

---

## Criminal Record Check Policy

All Official Workers in the Canadian Pacific District are required to have a criminal record check in their personnel file at the District Office in keeping with the *Licensing Policy* of The Christian and Missionary Alliance in Canada. A criminal record check may also be referred to as a *Police Information Check with Vulnerable Sector*.

A criminal record check must:

- be completed through a worker's local RCMP or police detachment
- include a vulnerable sector check
- be submitted to the District Office once complete
- be completed every three (3) years

A criminal record check may require a fingerprint search. When such a search is required by the RCMP or local police, both the completed criminal record check and the fingerprint search must be submitted to the District Office and stored in a worker's personnel file.

Criminal record checks completed through other sources such as myBackCheck or the Criminal Records Review Program (CRRP) will not be accepted for the following reasons:

- Criminal record checks completed through myBackCheck or similar third-party organizations are not as thorough as those completed through the RCMP or local police.
- While CRRP checks are as thorough as those done through the RCMP or local police, they do not disclose as much information as RCMP and local police checks do. As well, CRRP checks may be affected by data entry backlogs for convictions while criminal record checks completed by the RCMP or local police access and report up-to-date information.
- The Ministry of Public Safety and Solicitor General (formerly the Ministry of Justice) itself has recommended that all Official Workers go through the RCMP or their local police for a criminal record check.

## **Criminal Record Check Policy**

---

- While each church may determine how they screen volunteers, including using the CRRP, vocational leaders should be examples in trustworthiness and transparency, which warrants a more thorough background check.

### **Amendments**