

Highland Mennonite Brethren Church Conduct Manual Plan to Protect® Policy

APPENDIX 6 – POLICE INFORMATION CHECK INSTRUCTIONS

As part of the Plan to Protect® Policy at Highland Mennonite Brethren Church (“HMBC”), Screened Volunteers and Staff, age 16 and up, 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 Generally Required

Two valid, non-expired pieces of government-issued identification. The following are acceptable for Calgary Police Service purposes; other services will have similar requirements:

- Photo identification can be one of the following: Driver’s License, Alberta Photo Identification Card (issued through Registry Agent Offices), Passport, Permanent Resident Card, Firearms License, Nexus Card, Secure Certificate of Indian Status Card (federally issued), Aviation Document Booklet, Student Photo ID (only for applicants between the ages of 12 and 15), or Refugee Protection Claimant Document–Certified; and
- Non-photo identification can be one of the following: Provincial Health Care Card, Birth Certificate, Marriage Certificate, Immigration Papers, Citizenship Card, or Citizenship Certificate.

For in-person applications and CPS ePIC (on-line Police Information Check), **an original signed Police Information Check Request from HMBC**, verifying volunteer status.

Sample PIC Request

Calgary Police Service (“CPS”) or Royal Canadian Mounted Police (“RCMP”) Detachment
Police Information Check Unit or Criminal Record Check Unit

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 pay or reimburse this fee at the discretion of Designated Screening Personnel, if a Volunteer or Staff 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 in Person with CPS

For locations, see www.calgary.ca/cps/Pages/Public-services/Police-information-checks-locations.aspx and www.calgary.ca/cps/calgary-police-service-district-offices.html. Bring the documentation listed above along with an acceptable payment method (\$15 for volunteer applicants).

Approval: January 14, 2020
Approved by: Leadership Team
Notice to: Membership

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Applying On-line via CPS ePIC System

Refer to <https://policeinformationcheck.calgarypolice.ca/> and choose “Perform Personal Information Check”. Download the “Applicant Instructional Manual” and refer to FAQs for more information. To apply on-line you must reside in Calgary and be age 12 and up. Create an on-line account (or log in to your existing account to submit a “Renewal Application”). Each applicant needs their own unique e-mail address and personal account; you cannot share your account. Save your password for future access. 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* dated within 6 months of making a PIC application.
- Upload a picture of yourself (selfie photo) holding the two pieces of Government-issued identification you will be submitting.
- Your credit card payment and request for receipt.
- 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”).

CPS Disclosures and Vulnerable Sector Search Criteria

Complete an application form (*Police Information Check/Consent to Search and Disclosure of Personal Information*) provided by CPS personnel. Results will be mailed to you on a police service certificate letter. 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.

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.

Applying On-line via Screening Canada Platform through Plan to Protect®

Screening Canada is an on-line option that may be used

- when an applicant has difficulty applying in-person or using the CPS ePIC process;
- has been required to obtain fingerprints in the past for a Vulnerable Sector Search and this information is already recorded by HMBC (Screening Canada does not have access to this database which is being aged out); and/or
- when immediate results are required.

If this service is chosen, HMBC will register the applicant who will then receive an e-mail invitation and reminders directly from Plan to Protect® Screening Canada with instructions on how to proceed and complete their on-line profile and application. An applicant will only be required to upload two pieces of eligible identification. A *Police Information Check Request* is not required. Payment is billed to HMBC.

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Applying in Person with the RCMP Detachment

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

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 – 403-945-7200 - <http://www.airdrie.ca/index.cfm?serviceID=842>
- Chestermere – 403-204-8777 - <http://www.chestermere.ca/index.aspx?NID=202>
- Cochrane – 403-851-8000 - <https://www.cochrane.ca/2162/Criminal-Record-Checks>
- Strathmore – 403-934-3968 - <https://strathmore.ca/residents/communityservices/RCMPvictimservices>

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 (if required). Fingerprints may be required if a name-based verification is inconclusive or for certified verifications. You may be able to sign a document when applying for your PIC authorizing someone else to pick up results on your behalf.

Submission of Results

- If you **applied on-line** using ePIC - once you have received an e-mail notification and reviewed the result - choose “Share Results” with “Highland Mennonite Brethren Church” and notify the HMBC office or Designated Screening Personnel. (You may also share with other agencies 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 on-line via Screening Canada** – the church office and you will both be notified via email when your file has been processed.
- If you **applied in person**, submit the original document showing PIC results to HMBC office or Designated Screening Personnel. 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 Volunteer or Staff 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 with or on behalf of 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 Volunteer and Staff 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.

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