



Supt. Dave Dubnyk
Officer In Charge - Core Policing
K Division RCMP

Your File

To organizations requesting a Vulnerable Sector Check

Our File

2019-03-19

Vulnerable Sector Background Checks

The RCMP strives to adhere to the principals set by our federal government regarding the use and protection of Canadian citizens' personal information. Part of this effort is a continuing examination and refinement of our Vulnerable Sector and Background Check processes.

Vulnerable Sector Checks were created to provide organizations with information to assist them in ensuring a person is safe to hire for a particular position. These are very intrusive background checks. Organizations must not take the designating of such positions lightly.

For the RCMP to conduct a vulnerable sector check we must be certain that level of background check is warranted. We do not have the authority to do these checks unless we are satisfied that the position meets the criteria. The responsibility of deciding whether a position requires a vulnerable sector check is that of the organization's requiring it, however the RCMP must be in agreement with the organization's decision to be authorized to conduct the check.

Organizations are urged to engage their legal advisors in making these decisions. The *Criminal Records Act*, *The Privacy Act*, [The Screening Handbook](#) published by Public Safety Canada and the [Alberta Police Information Check Disclosure Procedures](#) published by the Alberta Association of Chiefs of Police are excellent tools to educate your organization on the topic of background checks.

Please be advised that if a detachment determines a position does not require a Vulnerable Sector Check, they are adhering to policy set by Alberta RCMP - Criminal Operations and more importantly, laws and rules put in place by the Federal Government on behalf of the citizens of Canada.

Respectfully,
Dave Dubnyk, Supt.



NCO I/C RCMP
Box 1118
Pincher Creek AB T0K 1W0

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2019-04-08

Vulnerable Sector Background Checks

It is the responsibility of an organization to assess the level of police check required for a position.

When a vulnerable sector check for a volunteer position is conducted, Pincher Creek RCMP does not charge a fee, however the letter provided by your organization must include the following:

1. Organization name, address and phone number
1. Applicant's name
2. Why this position is considered vulnerable sector
3. Confirmation the applicant will not receive remuneration/benefits for this position

The applicant must reside within our detachment area and will be required to provide two pieces of identification at the time of the request, one of which must be photo identification. Preferred acceptable forms of identification are driver's license, passport, Alberta Health, Certificate of Indian Status, Permanent Residency card. Please do not include the applicant's social insurance number or driver's license as part of your letter.

Checks conducted by Pincher Creek Detachment take a minimum of a week and longer if fingerprints are required. We do not provide letters to organizations stating the applicant has applied for a Police Information Check.

If letters do not meet this criteria, the applicant will be asked to obtain a new letter.

Should you have any questions regarding this procedure, please feel free to contact our office at (403) 627-6010.


(M. HARRISON) Sgt.
Pincher Creek RCMP