



ARCHIVED - Archiving Content

Archived Content

Information identified as archived is provided for reference, research or recordkeeping purposes. It is not subject to the Government of Canada Web Standards and has not been altered or updated since it was archived. Please contact us to request a format other than those available.

ARCHIVÉE - Contenu archivé

Contenu archivé

L'information dont il est indiqué qu'elle est archivée est fournie à des fins de référence, de recherche ou de tenue de documents. Elle n'est pas assujettie aux normes Web du gouvernement du Canada et elle n'a pas été modifiée ou mise à jour depuis son archivage. Pour obtenir cette information dans un autre format, veuillez communiquer avec nous.

This document is archival in nature and is intended for those who wish to consult archival documents made available from the collection of Public Safety Canada.

Some of these documents are available in only one official language. Translation, to be provided by Public Safety Canada, is available upon request.

Le présent document a une valeur archivistique et fait partie des documents d'archives rendus disponibles par Sécurité publique Canada à ceux qui souhaitent consulter ces documents issus de sa collection.

Certains de ces documents ne sont disponibles que dans une langue officielle. Sécurité publique Canada fournira une traduction sur demande.

Criminal Record Checks for the Non-Profit Sector in BC



Lucie Honey-Ray, Irwin M. Cohen, Jenna Nursey, Rebecca Gill, Trevor Fik, & Amanda V. McCormick

Executive Summary

The British Columbia Centre for Non-Profit Development, located in the School of Criminology and Criminal Justice at the University of the Fraser Valley, has received many inquiries from non-profit organizations and volunteers about the varying costs of criminal record checks. This study provides an overview of criminal record check information in British Columbia and across Canada. The literature review identified a lack of research on criminal record checks and what appeared to be a lack of information in some jurisdictions. Through a survey sent to all police departments and RCMP detachments in British Columbia, the study also sought to explore the idea of working together towards a more equitable system for criminal record checks. Although the results of this study may not provide statistically significant data, due to low survey response rates, they nevertheless point to important trends on a topic which should be top of mind for leaders wishing to provide safety and security for the province's most vulnerable citizens.

The literature review identified trends in police record checks, criminal record checks, and fingerprinting services among various police agencies in Canada. No information on criminal record check procedures was found for Nunavut, the Northwest Territories, or the Yukon. Of note, fingerprinting trends were the most consistent in terms of cost and process. In contrast, it appeared that the types of databases used when conducting a criminal and police record checks differed depending on the location of the police office and its specific policies rather than having a uniformed record management system that all detachment and police departments used. The fees for criminal and police record checks also varied, with the majority of police department and detachments offering free services for volunteers. While some police agencies in Canada outsource record check services, British Columbian agencies identified several issues that limited outsourcing. In effect, at first glance, criminal and police record checks across British Columbia and Canada are not equitable in cost and process.

The 35 respondents to this survey had completed a total of 50,593 criminal records or police records checks in the 12 months prior to completing the survey. The majority of respondents identified an increase in volume in criminal record checks over previous years. The results suggested a need to further explore the idea of a centralized model under which all record checks across the province will be conducted, or, at a minimum, to establish guidelines to ensure consistency in providing for the safety of all citizens. Further, it is highly recommended that funding be made available for the expansion and future development of this research, as more information is needed to create a clearer picture of the varying policies and procedures that guide criminal and police record searches in British Columbia and across Canada. The results presented in this report point to important trends that need to be placed within the provincial context of the *Criminal Records Review Act*. Moreover, additional research focused on a more detailed review of municipal police departments' policies and procedures, as well as RCMP detachment guidelines is required. Additionally, a review of non-profit organizations' policies for criminal records checks would ensure a more complete picture of the process of criminal record checks for British Columbians.

Contents

Executive Summary	i
Contents	ii
List of Figures	iii
List of Tables	iv
Introduction.....	1
Literature Review.....	1
Policing Persons Under the Influence of Drugs and Alcohol	1
Police Records Databases	2
A Review of Police Agency Policies	3
Methodology	9
Research Results	10
General Findings.....	10
The Economics of Police/Criminal Record Checks.....	13
Modifications to the Process of Conducting Criminal Record Checks.....	15
Conclusion	17
References.....	18
Appendix A – Survey Instrument	20

List of Figures

Figure 1: REGIONAL DISTRIBUTION OF SAMPLE.....	10
Figure 2: PROPORTION OF SENT OUT AND RETURNED SURVEYS IN THE SAMPLE	11
Figure 3: INTEREST IN HAVING A CENTRALIZED REGIONAL DEPARTMENT FOR CRIMINAL RECORD CHECKS.....	15
Figure 4: INTEREST IN HAVING A CENTRALIZED PROVINCIAL DEPARTMENT FOR CRIMINAL RECORD CHECKS.....	16

List of Tables

Table 1: AVERAGE NUMBER OF CHECKS COMPLETED IN THE PAST 12 MONTHS BY CHECK TYPE AND SUBJECT	12
Table 2: AVERAGE NUMBER OF CHECKS COMPLETED IN THE PAST 12 MONTHS BY CHECK TYPE AND SUBJECT BY TYPE OF POLICE ORGANIZATION	12
Table 3: AVERAGE COST OF CHECKS BY CHECK TYPE AND SUBJECT	13
Table 4: AVERAGE COST OF CHECKS COMPLETED IN THE PAST 12 MONTHS BY CHECK TYPE AND SUBJECT BY TYPE OF POLICE ORGANIZATION	14
Table 5: AVERAGE AMOUNT OF REVENUE GENERATED BY CHECK TYPE AND POLICE ORGANIZATION	14

Introduction

A large portion of non-profit organizations serves the public and vulnerable populations and, therefore, requires criminal record checks for their staff members and volunteers. Over the past few years, the BC Centre for Non-Profit Development has become increasingly aware of the varying costs for criminal record checks across British Columbia. For organizations working provincially and regionally, the different costs create confusion. In addition, the introduction of privately owned criminal record check companies in British Columbia raises questions about access to databases and what constitutes a criminal record check. Although research has been conducted on this topic in the past decade, the main focus of this research has been on cost comparisons, and province wide research has not been undertaken. Therefore, the purpose of this study was to provide an overview of criminal record check information for the province, as well as explore opportunities to work together towards a more equitable system for the sector.

Literature Review

The current project originated from a large scale multi-method Centre for Addictions Research British Columbia (CARBC) study for monitoring substance use in British Columbia. The assumption of the multi-disciplinary research team lead by Professor Tim Stockwell, Director of CARBC and Professor in the Department of Psychology at the University of Victoria, after an extensive review of the monitoring literature, was that no single method for monitoring poly-drug use provided valid estimates of the distribution and consumption of alcohol and drugs in British Columbia. The CARBC project, therefore, employed several monitoring methodologies. One method involved utilizing police officers' observations of drug and alcohol use during their daily patrol and beat duties covering the 24-hour day. As there have been no studies utilizing this approach in a Canadian context, the current report summarizes an exploratory project designed to assess the feasibility of a police-based monitoring methodology for the assessment of substance related incidents in Vancouver, British Columbia. This involved the collection of drug and alcohol data directly by Vancouver Police Department (VPD) patrol officers regarding their daily contacts with the general public. Beyond the exploration of the monitoring methodology, the VPD also were interested in its utility to address several related policy concerns. The project was developed through a partnership between the BC Centre for Social Responsibility (BCCSR), led by Dr. Raymond Corrado, Dr. Irwin Cohen, and Amanda McCormick, and the Vancouver Police Department (VPD), coordinated by Inspector Scott Thompson. The project was funded through a grant provided by CARBC.

Policing Persons Under the Influence of Drugs and Alcohol

Police record checks, sometimes referred to as criminal record checks, are a search of the records held in the information databases of police agencies (Vancouver Police Department [VPD], n.d.). According to the Canadian Mental Health Association of Ontario (n.d.), criminal record checks focus specifically on any criminal convictions a person has received, whereas a police record check includes a criminal record check and any interactions an individual may have had with the police that led to the creation of a police file. Police and criminal record checks can also include a Vulnerable Sector Search for those individuals

wanting to work with and around children under the age of 18. The Vancouver Police Department (n.d.) defined a Vulnerable Sector Search as applying to:

A requestor who is identified as working with a person or organization responsible for the well-being of children under the age of 18 or with vulnerable persons who, because of their age, a disability, or other circumstances, whether temporary or permanent, are in a position of dependence on others or are otherwise at greater risk than the general population of being harmed by persons in a position of authority or trust relative to them as authorized under the Criminal Records Act.

Criminal records are typically verified through fingerprints (Regina Police Service, 2006-2010). Fingerprinting is essential for further identification of individuals suspected of having a criminal record. Individuals may be required to provide fingerprints, and are responsible for any costs associated with fingerprint services; these costs are established by the specific police agency (Ministry of Public Safety & Solicitor General, 2007).

Police record checks, criminal record checks, and fingerprinting rely on various information databases. These databases may include, but are not limited to: Canadian Police Information Centre (CPIC); Criminal History Records (CHRs), such as the Criminal Names Index (CNI) and Criminal Records Synopsis (CRS); and other RCMP Specialized Systems, such as the Automated Criminal Intelligence System (ACIS).

This literature review will identify the trends in conducting police record checks, criminal record checks, and using fingerprint services among various police agencies in Canada. This is necessary because there is currently a lack of information on the application of police record checks, criminal record checks and fingerprinting in relation to the non-profit sector in Canada. This literature review will also define the databases primarily used in police record checks and criminal record checks and will also focus on the current policies that exist on police record checks, criminal record checks, and fingerprinting in police agencies across Canada.

Police Records Databases

CPIC is a collection of electronic files and databases that inform the police about criminal convictions (Belleville Police Service, 2010). Schellenberg (1997) reported that CPIC includes RCMP files on persons, stolen vehicles or vehicles wanted in connection with a crime, and Criminal History Records. Information from CPIC typically includes persons wanted by the police, as well as persons charged with a crime, on parole, who are missing, and/or who are prohibited from driving or possessing firearms (Schellenberg, 1997). Although the RCMP operates CPIC, it is also accessed by other police agencies. Although foreign agencies have access to CPIC, criminal history information cannot be released until it is reviewed by an RCMP Interpol employee (Schellenberg, 1997).

Criminal History Records, or CHRs, identify an individual with a criminal record and provide ‘tombstone’ data, such as name, date of birth, physical characteristics, aliases, and reported charges and dispositions (Schellenberg, 1997). This database also relies on the Criminal Names Index, or CNI, and on a Criminal Records Synopsis, or CRS. The CNI identifies the names and cautions of unparoled people who have been charged under the Criminal Code of Canada and those individuals who have been fingerprinted (Schellenberg, 1997). In contrast, the CRS reports only tombstone information and criminal

convictions (Schellenberg, 1997). Lastly, the Criminal Intelligence Service Canada (CISC) maintains the Automated Criminal Intelligence System, also known as ACIIS. The CISC gathers data on organized crime, such as trafficking illegal substances, gambling, extortion, and contract murder (Schellenberg, 1997).

While the RCMP primarily use CPIC and CHS in their record checks, the Vancouver Police Department uses the following record systems in conducting their police record checks: Legacy Records Management Services (RMS) for Vancouver records before 2001; Versadex Vancouver for records after 2001; LEIP Outside agency's local records on the Versadex system; JUSTIN Provincial Court Records; CPIC National Police Records that includes criminal convictions, warrants, stays of proceedings, acquittals, dismissed cases, conditional discharges, and pardoned sexual offences; and PIRS local RCMP records. The Toronto Police Service also uses RMS to perform all police reference checks (Toronto Police Service, 2010). Other police departments, such as the Belleville Police Services and Edmonton Police Service, have indicated that they also use CPIC in their criminal record checks. However, Edmonton Police Service uses different databases than most British Columbia police agencies, and performs police information checks by using Edmonton Police Local Records and Alberta Court Records (JOIN). Therefore, it appears that the specific databases that a police department or RCMP detachment uses for criminal or police record checks is related to their jurisdiction, rather than being based on a uniform system shared by all police agencies.

As previously mentioned, Vulnerable Sector Searches are also conducted by many police agencies, including the Vancouver Police Department, as well as the Toronto, Ottawa, Regina, and Saskatoon Police Services. This type of search is typically performed when a person wants to work or volunteer with an organization that involves direct contact with children or vulnerable persons (Toronto Police Service, 2010). Consent is usually given by the requestor to allow police agencies to scan CPIC for any pardoned sex offences and to disclose any pardoned sex offences (VPD, n.d.). The Toronto Police Service (2010) indicated that the results of any Vulnerable Sector Screening Program or Police Reference Check conducted would be provided only to the person requesting the information. This means that the results are not sent directly to an employer or volunteer agency, as it is the requestor's decision whether they want to disclose the results of the search.

A Review of Police Agency Policies

The *Criminal Records Review Act* is designed to protect children from individuals whose criminal record indicates a history of physical or sexual abuse (Ministry of Public Safety & Solicitor General, 2007). Individuals that work with children or who have unsupervised access to children through employment, occupation, or education programs, or who are employed by the provincial government, are included under this Act. Hospital employees, such as doctors and nurses, as well as dentists, teachers, registered students in a post-secondary institution who work with children, and childcare providers are a few examples of groups whose criminal records need to be checked. In addition, volunteers and residents aged 12 and older at childcare facilities are also included under this Act (Ministry of Public Safety & Solicitor General, 2007).

The Vancouver Police Department uses the *Criminal Records Review Act* to set their policies for criminal record checks. Section 27.1 is particularly important as it relates to the fees associated with criminal record checks. This section states that the payment of the prescribed fee for a criminal record check can

be waived if the check is considered to be in the public interest (VPD, n.d.). For example, this waiver can apply to residents and volunteers at child care facilities, with the exception of spouses or partners of the owner-operators, and to students enrolled at a British Columbian high school on a voluntary work placement and/or work experience at a child care facility (VPD, n.d.).

The fees applied to criminal record checks in Vancouver were associated with an increase in salary costs and revenue targets set by the City of Vancouver for 2009 (Marshall-Cope, 2009). However, the fee was also set to fall within the range of what other Lower Mainland agencies charge. In contrast, the International Fingerprint Services of Canada (IFS), which began offering fingerprint services in Vancouver for \$25 in 2000, established fingerprinting fees (Marshall-Cope, 2009). Fingerprint services are mandatory for Pardon Applicants, Criminal Record inquiries, and travel visas (Marshall-Cope, 2009).

As mentioned previously, the *Criminal Records Review Act* applies to individuals that work with or around children. One exception to this Act is that student teachers in the K-12 system are not required to have a criminal record check. However, the local Boards of Education or independent school authorities may require criminal records checks for student teachers or volunteers (Ministry of Public Safety & Solicitor General, 2007). The *Criminal Records Review Act* also requires authorities covered by the *Independent School Act* to obtain criminal record check consent forms from non-teaching staff who work with children, teaching staff certified by the Inspector of Independent Schools, and teachers certified by the College of Teachers but who are not currently members of the college (Ministry of Public Safety & Solicitor General, 2007). The Ministry of Public Safety and Solicitor General (2007) also note that the College of Teachers is responsible for obtaining criminal record check consent forms from newly registering applicants, as well as from registered members. In contrast, the Boards of Education are responsible for obtaining criminal record check consent forms from non-teaching staff who work with children, and from teachers not certified by the College of Teachers (Ministry of Public Safety & Solicitor General, 2007).

The *Criminal Records Review Act* also provides information about the policy on criminal record checks that apply in special situations for exchange teachers, service contractors, and work experience students. Exchange teachers from other provinces and countries do not register with the College of Teachers, but are required by the Act to undergo a criminal record check (Ministry of Public Safety & Solicitor General, 2007). According to the Ministry of Public Safety and Solicitor General (2007), Boards of Education and independent school authorities should ensure that exchange teachers provide a signed Schedule A form before becoming employed. Once a signed Schedule A form is provided, exchange teachers can work with children without having to wait for the results of the check. The Ministry of Education suggests that Boards of Education and independent school authorities develop comprehensive *Criminal Records Review Act* policies for service contractors and obtain legal advice in developing this policy (Ministry of Public Safety & Solicitor General, 2007).

Section 24 of the *Criminal Records Review Act* and Section 4 of the Child Care Licensing Regulation applies to work experience students. It has been established that no person over the age of 12, other than a child or a parent of a child enrolled at the facility, may be “ordinarily present” at a registered or licensed day care centre when children are present, unless they have had a *Criminal Records Review Act* check (Ministry of Public Safety & Solicitor General, 2007). This means that students completing work experience in child care facilities must complete a Schedule F form and receive a clearance letter before beginning a work experience placement (Ministry of Public Safety & Solicitor General, 2007). However,

work experience students in placements other than childcare facilities do not require a *Criminal Records Review Act* check.

In 2002, the *Criminal Records Review Act* was amended and a minimum cost recovery charge of \$20 was implemented for each criminal record check (Ministry of Public Safety & Solicitor General, 2007). This charge is to be paid by a certified cheque or money order payable to the Minister of Finance. It can also be paid by VISA or MasterCard using the credit card payment form available on the Criminal Records Review Program website (VPD, n.d.). In some cases, the employer requesting the criminal record check may pay this charge. If an employer requests the record check, payment is submitted as individual payments attached to the consent form or as one group payment for multiple submissions (VPD, n.d.).

While the Act established a minimum cost recovery charge, it appears as though other agencies have set their own cost recovery charges. For instance, the Vancouver Police Department defined their fees for service as the following: volunteers or practicum students with letter of proof, \$25 cash or debit; employees, \$65 cash or debit; fingerprinting service only, \$30 cash or debit; each additional set of fingerprints, \$5; and pardoned local police record checks, \$65 cash or debit. Criminal record checks are not processed until consent forms and payment are submitted (VPD, n.d.).

The Abbotsford Police Department (APD) also set their own fees for record checks, ranging from \$27 for volunteer positions to \$65 for employment related searches (APD, n.d.). Payments must be made in Canadian funds and are to be paid by cash or debit card. The Department conducts Police Criminal Record Searches for residents of Abbotsford, BC. The Police Criminal Record Search involves Abbotsford residents completing two forms: Consent for Police Criminal Record Search (APD-155); and Consent for a Criminal Record check for a Sexual Offence for which a Pardon has been Granted or Issued (APD-057). Once these forms have been completed, individuals are requested to attend in person to the front desk at 2838 Justice Way in Abbotsford, BC with required identification and fees for the search to be conducted (Abbotsford Police Department [APD], n.d.). Individuals requiring a Police Criminal Record Search must provide two pieces of government issued ID such as a Canadian Passport, Provincial Driver's license, and/or Provincial Photo ID card. Secondary ID can include a Birth Certificate, Social Insurance Number card, and/or a Provincial Medical (CARE) card (APD, n.d.).

Rather than requiring an in-person application, the Halifax Regional Police conducts criminal record checks through an online service, although residents of Halifax, Dartmouth, and Bedford can still obtain criminal record checks by visiting a police detachment. The online service is performed by Halifax Regional Police staff and results in a quicker response than the expected wait of ten days for the paper response (Halifax Regional Police, 2010). This service is called BackCheck and, according to the Halifax Regional Police, is secure, safe, fast, and easy (Halifax Regional Police, 2010). The results from BackCheck are delivered to the requestor's electronic account and can be shared with an employer or organization by selecting their name from a drop-down list. Results of the criminal record check are sent electronically within two working days. Both of these services have a charge of \$30 (Halifax Regional Police, 2010). Police agencies in Fredericton, New Brunswick charge \$28.25 for checks associated with employment and immigration. There is also a charge of \$11.30 for persons obtaining a volunteer position in the community, and a \$40 charge for civil fingerprinting (Fredericton Police Force, n.d.).

In Charlottetown, Prince Edward Island, criminal record checks are conducted in the jurisdiction where an individual lives. If a municipal police force is in the jurisdiction where a person lives, they must obtain the criminal record check from the local police agency and not the RCMP (The Government of Prince

Edward Island, 2009). However, if an individual lives in Prince or Kings County, they are allowed to obtain a criminal record check at the nearest RCMP detachment free of charge (The Government of Prince Edward Island, 2009). Criminal record checks for the purposes of volunteering in Queens County are provided free by both the RCMP and the Charlottetown City Police. However, a letter must be provided from the volunteer organization requesting the check (The Government of Prince Edward Island, 2009). If the person requesting a criminal record check lives in Queens County and is not a volunteer, they must contact the International Fingerprint Service located at 119 Kent Street in Charlottetown (The Government of Prince Edward Island, 2009). Currently, there is no data on St John's, Newfoundland's policies.

If residents live in the Montréal area, they contact the local police service or any private company that offers criminal record checks (Royal Canadian Mounted Police, 2009). However, if residents live in the Québec City area, they contact the Canadian Corps of Commissioners or a local police service. Quebec residents living outside of Montréal and Québec City must go to the closest RCMP detachment. To obtain services from the above agencies, an appointment may be required. Therefore, residents are advised to phone ahead before visiting these agencies (RCMP, 2009).

Criminal record checks in Ottawa, Ontario are provided immediately and cost \$40 for residents. For individuals obtaining employment with the vulnerable sector, a police records check costs \$14 (Ottawa Police Service, 2010). If an individual is seeking a volunteer position with the vulnerable sector, there is no fee for a police records check. For non-residents, there is a \$33 surcharge (Ottawa Police Service, 2010). This is meant to ensure that Ottawa taxpayers do not subsidize clients traveling from other jurisdictions to obtain a Police Records Check and/or Criminal Records Check from Ottawa Police Service, instead of their local police service (Ottawa Police Service, 2010). Processing for these checks takes approximately three to six weeks.

The Toronto Police Service has a lengthy policy for obtaining a reference check. A Police Reference Check is necessary when an individual is a potential candidate for employment and/or a volunteer position with a community agency or other organization (Toronto Police Service, 2010). Individuals who want to work with children or vulnerable persons must obtain a reference check through the Vulnerable Sector Screening Program – Police Reference Checks. Once an individual has submitted a signed Consent to Disclosure form to the Service, an electronic search of the CPIC Investigative, Intelligence, and Identifications database and other Service databases occurs by the Records Management Services or RMS (Toronto Police Service, 2010). This search also documents any contacts an individual has had, if any, with the Service under the *Mental Health Act* (Toronto Police Service, 2010). The Service, like other police agencies, only discloses the results of the search to the individual requesting the reference check. If an individual disagrees with the results or findings of the Service's Police Reference Check, they are advised to contact RMS to discuss the nature of the information (Toronto Police Service, 2010). If the identification of the applicant is in question, they will be required to contact the RCMP to complete a fingerprint and criminal record check to ensure a positive identification (Toronto Police Service, 2010).

The Belleville Police Service conducts screening services for volunteers at Volunteer Criminal Record Search days throughout the year. The search is conducted on the spot, and the results are returned to the applicant the same day (Belleville Police Service, 2010). There is no fee for this service. However, if volunteers do not attend a Volunteer Criminal Record Search Day, individuals can still have their Criminal Record Search processed at Belleville Police Headquarters for a fee of \$20. Regina Police

Service has a similar structure to the Belleville Police Service, as there is no fee for volunteers requesting Criminal Security Checks. However, there is a \$30 charge for all other Criminal Security Checks for other purposes (Regina Police Service, 2006-2010). This charge is attributed to an increase in the demand for Criminal Security Checks. For example, in 1997, there were 146 volunteer security checks and 2,182 paid security checks. However, in 2006, there were 5,035 volunteer security checks and 10,317 paid security checks (Regina Police Service, 2006-2010).

While there may be some concern over the fee that the Regina Police Service has in place, it compares favorably with other municipal police services and the RCMP F Division (Regina Police Service, 2006-2010). A study of ten police agencies' fees for Criminal Security Checks found generally comparable results between different police agencies. For example, each Criminal Record Check from the Vancouver Police Department was \$55 and \$25 for volunteers, while Halifax Regional Police charged \$30 for each Criminal Security Check and \$12 for volunteers (Regina Police Service, 2006-2010).

The Regina Police Service also uses fingerprints to verify an individual's identity. This is consistent with other previously mentioned police agencies, such as the Toronto Police Service. However, the Regina Police Service only verifies convictions resulting from local charges; if a conviction was from an outside agency, the fingerprints would be mailed to the RCMP in Ottawa. As a result, the RCMP charges an additional \$25 for this search (Regina Police Service, 2006-2010). If the result from the Criminal Record Check was negative, a letter is generated to the requesting agency immediately based on a name search only (Regina Police Service, 2006-2010).

Compared to some of the other agencies already discussed, the police agency in Saskatoon, Saskatchewan appears to have a quicker response time for returning the results of a criminal record check. While most police agencies take several weeks to return a criminal record check, it takes three to four business days for the Saskatoon Police Service. The guidelines for obtaining a Criminal Occurrence Security Check from the Saskatoon Police Service (2007) include printing off a Criminal Occurrence Security Check application from the Saskatoon Police Service website, filling out the first page of the form, as well as the second if the person is working with vulnerable persons, providing a completed application form with a \$35 Canadian money order payable to the City of Saskatoon Police Service, and mailing the completed Criminal Occurrence Security Check application with a photocopied and notarized photo identification (Saskatoon Police Service, 2007). Completed Criminal Occurrence Security Checks can be picked up by the applicant or by an authorized friend or family member, or can be mailed through regular postal services (Saskatoon Police Service, 2007).

The Calgary Police Service in Alberta charges a fee of \$30 for a Police Information Check, and \$25 for fingerprints (Calgary Police Service, 2009). This fee is to be paid by cash, debit, Visa, American Express, and/or MasterCard. Once the Police Information Check is completed, it is mailed back to the applicant with the results. The Calgary Police Service (2009) advises volunteers to check with their agency for specific handling policies or arrangements. This means that if the agency is registered with the Calgary Police Service, the Police Information Check can be processed by mail for a fee of \$15, instead of \$30. Applicants are also instructed to go to the Police Information Check Unit counter if their volunteer organization has a VOAN number issued by Volunteer Alberta so there will be no charge (Calgary Police Service, 2009).

As previously mentioned, the Edmonton Police Service uses the Edmonton Police Local Records, Alberta Court Records (JOIN), and Canadian Police Information Centre (CPIC) for conducting Police

Information Checks. The Edmonton Police Service will only conduct Police Information Checks if they are submitted in person (Edmonton Police Service, 2009). Two pieces of current original government issued identification, and at least one piece of identification with a picture, is required. Like the Calgary Police Service, completed Police Information Checks are mailed directly to the applicant. However, applicants can also pick up their results upon request (Edmonton Police Service, 2009). Police Information Checks take approximately two to three days for processing. Criminal convictions resulting from local charges are verified through fingerprints (Edmonton Police Service, 2009). A standard Police Information Check is \$30, a full set of fingerprints is \$25, and a volunteer check with a registered organization is \$10. Standard processing for volunteer checks with the Edmonton Police Service is approximately two to four weeks.

The Victoria Police Department currently conducts Criminal Record (CR) Checks for individuals who want to volunteer with local non-profit agencies. These checks are conducted through CPIC, the Police Records Information Management Environment (PRIME), LEIP-PIP (outside agencies local records that are on the PRIME system), and PIRS (local RCMP records). Criminal Record Checks cost \$50; however, this fee, as well as the fee required for fingerprints, is waived for volunteers (Victoria Police Department, 2009-2010). The guidelines for performing free CR Checks for volunteers are that the volunteer must reside within the City of Victoria or Esquimalt, they must have a signed and dated letter from the non-profit organization that includes their name and duties within the organization, and they must have two pieces of identification (Victoria Police Department, 2009-2010). Once the checks are completed, the volunteer is phoned and requested to pick up the results. Results can indicate that the individual does not have a criminal record or that the individual may or may not have a criminal record (Victoria Police Department, 2009-2010). Once again, like other police agencies, if the individual is suspected of having a criminal record, fingerprints are obtained to verify the results. Fingerprints are sent to Ottawa and the results of the 'Certified Copy' of the criminal record check are mailed to the individual requestor. The 'Certified Copy' of the criminal record contains information about the date of the charge(s), place of charge(s), type of charge(s), and the disposition of the charge(s) (Victoria Police Department, 2009-2010).

The Victoria Police Department (2009-2010) conducts Criminal Record Checks for a number of reasons in addition to volunteering, including: employment; immigration/citizenship; home-stay programs; college or university programs; and change of name. Criminal Record Checks are performed every Tuesday, Wednesday, and Thursday from 8:30am to 12:00pm, and 1:15pm to 3:30pm at the Victoria Police Headquarters located at 850 Caledonia Avenue, and the Police building located in Esquimalt at 500 Park Place. Criminal record checks are processed and returned to the applicant within seven days (Victoria Police Department, 2009-2010). Fingerprints are taken at the Victoria Police Department every Wednesday at 1:30pm. The Victoria Police Department (2009-2010) advised an individual requesting this service to arrive at approximately 1:15pm to ensure their paperwork is completed. If an individual fails to have their paperwork completed by 1:30pm, fingerprints will not be processed (Victoria Police Department, 2009-2010). The Victoria Police Department currently accepts cash, Interact, Visa, or MasterCard at the Main Headquarters. Only cash or personal cheques are accepted at the West Division office in Esquimalt (Victoria Police Department, 2009-2010).

In contrast to the Canadian system of performing criminal and police records checks, the Criminal Records Bureau (CRB) in the United Kingdom is a centralized model where volunteers are not required to

pay for a record check, and records about individuals are collected in a single place. The CRB provides results from record checks for individuals working with vulnerable people and are disclosed on three levels: basic; standard; and enhanced. Basic disclosure, used only when employers require employees to obtain a record check, locates all convictions held in the central police records (Devitt, 2004). Standard disclosure refers to details on convictions, cautions, reprimands, and warnings held by the police. Enhanced disclosure is similar to standard disclosure, but also provides information on non-convictions from local police records, when a chief police officer thinks it is relevant (Devitt, 2004).

There appears to be no information regarding police record checks, criminal record checks, and/or fingerprinting in the North West Territories, Yukon, and Nunavut. RCMP officers are situated in these locations, and, therefore, it is likely that the Canadian Police Information Centre (CPIC) is used for police record checks and criminal record checks. It is also probable that the RCMP will send all fingerprints to Ottawa like other police agencies in British Columbia and Alberta. However, more research is necessary to interpret the policies for these jurisdictions.

This literature review intended to identify policy trends between police record checks, criminal record checks, and fingerprinting in Canada. It appeared that there were similarities in policies on fingerprinting, fees, Vulnerable Sector Searches, and volunteer guidelines. However, there were also some differences in policies, especially in terms of databases used for obtaining information. For example, the Vancouver Police Department uses six databases, whereas the Victoria Police Department only uses four. A lack of research on police record checks, criminal record checks, and fingerprinting has made it difficult to interpret the exact nature of these trends. As a result, this literature review may be more descriptive than exploratory and clearly further research is needed.

Future research should seek to obtain more detailed information about the services and databases police use in conducting police record checks, criminal record checks, and fingerprinting. Perhaps, the creation of a more standardized system like the United Kingdom's Criminal Records Bureau (CRB) would be more effective and efficient in Canada. There is also a need for information on police record checks, criminal record checks, and fingerprinting in isolated communities and jurisdictions, such as the Northwest Territories, Yukon, and Nunavut. Therefore, more research would provide answers to these gaps in the literature.

Methodology

The current study was designed to obtain information from municipal police departments and RCMP detachments about the quantity, nature, and cost associated with conducting criminal record checks for employees and volunteers. Opinions about centralizing this process were also explored. The BC Centre for Non-Profit Development designed a research instrument (see Appendix A) and mailed a copy of the instrument, instructions on how to complete the survey, a self-addressed return envelope, and a cover letter to 152 police agencies in British Columbia. The sample included 26 municipal police departments and 126 RCMP detachments.

In total, 35 surveys were returned for analysis providing a response rate of 23%, which is considered somewhat poor. Although the response rate was much lower than anticipated, as will be demonstrated below, the returned surveys had the same general distribution by region as the complete sample of mailed out surveys. Given this, the results provided below are likely indicative of the larger sample; however,

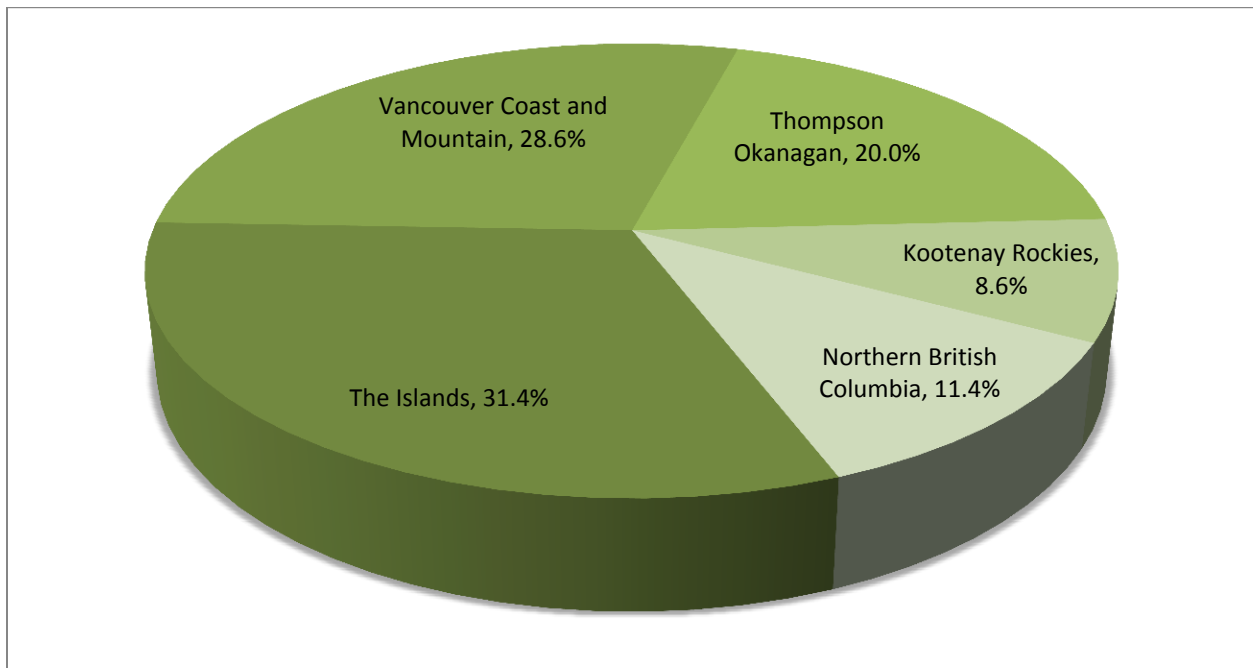
they should still be considered exploratory. Regardless of the low response rate, the results do point to some important trends and should be taken into consideration when considering how criminal record checks should be conducted for those operating in the non-profit sector.

Research Results

General Findings

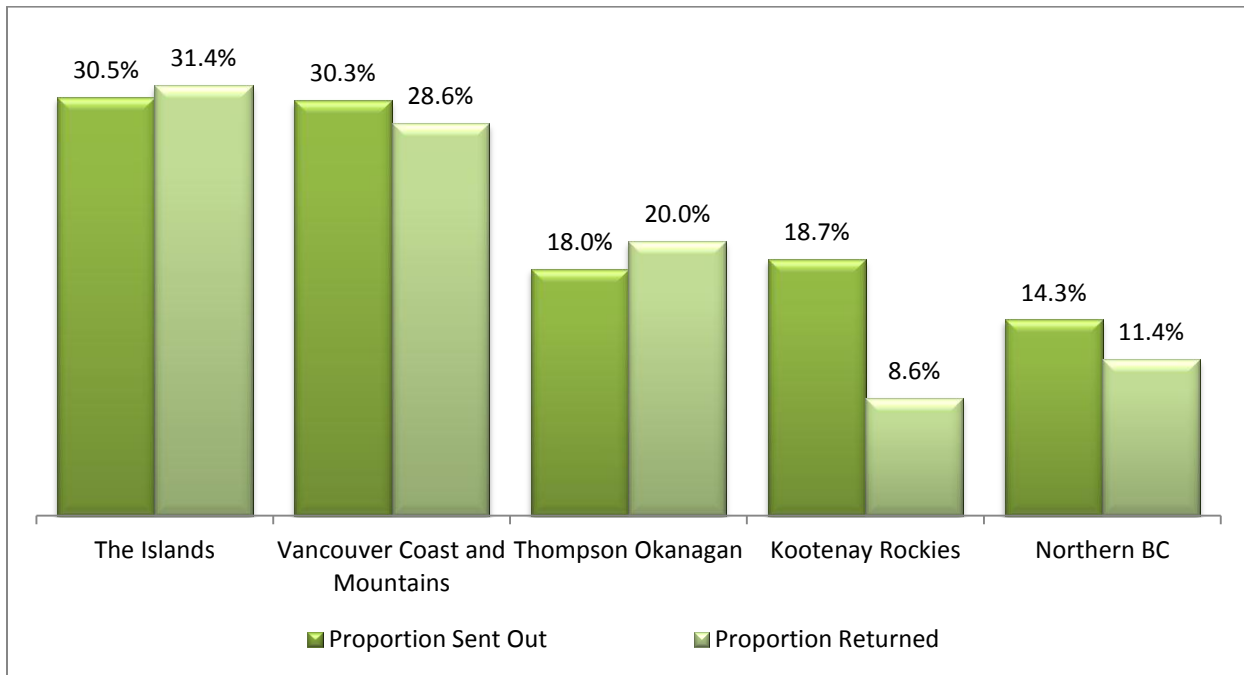
As mentioned in the Methodology section, a total of 35 surveys were returned for analysis. In terms of the geographic distribution of the sample, as demonstrated in Figure 1, a majority of the returned surveys were from the Islands (31.4 per cent) and from the Vancouver Coast and Mountain region (28.6 per cent). While one-fifth of the sample was from the Thompson Okanagan region, much smaller proportions were from Northern British Columbia (11.4 per cent) and the Kootenay Rockies (8.6 per cent).

FIGURE 1: REGIONAL DISTRIBUTION OF SAMPLE



In terms of their overall proportions, as demonstrated in Figure 2, the proportion of surveys sent out to the Islands region (30.5 per cent of the total sample) and the proportion of all the returned surveys for the entire sample that came from the Islands region (31.4 per cent) were very similar. In fact, with the exception of the Kootenay Rockies region, it would appear that the sample was generally representative of the regions. Given this, although the response rate was low, the sample does appear to be representative of British Columbian municipal police departments and RCMP detachments.

FIGURE 2: PROPORTION OF SENT OUT AND RETURNED SURVEYS IN THE SAMPLE



In this sample, four-fifths of respondents indicated that their police agency was an RCMP detachment. Given this, one-fifth of the sample (n = 7) was from a Municipal Police Department.

The mean amount of time spent conducting police and/or a criminal record check was 19.6 hours per week with a range of one hour to 80 hours.¹ While not statistically significant, municipal police departments reported spending an average of 28 hours per week conducting checks compared to 18 hours per week for RCMP detachments.

Interestingly, nearly all respondents (88.6 per cent) indicated that the amount of time spent conducting police and/or criminal record checks had increased over the past 12 months. The remaining respondents indicated that the amount of time remained the same. In other words, no respondents felt that the amount of time spent conducting these checks had decreased in the past 12 months. As an aside, all of the respondents from municipal police departments felt that the amount of time spent conducting checks had increased in the past 12 months.

Respondents indicated that, on average, 4.5 individuals from their detachment or police department were involved in conducting police and/or criminal record checks. Again, while not statistically significant, respondents from municipal police departments reported that 3.4 people compared to 4.8 people in RCMP detachments were involved in conducting the checks. This might also explain the above finding that municipal departments spent more time conducting checks.

As noted in the literature review, checks can include criminal record, police record, and fingerprint checks. Only 19 surveys provided information on the number and type of checks completed in the past 12

¹ The detachment that reported an average of 80 hours per week was an RCMP detachment located in the Thompson Okanagan region.

months. Still, in total, the sample reported conducting 50,593 checks or 2,663 checks per detachment or police department in the past 12 months. As demonstrated in Table 1, a greater average number of checks were completed for volunteers (2,138 checks) than for employees (1,713 checks). Moreover, in general, criminal record checks for volunteers comprised nearly half (44.7 per cent) of all checks completed on volunteers. Conversely, on average, criminal record checks made up only slightly more than one-third (35.9 per cent) of all checks conducted in employees.

TABLE 1: AVERAGE NUMBER OF CHECKS COMPLETED IN THE PAST 12 MONTHS BY CHECK TYPE AND SUBJECT

	Avg. # of Checks for Employees	Avg. # of Checks for Volunteers
Criminal Record Checks	615	957
Police Record Checks	633	793
Fingerprinting	465	388

While generally not statistically significant, it is interesting to note that there were some differences in the average number of checks completed in the past 12 months by municipal police departments compared to RCMP detachments. For example, considering criminal record checks for employees, on average, the municipal police departments reported conducting 1,211 checks over the past 12 months compared to 407 checks by RCMP detachments. Similarly, municipal police departments reported conducting, on average, 1,902 criminal record checks for volunteers compared to the 609 checks, on average, reported by respondents from RCMP detachments.² However, the pattern changes for all other types of checks (see Table 2). The largest difference, while still not statistically significant, was for fingerprint checks for employees where the RCMP respondents indicated they conducted, on average 544 checks in the past 12 months compared to 152 checks for municipal police departments.

TABLE 2: AVERAGE NUMBER OF CHECKS COMPLETED IN THE PAST 12 MONTHS BY CHECK TYPE AND SUBJECT BY TYPE OF POLICE ORGANIZATION

	Avg. # of Checks RCMP Detachments	Avg. # of Checks Municipal Police Departments
For Employees		
Criminal Record Checks	407	1,211
Police Record Checks	651	578
Fingerprinting	544	152
For Volunteers		
Criminal Record Checks	609	1,902
Police Record Checks	841	673
Fingerprinting	454	177

² These two findings were statistically significant.

Given all of the results presented above, it was not surprising that nearly all respondents (91.4 per cent) indicated that the volume of criminal record checks had increased in the past 12 months, and a slightly larger proportion (94.3 per cent) reported that the overall volume of checks had increased over the past five years. Again, none of the respondents felt that the volume had decreased in the past 12 months or five years.

The Economics of Police/Criminal Record Checks

All respondents were asked to estimate, on average, how much their department or detachment charged for different types of checks for both employees and volunteers. A consistent pattern was found in that, for employees, a majority of departments and detachments charged for the service, but only rarely charged when the check was for a volunteer. More specifically, 58.1% of detachments and departments charged for a criminal records check, police record checks, and fingerprints when the check was of an employee; however, only 12.9% charged for a criminal records check, 10.3% for a police records check, and 11.1% for fingerprinting when the subject was a volunteer.

Keeping in mind how small the sample size was ($n = 18$), when considering checks for employees, the average cost per person for criminal records checks was \$41.47 with a range of \$20.00 to \$65.00; the cost was similar for police record checks (\$42.50) with the same range of cost, and slightly less for fingerprinting (\$39.46) with a range of \$15.00 to \$65.00 (see Table 3). In those rare cases when detachments or police departments charged for checks for volunteers³, the costs were much lower for each type of check. Specifically, the charge for a criminal records check ($n = 4$) for a volunteer was \$16.75 with a range of \$10.00 to \$27.00, a police records check ($n = 3$) was \$19.00 with the same range of cost, and fingerprinting ($n = 3$) was \$24.00 with a range of \$20.00 to \$27.00.

TABLE 3: AVERAGE COST OF CHECKS BY CHECK TYPE AND SUBJECT

	Avg. Cost of Checks for Employees	Avg. Cost of Checks for Volunteers
Criminal Record Checks	\$41.47	\$16.75
Police Record Checks	\$42.50	\$19.00
Fingerprinting	\$39.46	\$24.00

Again, keeping in mind the small sample size, it was interesting to note that, in all cases, municipal police departments charged more than RCMP detachments. The only statistically significant difference was for the charge associated with fingerprinting for employees. For this service, when they did charge, municipal police departments charged, on average, \$48.86 per person compared to \$33.48 by RCMP detachments ($t(16) = 2.23, p = .040$) (see Table 4).

³ It should be noted that 20 of the respondents indicated that volunteers had their fees waived.

TABLE 4: AVERAGE COST OF CHECKS COMPLETED IN THE PAST 12 MONTHS BY CHECK TYPE AND SUBJECT BY TYPE OF POLICE ORGANIZATION

	Avg. Cost of Checks RCMP Detachments	Avg. Cost of Checks Municipal Police Departments
For Employees		
Criminal Record Checks	\$37.23	\$48.14
Police Record Checks	\$38.91	\$48.14
Fingerprinting	\$33.48	\$48.86
For Volunteers		
Criminal Record Checks	\$15.00	\$18.50
Police Record Checks	\$15.00	\$27.00
Fingerprinting	\$20.00	\$26.00

In terms of the revenue generated in the past 12 months from these checks, on average, it would appear that departments and detachments generate \$56,502 (range of \$3,528 to \$266,323) for criminal record checks, \$54,007 (range of \$1,800 to \$237,844) for police records checks, and \$27,275 (range of \$394.00 to \$237,844) for fingerprinting.

Interestingly, while municipal departments generated more income than RCMP detachments for criminal record checks, this was not the case for police records checks or fingerprinting (see Table 5). Specifically, municipal departments generated, on average, nearly \$68,000 (range of \$6,350 to \$266,323) by conducting criminal record checks, compared to approximately \$47,000 (range of \$3,528 to \$130,000) by RCMP detachments. Conversely, RCMP detachments generated, on average, nearly \$93,000 (range of \$1,800 to \$237,844) compared to just \$23,000 (range of \$2,800 to \$70,000) by municipal departments for conducting police records checks. Finally, fingerprinting generated approximately \$35,000 (range of \$394 to \$237,844) for RCMP detachments, but only \$12,000 (range of \$5,000 to \$28,000) for municipal departments.

TABLE 5: AVERAGE AMOUNT OF REVENUE GENERATED BY CHECK TYPE AND POLICE ORGANIZATION

	RCMP Detachment	Municipal Police Department
Criminal Record Checks	\$46,891.75	\$67,485.70
Police Record Checks	\$92,911.00	\$22,883.38
Fingerprinting	\$35,067.84	\$11,689.23

Regardless of the amount of revenue generated, two-thirds of the sample reported that the fees for police and/or criminal record checks annually do not recover all the costs associated with conducting these checks. Interestingly, of those who provided a response to this question from a municipal police department (n = 7), four indicated that the fees did recover all the costs. However, among those

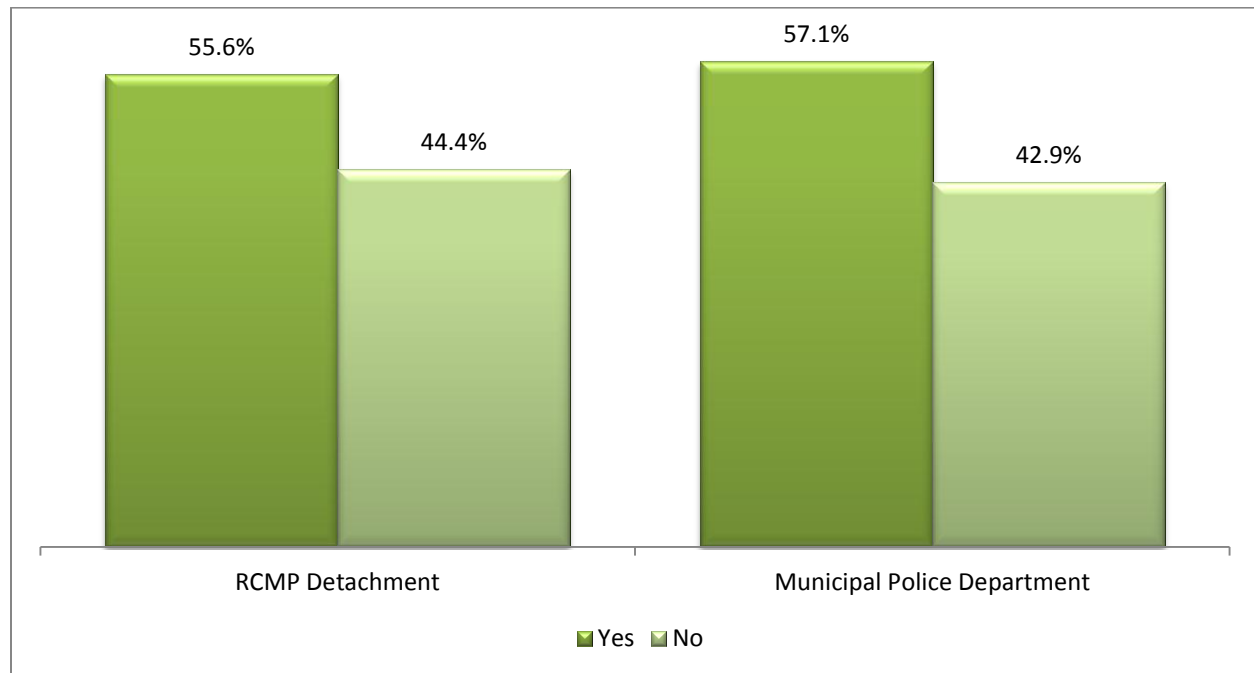
respondents from an RCMP detachment (n = 23), only slightly more than one-quarter (26.1 per cent) reported that the fees collected covered all the costs associated with conducting checks.⁴

When asked to consider whether fees for criminal record checks for employees had changed over the past 12 months, virtually all respondents (90.3 per cent) reported that they had not. Moreover, three-quarters of respondents (76.7 per cent) indicated that the fees had not changed in the past five years. Interestingly, of those who reported that the fees had changed (n = 7), respondents were nearly evenly split between whether the fees had increased (n = 4) or decreased (n = 3) over the past five years. With respect to criminal record checks for volunteers, all but one respondent (n = 29) indicated that the fees had not changed over the past 12 months and all but two respondents (n = 27) reported that fees had not changed over the past five years.

Modifications to the Process of Conducting Criminal Record Checks

Respondents were asked whether they would support a centralized regional department that would conduct all criminal record checks. Interestingly, the sample was nearly evenly split on this issue with a slight majority (55.9 per cent) in favour of a centralized regional department. As demonstrated in Figure 3, there was no statistical difference in responses for RCMP officers or those who worked in a municipal police department.

FIGURE 3: INTEREST IN HAVING A CENTRALIZED REGIONAL DEPARTMENT FOR CRIMINAL RECORD CHECKS

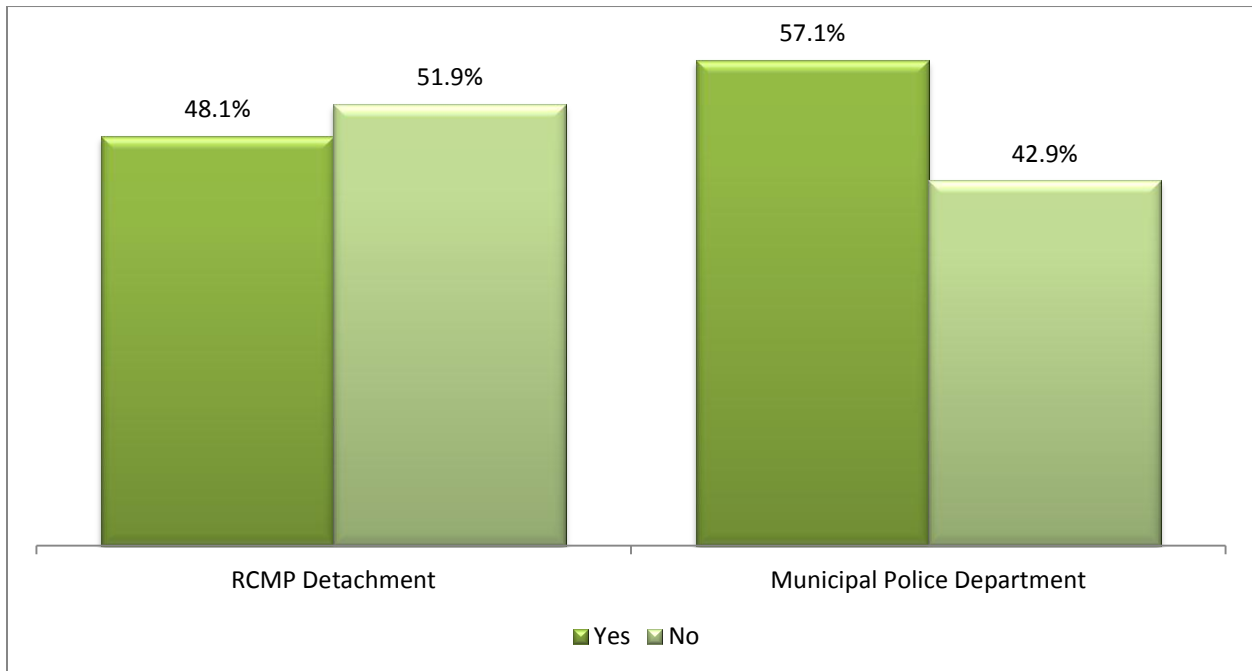


⁴ This difference was not statistically significant.

Among those who were interested in having a centralized regional department for all criminal record checks, the two main reasons they provided for their interest involved consistency and the time/resources it took to conduct these checks. For those not interested in a centralized regional department, the main reasons included the turnaround time for checks associated to the volume of checks that would need to be done, the knowledge that the detachment or police department has about the public they serve, and disclosure and identification of individuals.

Similar to the results mentioned above, there was an equal division among respondents (n = 34) in their interest in having a centralized provincial department that would conduct all criminal record checks for the entire province of British Columbia as half supported this idea while the other half did not. On this issue, however, there were differences between those who worked for the RCMP and those who worked in a municipal police department. Specifically, while a majority of respondents from municipal police departments (57.1 per cent) were interested in a centralized provincial department, only a minority of respondents from RCMP detachments (48.1 per cent) were so inclined (see Figure 4). It should be noted that this difference was not statistically significant.

FIGURE 4: INTEREST IN HAVING A CENTRALIZED PROVINCIAL DEPARTMENT FOR CRIMINAL RECORD CHECKS



Most respondents stated the same reasons for why they supported or did not support the idea of a centralized provincial department for all criminal record checks as they did for their support or lack of support for a regional department. Considering the results in Figures 2 and 3, it is clear that there was no shift in the opinions of those who worked in a municipal police department about whether they would support either a regional or provincial centralized department to conduct criminal record checks; however, fewer respondents from RCMP detachments were interested in a provincial department than a regional

one. Of note, none of the respondents reported that they have considered outsourcing to a private company the work of conducting criminal record checks. Again, the main reasons for not considering these options included the cost associated with outsources, privacy and confidentiality issues, and the current policy not allowing for the outsourcing of this type of work.

Conclusion

Although the results of this study may not provide statistically significant data, the exploration does bring attention to the need for more research. As indicated in the literature review, very little research has been completed on police record checks, criminal record checks, and fingerprinting services in Canada. The only research found for this report was studies undertaken in the past decade with cost comparisons as the focal points. No information was found on practices in the North West Territories, the Yukon, and Nunavut. Thus, more research is needed to interpret the varying policies that guide criminal record check practices in British Columbia and Canada.

The literature review identified differences and similarities in practices across Canada and within provinces, across municipal police departments and RCMP detachments. Similarities exist in fingerprinting procedures, fee for services, vulnerable sector searches, and volunteer guidelines. Differences exist in policies, procedures, and databases used for criminal record or police record searches. The 35 respondents to this survey completed a total of 50,593 criminal records or police records checks in the last 12 months. The majority of respondents identified an increased volume of criminal record checks. This may present an opportune time to explore a centralized model for all record checks across the province or, at a minimum, the establishment of guidelines to ensure consistency in providing for the safety of all citizens.

The following is a listing of the main differences found within practices in British Columbia and Canada by police departments and RCMP detachments:

- Terminology – departments/detachments identified different definitions and used different terms (criminal record checks or police record checks, vulnerable sector searches);
- Fees for services – the majority of police agencies do not charge for volunteers, but some police departments still do. In addition, most RCMP detachments did not feel the fees covered the cost of the services, but, in some cases, municipal police departments have criminal record check departments that generate revenue;
- Databases – survey respondents and the literature review identified a range of databases used for police record or criminal record checks. It appears that the specific databases accessed by police agencies for the purposes of checks are related to that agency's jurisdiction, rather than a uniform system. At first glance, the differences were the result of the procedural policies established to guide the agency and guided the access to databases; and
- Requirements for obtaining criminal and police record checks vary across provinces. Several jurisdictions provide access to these records by mail or electronically, whereas the majority seems to require an in-person visit. In addition, some provinces use private businesses to provide these services, whereas respondents in this survey identified a number of issues that deny outsourcing

this service in British Columbia. Of note, Sports BC has endorsed the use of a private company that provides electronic criminal record checks for its members in British Columbia.

It is highly recommended that funding be made available for the expansion and further development of this research. More information is needed to create a clearer picture of the varying policies and procedures that guide criminal and police record searches. This report's results point to important trends that need to be placed within the provincial context of the Criminal Records Review Act and a more detailed review of municipal police departments' policies and procedures as well as RCMP detachment guidelines.

References

- Abbotsford Police Department (n.d.). *Police Criminal Record Search from within Canada*. Retrieved from http://www.abbypd.ca/index.php?page_id=93.
- Belleville Police Service. (2010). *Criminal record search & certificate*. Retrieved from <http://www.police.belleville.on.ca/criminalrecordcheckc31.php>.
- Calgary Police Service. (2009). *Police information check unit*. Retrieved from <http://www.calgarypolice.ca/community-policecheck.html>.
- Canadian Mental Health Association, ONTARIO. (n.d.). *Police record checks*. Retrieved from http://www.ontario.cmha.ca/policy_and_research.asp?cID=25813.
- Devitt, P. (2004). Safeguarding children through police checks: A discussion. *Paediatric Nursing*, 16(9), 36-38. Retrieved February 5, 2010 from Academic Search Premier database.
- Edmonton Police Service. (2009). *What to remember*. Retrieved from <http://www.edmontonpolice.ca/CommunityPolicing/OperationalServices/PoliceInformationCheck/WhatToRemember.aspx>.
- Fredericton Police Force. (n.d.). *Security clearance*. Retrieved from <http://www.fredericton.ca/en/publicsafety/securityclearance.asp>.
- Halifax Regional Police. (2010). *Criminal record check*. Retrieved from <http://www.halifax.ca/police/CriminalRecordCheck.html>.
- Marshall-Cope, D. (2009). *Vancouver Police Department administrative report*. Retrieved from <http://vancouver.ca/police/policeboard/agenda/2009/090218/0909RecordClearancesFeeSchedule.pdf>.
- Ministry of Public Safety and Solicitor General. (2007). *Criminal Records Review Act*. Retrieved from <http://www.pssg.gov.bc.ca/criminal-records-review/act/index.htm>.
- Ottawa Police Service. (2010). *Records check fees*. Retrieved from http://www.ottawapolice.ca/en/ServingOttawa/RecordsChecks/Records_check_FAQ/Cost.aspx.

- Regina Police Service. (2006-2010). *Criminal record check general information*. Retrieved from http://www.reginapolice.ca/recordcheck_generalinfo.php.
- Royal Canadian Mounted Police [RCMP]. (2009). *Frequently asked questions*. Retrieved from <http://www.rcmp-grc.gc.ca/qc/faq/faq-eng.htm>.
- Saskatoon Police Service. (2007). *How do I have a criminal occurrence security check completed?* Retrieved from <http://www.police.saskatoon.sk.ca/index.php?loc=howdoi.php>.
- Schellenberg, K. (1997). Police information systems, information practices and individual privacy. *Canadian Public Policy*, 23(1), 23-29. Retrieved February 5, 2010 from Academic Search Premier database.
- The Government of Prince Edward Island. (2009). *Criminal record check*. Retrieved from <http://www.gov.pe.ca/infopei/index.php3?number=20457>.
- Toronto Police Service. (2010). *Police reference check program: Information about the vulnerable sector screening*. Retrieved from <http://www.torontopolice.on.ca/prcp/>.
- Vancouver Police Department [VPD]. (n.d.). *Police records check*. Retrieved from <http://vancouver.ca/police/organization/records-checks-fingerprinting/police-records-check.html>.
- Victoria Police Department. (2009-2010). *Criminal record checks*. Retrieved from <http://www.vicpd.ca/index.php?page=criminal-records-check>.

Appendix A – Survey Instrument

1.) What region of the province is your detachment located in?

- 1. The Islands
- 2. Vancouver Coast and Mountains
- 3. Thompson Okanagan
- 4. Kootenay Rockies
- 5. Cariboo Chilcotin Coast
- 6. Northern British Columbia

2.) Is your detachment a Municipal Police Department or an RCMP Detachment?

- 1. Municipal Police Department
- 2. RCMP Detachment

3.) On average, how many hours a week are spent conducting police and/or criminal record checks?

hours/per week

4.) Over the PAST 12 MONTHS, has the amount of time spent conducting police and/or criminal record checks:

- 1. Decreased
- 2. Remained the Same
- 3. Increased

5.) How many different individuals are involved in conducting police and/or criminal record checks at your detachment?

Individuals

6.) In the PAST 12 MONTHS, how many checks for employees and for volunteers has your detachment completed :

	Number of Checks for Employees	Number of Checks for Volunteers
a.) Criminal Records Check	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
b.) Police Records Check	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
c.) Fingerprinting	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

7.) Over the PAST 12 MONTHS, the volume of criminal record checks experienced by your detachment has:

1. Decreased 2. Remained the Same 3. Increased

8.) Over the PAST 5 YEARS, the volume of criminal record checks experienced by your detachment has:

1. Decreased 2. Remained the Same 3. Increased

9.) On average, how much does your detachment charge per person for:

	Employees	Volunteers
a.) Criminal Records Check	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
b.) Police Records Check	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
c.) Fingerprinting	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

10.) If the fee is waived entirely for some but not all non-profit volunteer organizations, how is this decision made?

11.) In general, how much revenue was generated in the PAST 12 MONTHS from:

a.) Criminal Records Check	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
b.) Police Records Check	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
c.) Fingerprinting	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

12.) Do the fees for police and/or criminal record checks annually recover all of the costs associated with conducting these record checks?

0. No
 1. Yes

13.) Have the fees associated with criminal records checks changed for employees over the PAST 12 MONTHS?

- 0. No → GO TO QUESTION # 15
- 1. Yes → GO TO QUESTION #14

14.) Over the PAST 12 MONTHS, have the fees associated with criminal record checks for employees:

- 1. Decreased → GO TO QUESTION #15
- 2. Increased → GO TO QUESTION #15

15.) Have the fees associated with criminal records checks changed for employees over the PAST 5 YEARS?

- 0. No → GO TO QUESTION #17
- 1. Yes → GO TO QUESTION #16

16.) Over the PAST 5 YEARS, have the fees associated with criminal record checks for employees:

- 1. Decreased → GO TO QUESTION #17
- 2. Increased → GO TO QUESTION #17

17.) Have the fees associated with criminal records checks changed for volunteers over the PAST 12 MONTHS?

- 0. No → GO TO QUESTION # 19
- 1. Yes → GO TO QUESTION #18

18.) Over the PAST 12 MONTHS, have the fees associated with criminal record checks for volunteers:

- 1. Decreased → GO TO QUESTION #19
- 2. Increased → GO TO QUESTION #19

19.) Have the fees associated with criminal records checks changed for volunteers over the PAST 5 YEARS?

- 0. No → GO TO QUESTION #21
- 1. Yes → GO TO QUESTION #20

20.) Over the PAST 5 YEARS, have the fees associated with criminal record checks for volunteers:

1. Decreased → GO TO QUESTION #21

3. Increased → GO TO QUESTION #21

21.) Would you be interested in having a centralized regional department for all criminal record checks to be completed:

0. No → GO TO QUESTION #22

1. Yes → GO TO QUESTION #23

22.) Why are you NOT interested in having a centralized regional department for all criminal record checks?

23.) Why are you interested in having a centralized regional department for all criminal record checks?

24.) Would you be interested in having a centralized provincial department for all criminal record checks to be completed:

0. No → GO TO QUESTION #25

1. Yes → GO TO QUESTION #26

25.) Why are you NOT interested in having a centralized provincial department for all criminal record checks to be completed?

26.) Why are you interested in having a centralized provincial department for all criminal record checks to be completed?

27.)Have you ever considered outsourcing to a private company to conduct criminal record checks?

0. No → GO TO QUESTION #28

1. Yes → GO TO QUESTION #29

28.)Why have you NOT considered outsourcing to a private company to conduct criminal record checks?

29.)Why have you considered outsourcing to a private company to conduct criminal record checks?

30.)Additional Comments:

If you are interested in staying informed on the progression of this study, please contact for further information:

Lucie Honey-Ray

Manager of the BC Centre for Non-Profit Development

Email: lucie.honeyray@gov.bc.ca

Direct Line: 1-604-504-7441 ext 4100

Toll Free: 1-877-388-8716

Fax: 1-604-870-5927

Thank you for your time.

ufv.ca/cssc