

## POLICE INFORMATION CHECK & VULNERABLE SECTOR SEARCH

### PURPOSE OF THIS DOCUMENT:

To provide standard guidelines for Police Information Check and Vulnerable Sector Search for students enrolled in the MD Program within Undergraduate Medical Education, Cumming School of Medicine, University of Calgary. In order to be considered “current”, the Police Information Check and Vulnerable Sector Search must be completed during the three months prior to entering into the MD Program.

### GUIDELINES APPLY TO:

All medical students in Year 1, Year 2 and Year 3. Please note, Police Information Checks and Vulnerable Sector Search are valid for the complete 3 years of the MD Program.

### GUIDELINES PROCESSES:

To ensure that all medical students have obtained a Police Check and Vulnerable Sector Search:

1. In April/May, offer letters will be sent to all prospective medical students for acceptance into the MD Program with the University of Calgary. The letter will state that a condition of the offer submission is a Police Check and Vulnerable Sector Search.
2. To obtain a Police Check and Vulnerable Sector Search, students must go to the nearest Police detachment or as of March 2015 – this process may now be done online: <https://policeinformationcheck.calgarypolice.ca/>  
Go to the bottom of the above link and click on “Create Agency Account Profile”. Students who have not yet moved to Calgary must arrange for a Police Information Check and Vulnerable Sector Search through your nearest local Police Service or RCMP detachment. Please note: this process must be initiated before you move to Calgary. Police Information Check and Vulnerable Sector Search must be valid within three months of starting medical school. If you have recently moved to Calgary, i.e. within 12 months, you must obtain a Police Information Check and Vulnerable Sector Search for your previous residence.
3. Police Information Checks and Vulnerable Sector Search must be submitted during MD Program Orientation. All documents are to be reviewed by UME staff. If there is a “Positive” Police Information Check or Vulnerable Sector Search this must be brought to the attention of the Associate Dean, UME. The Associate Dean will check the results with the College of Physicians and Surgeons of Alberta, asking the Assistant Registrar if the medical student will be admissible.
4. All Police Information Checks and Vulnerable Sector Searches will be filed electronically until the medical student successfully completes the MD Program, at which time these documents will be destroyed. Medical Students are encouraged to keep the original Police Information Check and Vulnerable Sector Search for Elective requirements.
5. If an incident occurs within the MD Program whereby the medical student receives an offence, this must be brought to the attention of the Associate Dean immediately.
6. Failure to present a Police Information Check or Vulnerable Sector Search may result in an interruption to the MD Program. Also, if the Police Information Check and Vulnerable Sector Search are not clear, this may result in an interruption to the MD program or a requirement to withdraw from the program.

**ADDITIONAL INFORMATION:**

Further questions should be directed to UME Management, who will raise issues beyond their jurisdiction to the University of Calgary Legal Counsel.

**ADDITIONAL INFORMATION FOR STUDENTS COMING FROM TORONTO:**

Students from Toronto need to use the Toronto Police check form attached as **Appendix Toronto Police Check Information** with the other criminal record check information. You must print off the form on legal sized paper, fill it out. Toronto Police service will no longer be accepting waivers in person. Applications **MUST BE MAILED**. Mail your completed Police Reference Check and include either a money order, certified cheque or bank draft made payable to the Toronto Police Service in the amount of \$15.00 and under "reason for request" check "other" and specify student.

**Mail to:**

Toronto Police Service  
40 College Street, Toronto, Ontario, Canada M5G 2J3  
If you have any further questions please contact the Admissions Office.  
All other student can just proceed as indicated above.

**FREQUENTLY ASKED QUESTIONS-GENERAL INFORMATION:****1. What is a Security Check?**

A valid Police Information check (PIC) (sometimes referred to as a Criminal Records Check (CRC) and a Vulnerable Sector Search (VSS) (sometimes referred to as a Vulnerable Sector Verification).

**2. Who needs to complete a Security Check?**

All applicants admitted to the MD Program Cummings School of Medicine University of Calgary are required to provide a current Police Information Check and a Vulnerable Sector Search.

**3. What information do the Police Information Check and Vulnerable Sector Search contain?**

- a. Local police records
- b. Justice Online Information Network
- c. Canadian Police Information Centre (CPIC) database
- d. Convictions
  - Indictable Offences registered in National Repository (includes recent convictions not yet registered in the national Repository and/or convictions within past 5 years wherein no fingerprints had been forwarded to National Repository but does not include pardoned records.
  - Summary conviction Offences not registered in National Repository: Disclosed for a three-year period.
- e. Specific Sentences (Information outside the given time parameters might be disclosed as a component of information contained in "Police files", if particularly relevant to the position sought
  - Absolute Discharge: disclosed for a one-year period
  - Conditional Discharge: disclosed for a three-year period
  - Stay of proceedings: disclosed for one year as stay of proceedings
- f. Alternative Measure/Extra-Judicial Sanctions
  - First-time involvement reported for one year as "Alternative Measures/Extra-Judicial Sanctions – No Criminal convictions".
  - Multiple involvements might be disclosed as a component of information contained in "Police files, if relevant.
- g. Pending/Outstanding Charges (Includes criminal and/or relevant charges)

- h. Outstanding Warrants (When warrant is returnable and is executed, would be disclosed as pending/outstanding charges. When warrant is non-returnable, charges would be disclosed as warrants)
  - i. Not Criminally Responsible – Mental Disorder
  - j. Pardons
    - Only in the case of Vulnerable persons will information be disclosed from pardoned offences. Files may still designate the applicant as a “subject” of the complaint in cases of Police Information that is relevant.
    - Pardoned records of convictions sexual in nature and/or involving children are included in the Vulnerable Sector Search. This information is disclosed with applicable consent.
  - k. Court Orders
    - Disclosed for the duration of the Court Order example: “No Criminal Conviction” 810 CC – Peace Bond.
  - l. Police files/information
    - All police information or files that possess information that is relevant to the Police Information request will be included as relevant information. The applicant will be designated as the “subject” of these reports.
  - m. Youth (when applicable, any involvement while a youth will be disclosed clearly identifying such matters as Youth)
- 4. What is the cost of a Security Check?**
    - In order to receive a reduced administration fee, you are advised to provide the Calgary Police Services/RCMP Detachment with your official letter of admission issued from the MD program.
  - 5. Who is responsible for the cost of the Security Check?**
    - All applicants admitted to the MD program
  - 6. What is the deadline for submitting a Security Check?**
    - In order to be considered “current”, the Police Information Check must be completed during the three-month period prior to commencement to the MD Program. This is valid for the three-year MD Program.
  - 7. Where do I submit the Security Check?**
    - Submissions are made to the Office of Admissions or may be provided during Orientation to the MD Program.
  - 8. What if I cannot meet the deadline of submitting the Security Check?**
    - If there is a delay in processing by the police agency and you have date-verified evidence that you have applied for your Security check (i.e. a dated receipt), there will be reasonable flexibility by the UME office to extend your individual submission deadline. In order to avoid any issue with your request to extend the deadline, please ensure that you have applied for your Security check as soon as you receive your official admission letter.
  - 9. What if I submit a “Clear” Security Check?**
    - No further action relating to this process is required.
  - 10. What if I submit a “not clear” Security Check?**
    - The Applicant may be asked to provide additional information to the relevant police service (e.g. fingerprints or other information required to confirm identity). If an “incomplete” record delays the process past the deadline for submission, you may be granted an extension of the deadline based on the individual circumstance and with date –validated proof of applicant and a completed Statutory Declaration – Police Information Check.
    - Applicants aware that they are submitting a not “Clear” security check due to a conviction(s) this, a statutory declaration outlining the details, date, and nature of the

offense(s) must be signed by the Applicant. The Associate Dean will contact the College of Physicians and Surgeons of Alberta (CPSA) for further direction on this issue. PLEASE NOTE: YOU MUST COMPLETE APPENDIX B

**11. Under what circumstances is a Statutory Declaration required?**

- The Applicant admitted to the MD Program has been unable to obtain a full report from the RCMP or Police Service within the time required by the Office of Admissions. PLEASE NOTE: APPENDIX C WILL BE REQUIRED TO BE COMPLETED, IF REQUIRED

**Approved:** Dr. Sylvain Coderre, Associate Dean  
UME Management  
Approved: April 22, 2015  
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