector Screening" letter from the school.*

**Note:** The "*Police Information Check with Vulnerable Sector Screening*" letter is required to waive the processing fee. If the letter is not included with the package, the processing fee will be levied on the applicant.

The RCMP will return the processed form to the parent, guardian or community member who will then submit the form to the School Principal.

Forms that show any type of criminal record or other concerning disclosures must be forwarded to the Superintendent of Schools or designate for review. School Principals will be advised of any advice or considerations arising from this review.

Completed "*Police Information Check with Vulnerable Sector Screening*" are **valid for a maximum of five years only at which time they are expired**.

All new volunteers (including those who may have previously completed a PIC\_VS at another school and are now changing school sites) must submit forms (preferably in September). This would include Kindergarten, and Grade 8 as well as any new registrations.

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The following is an excerpt from the *British Columbia Guideline for Police Information Checks (June 2015)*

"Police Information Check with Vulnerable Sector Screening (PIC-VS) is restricted to applicants seeking employment and/or volunteering in positions responsible for vulnerable individuals. This product is a collection of offence information, including convictions, outstanding warrants, charges, judicial orders, non-convictions and adverse police contact information available from a local police agency's records management system and other systems/records where authorized. This check will include sexual offence convictions for which the individual has received a record suspension, subject to authorization by the Minister of Public Safety and Emergency Preparedness.

The Police Information Check with Vulnerable Sector Screening **WILL** include the following information:

- Criminal convictions (summary and indictable) from CPIC, local databases, or JUSTIN and findings of guilt within the YCJA non-disclosure schedule.
- Outstanding judicial orders, 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.
- Charges recommended and/or processed by other means such as Diversion or Alternative Measures.
- Dispositions listed in the CPIC Identification Databank or CRII under non-convictions including, but not limited to, withdrawn, dismissed, and cases of not criminally responsible by reason of mental disorder.
- Any additional information recorded in police databases documenting the applicant to have been a suspect in an offence (whether or not charged), subject to provincial retention periods specific to the offence type.
- Adverse contact involving the threat of actual use of violence directed at other individuals and oneself that places others at risk regardless of, but without disclosing, mental health status (e.g.: uttering threats, assault, etc.)
- As authorized for release by the Minister of Public Safety for all record suspension (pardoned) criminal convictions, including non sex offences, identified as a result of a VS query.

The Police Information Check with Vulnerable Sector Screening (PIC-VS) **WILL NOT** include:

- Convictions where a record suspension has been granted (except for sexual offences)
- Apprehensions under s.28 of the *Mental Health Act*, or suicide threats or attempts where there was no harm or threat to others (e.g.: No "subject of threat or harm to others").
- Convictions under federal and provincial statutes unless under exceptional circumstances.
- Traffic violations, including roadside suspensions.
- Suspect information that would hinder an ongoing investigation or where the suspect has not been spoken to may result in the record check being delayed or terminated.
- *Youth Criminal Justice Act* (YCJA) information beyond applicable disclosure period.
- Special Interest Police (SIP) category of CPIC.
- Information gathered outside formal occurrence reports (i.e.: street checks, CAD) except under exceptional circumstances.
- Any reference to contagious diseases.
- Victim/Complainant information unless under exceptional circumstances.
- Information from foreign law enforcement systems."

#### **References:**

- *Board Policy 3002: Cooperation of School and Learning Communities*
- *Administrative Procedure: Cooperation of School and Learning Communities*

# Police Information Check with Vulnerable Sector Screening *Sample Letter*

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*LETTERHEAD*

DATE

R.C.M.P.  
727 Island Highway West  
Parksville, BC  
V9P 1B9

To Whom it May Concern:

**RE: POLICE INFORMATION CHECK WITH VULNERABLE SECTOR SCREENING**

This letter is to confirm that NAME OF VOLUNTEER APPLICANT will be acting as a volunteer for various school/class events or activities throughout the school year. He/She will require a "Police Information Check with Vulnerable Sector Screening" as per the R.C.M.P. definition.

Thank you for your attention to this matter.

Yours Sincerely,

*PRINCIPAL NAME*  
Principal

c: School File