


**VULNERABLE
SECTOR CHECKS:
WHAT CHARITIES
AND NFPs NEED
TO KNOW**


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OTTAWA POLICE SERVICE
SERVICE DE POLICE D'OTTAWA

*A Trusted Partner in Community Safety
Un partenaire fiable de la sécurité communautaire*

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DISCUSSION POINTS

- Criminal Record Check – level 1
- Criminal Record & Judicial Matter Verification- level 2
- Vulnerable Sector Check – level 3

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TYPES OF RECORD CHECKS AND WHAT WILL BE VERIFIED BY THE POLICE SERVICE



- ❖ Criminal Record Check (“CR”) – level 1
 - Verifies criminal convictions
- ❖ Criminal Record & Judicial Matter Verification (“CRJM”) - level 2
 - Verifies criminal convictions
 - Verifies outstanding charges in front of the Court
 - Judicial orders (probations – warrant)
 - Notable Police contact
- ❖ Vulnerable Sector Check (“VSC”) – level 3
 - Verifies criminal convictions
 - Verifies outstanding charges in front of the Court
 - Judicial orders (probations – warrant)
 - Notable Police contact
 - Pardon sexually based offences

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WHO DETERMINES THE REQUIREMENT?



- Organizations can self identify that they work with members of the Community that are Vulnerable
- Organizations should send potential employees to their local police agency for verifications
- The employer shall determine the proper level of background check accordance with the Criminal Records Act
- The Police Service still has the right to question organizations when it determines the type of background that is requested by the hiring organization

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DEFINITION



Vulnerable Sector

- A vulnerable person is defined in section 6.3 of the *Criminal Records Act*, as a person who, because of age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a **person in a position or authority or trust relative to them**
- These are measures that were put in place to ensure people convicted of sexually-based offences do not work with the vulnerable sector
- If a pardon has been granted, the criminal history information about an individual convicted of a sexually based offence is retrievable by law enforcement only for the purposes of a Vulnerable Sector search

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Who shall not be VSC Screened ?



- Here is a list of positions that would definitely **not qualify for VSC sector screening**, including but not limited to:

Hospital Administrators – HR - Finance
 School Board Employees (working at the school board)
 IT Staff
 Sales Staff
 Finance – Tax
 Construction Workers
 Janitorial Staff not working in a school
 Clerical Staff (Reception – office environment)
 Members of Boards of Directors
 The applicants that fall under the list above would require only a CRC or a CRJM

“A point of contact is NOT a position of trust”

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VSC RESULTS



- The Police Service cannot confirm the results of the VSC inconclusive match, since this is a sealed record
- The Police Service only sees the following message when an inconclusive match is received

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** FOR SCREENING OF APPLICANTS APPLYING FOR POSITIONS WORKING  
** WITH VULNERABLE PERSONS, SUBMIT FINGERPRINTS ON FORM C-216C  
** AND CONSENT FORMS TO THE RCMP IDENTIFICATION SERVICES IN OTTAWA.  
** NO INFORMATION RELATING TO THIS MESSAGE MAY BE DISCLOSED.
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QUESTIONS



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