



Fact Sheet for Volunteer Agencies

In Ontario, the Police Record Checks Reform Act, 2015 (PRCRA) governs the types of police record checks that can be conducted for screening purposes such as employment or volunteering. The Act authorizes different types of police record checks.

1. Police Criminal Record Check - the search will include:

- Criminal convictions, from CPIC and/or local databases
- Summary convictions (previous 5 years) when identified
- Findings of guilt under the Youth Criminal Justice Act within the applicable disclosure period

2. Police Criminal Record and Judicial Matters Check - the search will include:

- Criminal convictions, from CPIC and/or local databases
- Summary convictions (previous 5 years) when identified
- Outstanding entries, such as charges, warrants, judicial orders, peace bonds, probation and prohibition orders
- Findings of guilt under the Youth Criminal Justice Act within the applicable disclosure period
- Absolute and Conditional Discharges (for 1 or 3 years respectively)

3. Police Vulnerable Sector Check - the search will include:

- Criminal convictions, from CPIC and/or local databases
- Summary convictions (previous 5 years) when identified
- Outstanding entries, such as charges, warrants, judicial orders, peace bonds, probation and prohibition orders
- Findings of guilt under the Youth Criminal Justice Act within the applicable disclosure period
- Absolute and Conditional Discharges (for 1 or 3 years respectively)
- Dispositions of not criminally responsible by reason of mental disorder (previous five years)
- Where it meets the exceptional disclosure assessment, non-conviction dispositions including, but not limited to, withdrawn and dismissed charges
- Record suspensions (formerly known as pardons) as authorized for release by the Minister of Public Safety



NIAGARA REGIONAL POLICE SERVICE

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Vulnerable Person: means a person who, because of his or her age, a disability or other circumstances, whether temporary or permanent,
a) is in a position of dependency on others, or
b) is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them.

Volunteer: means a person who performs a service but who receives no compensation for doing so other than an allowance for expenses or an honorarium, and excludes a person receiving some other form of credit such as academic credit or fulfilling a sentence requirement.

In accordance with recent PRCRA amendments, effective April 1st 2022, Police Criminal Record Checks and Police Criminal Record and Judicial Matters Checks are free for volunteers. Volunteers will still be required to pay for a Police Vulnerable Sector Check.

Due to this amendment, all agencies requiring their volunteers to obtain any type of a police record check from the Niagara Regional Police Service will need to provide the volunteer with a letter on the agency's letterhead, setting out the following information:

- the name and date of birth of the prospective volunteer
- the position title being applied for, including a brief description of the duties
- confirmation that the volunteer receives no compensation for their work other than an allowance for expenses or an honorarium, and excludes a person receiving some other form of credit such as academic credit or fulfilling a sentence requirement
- the name and contact information of an agency representative

This letter will need to be provided to the Niagara Regional Police Service upon submission of the police record check application. No application for a volunteer will be completed without the letter.

For further information, please contact the Records Supervisor at 905-688-4111, option 3, extension 1024276.