

SUPPLEMENTAL INFORMATION SHEET REGARDING ENHANCED POLICE INFORMATION CHECK



The SterlingBackcheck screening process for a Name Based Criminal Record Check with Local Police Information consists of two service components:

1. A Criminal Record Check (CRC), consisting of a name-based search of active Criminal Record History Information (CHRI) contained in the Royal Canadian Mounted Police (RCMP) National Repository of Criminal Records (the Identification Data Bank), as conducted by a police service that can access the Canadian Police Information Centre (CPIC).
2. A search of Local Police Information (LPI), also termed a Police Information Check (PIC), which involves a) a Persons Query of the CPIC system and b) a search of Canada-wide locally held police information.

All searches are conducted, managed and controlled by a Canadian Police Service working in partnership with SterlingBackcheck. All are described in further detail below.

Legible copies of the informed consent form are retained by the CPIC Agency in accordance with the provisions of relevant privacy legislation, CPIC Agency retention and disposal schedule, and Section 11 of the Canadian Criminal Real Time Identification Services (CCRTIS) Dissemination of Criminal Record Information Policy.

CRIMINAL RECORD CHECK:

The Identification Data Bank within CPIC is comprised of three (3) data sets, including: 1) offender's criminal record information; 2) summary of offender's biographical and offence information; and 3) indexed summary of offender names for rapid search. CCRTIS is the only entity that is authorized to update, purge and/or modify information within the Identification Data Bank. Lawfully obtained fingerprints support each criminal record entry in the Identification Data Bank. This information is collected by virtue of Personal Information Bank (PIB) CMP PPU 030, pursuant to the Privacy Act. The description of this Personal Information Bank may be reviewed by accessing the Treasury Board publication: InfoSource.

By searching the Identification Data Bank, a Canadian police service that has partnered with SterlingBackcheck is able to provide SterlingBackcheck's clients with a Name Based Criminal Record Check which is a query based on name, date-of-birth, and declared criminal record history of active criminal files in the RCMP National Repository of Criminal Records. A Name Based Criminal Record Check is used to determine the possible existence of a criminal record and it is generally used as a preliminary search only to determine if a fingerprint-based Criminal Record Verification may be required.

In accordance with the guidelines for the Dissemination of Criminal Record Information prescribed by the Ministerial Directive Concerning the Release of Criminal record Information by the RCMP, SterlingBackcheck clients must have

their candidates fully complete the "Declaration of Offences" section of the SterlingBackcheck consent forms. SterlingBackcheck clients are also asked to instruct their candidates that the following offences should not be declared in this section:

- A conviction for which the Applicant has received a record suspension (formerly termed a pardon) in accordance with the Criminal Records Act
- A conviction where the Applicant was a "young person" under the Youth Criminal Justice Act, Young Offenders Act or Juvenile Delinquents Act
- An Absolute Discharge or Conditional Discharges, pursuant to section 730 of the Criminal Code once non-disclosure provisions apply (one year after the date of conviction for an absolute discharge/three years for a conditional discharge)
- An offence for which the Applicant was not convicted
- Any provincial or municipal offence, and
- Any charges dealt with outside of Canada

A declaration deemed complete and accurate will be confirmed as such by SterlingBackcheck's police partner conducting the Name Based Criminal Record Check. A confirmed declaration may not contain all criminal record convictions. A confirmed declaration does not constitute a Certified Criminal Record by the RCMP. The CCRTIS can only issue a certified criminal record when verification has been supported by the submission of fingerprints.

LOCAL POLICE INFORMATION:

The Local Police Information (LPI) check will consist of a Persons Query of the CPIC system and a search of locally held police information via the Firearms Interest Police (FIP) database (within CPIC) and/or the Police Information Portal (PIP). The Persons Query searches the Investigative and Intelligence data banks within CPIC. The queries of FIP and/or PIP search conviction and non-conviction information held within local police Record Management Systems (RMS) across Canada. If

the above queries are negative, this finding will be provided to SterlingBackcheck. If these searches are unable to be completed for any reason, including but not limited to identification confirmation, the applicant will receive a result of 'Unable to Complete - Refer to Local Police'. In this instance, if the applicant wishes to complete the check, they are required to contact their police service of local jurisdiction. At no time will SterlingBackcheck be provided with the content of any local police records or with any indication as to the police service(s) holding such records or the type of record(s) held.