

Policy & Procedure # 8

**COPP PROVINCIAL
ADVISORY COMMITTEE**

**Policies and Procedures
Subject: Criminal Record
Searches and Vulnerable Sector
Verification
Date: April 2012
Amended: September 2014
February 25, 2017**

To apply for membership in COPP, a Criminal Record Search Certificate, as well as a Vulnerable Sector Verification is required. Applicants must apply through their local police agency and the fee will be waived, or paid for by the MB COPP. Once the individual is a member of the program, the Criminal Record Search/Check must be re-done every two years.

1. New Members:

- All potential members are required to apply for a Criminal Record Search Certificate, as well as a Vulnerable Sector Verification. Until security clearance is approved, the individual will not be considered a member.

2. Existing Members:

- Existing members are required to complete a Criminal Record Search Certificate every two years after joining the program.
- Members will submit their application and will continue as members until the results are received.
- No Vulnerable Sector Verification will be required for existing members.

3. Fee Waiver Letter:

- RCMP requires a letter verifying the individual requesting a fee waiver is a new or existing COPP member.
- The Criminal Record Check Fee Waiver Request form is to be completed by the Provincial Coordinator or the Group Coordinator or group designate and provided to the RCMP detachment before the fee will be waived.

3. Procedure when Criminal Record Search reveals a record exists:

- If a potential COPP member's Criminal Record Search or Vulnerable Sector Verification reveals a charge, warrant or conviction, or a pardon for a conviction, the local law enforcement agency will recommend whether or not they may become a member of the program. As the Group Coordinator and the Provincial Coordinator do not have access to the details of the report, a recommendation is required from the law enforcement agency.
- In the case of Winnipeg applicants, the search results are mailed directly to the applicant, who then decides whether or not they want to provide a report revealing a record exists to the Provincial Coordinator. If they choose to do so, then the Provincial Coordinator will seek a recommendation from the Winnipeg Police Service. An officer in the Community Relations Unit will review the criminal record of the applicant and provide a recommendation to the Provincial Coordinator on whether or not the individual should become a member of the program.
- Where the Provincial Coordinator has directed the Group Coordinator to not permit an individual to become a COPP member, the Group Coordinator shall comply with that decision.

4. Renewal of Criminal Record Checks:

- As per **section 2 (a)** of this policy, all COPP members are required to provide a new Criminal Record Search Certificate every two years. Groups should establish a time frame for their members to complete the check, rolling new members into that renewal period after they've completed their initial check to join the program.
- For tracking purposes, group coordinators are required to provide the COPP Provincial Coordinator with the year they plan to repeat the criminal record check renewals. Renewals must be completed before June 1st of the identified renewal year. The Provincial Coordinator must be provided with confirmation the renewals have been completed, along with an updated member list for the group. If this information is not provided in a timely manner, the group's membership in the program will be suspended until confirmation of the criminal record check renewals is received by the Provincial Coordinator.