

INSTRUCTIONS LEVEL 3

POLICE VULNERABLE SECTOR CHECK (PVSC)

Applicants requiring this type of clearance **MUST** produce a letter from the agency or organization requiring the clearance

The letter must include the following information:

- *It must be typed on company letterhead signed by an official from the organization/agency*
- *It must state the position being sought, and include details of the position and how their relevant to the Vulnerable Sector*
- *Must include the applicants name, address etc.*

You must be a resident of the Town of LaSalle

- **This search *IS* intended for persons working with children or the vulnerable sector**

Valid Identification:

- Must have a photo ID with your address on it – e.g. Valid Driver's Licence (a young person with no licence must have a parent/guardian that resides at the same residence provide their licence)
- Second piece should be:
 - Government Employment Card (with DOB)
 - Birth Certificate/Baptismal Certificate
 - Military Employment Card
 - Age majority card
 - Canadian Citizenship card(current)
 - Indian Status Card
 - International Status Card
 - Passport
 - Permanent Resident Card
 - Possession and Acquisition Licence
 - Canadian National Institute for the Blind

WE CANNOT USE A HEALTH CARD, SOCIAL INSURANCE CARD OR CREDIT CARDS AS IDENTIFICATION

EMPLOYMENT APPLICATIONS- \$45.00

VOLUNTEER APPLICATIONS- \$20.00

The Police Information Check will include the following information either as a criminal record or police contact information:

- Criminal convictions from CPIC and/or local databases
- Summary convictions, for 5 years when identified
- 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 1-3 years respectively
- In very exceptional cases, where it meets the Exceptional Disclosure Assessment, non-conviction dispositions including, but limited to, Withdrawn and Dismissed
- Not Criminally responsible by Reason of Mental Disorder
- All records suspensions as authorized for release by the Minister of Public Safety

It will NOT include:

- Conviction under Provincial statutes
- Local police contact, however exemptions may be: sexual offences involving all vulnerable persons, theft/fraud incidents involving adult persons
- Ministry of Transportation information (PARIS)
- Special Interest Police (SIP) category of CPIC
- Family Court Restraining Orders
- Foreign information
- Any reference to incidents involving mental health contact
- Diversions will not be released as police contact and no reference to the occurrence is permitted (CC S. 717.4)
- Youth Criminal Justice Act (YCJA) information beyond applicable disclosure period
- Any reference to contagious diseases

