

New Vulnerable Sector Check Process

Due to COVID 19 the only way to obtain a Vulnerable Sector Check is to submit an application online to the Ontario Provincial Police. You must access the information and forms at opp.ca

Below is an outline on the process:

Please ensure all personal information is accurate and complete, including name, date of birth and current address. Incomplete, missing or inaccurate information could result in delays in processing your application or your application being returned.

There is no charge for volunteers

There is a six to eight weeks wait so please submit this form immediately and provide proof you submitted the application to oconnoc14@gmail.com

The Agency letter (Orillia Minor Hockey) is posted on the Orillia Minor Hockey website.

. Vulnerable Sector Check (VSC)

- Adobe Reader must be utilized to open the form. Complete and submit the electronic form online. The form can be emailed directly from the application or you may need to save the file to your desktop and email it in as an attachment.
- This check is restricted to applicants seeking employment and/or volunteering in a position of authority or trust relative to vulnerable persons in Canada only. It is a collection of offence information, including: convictions, outstanding warrants, charges, judicial orders and sexual offence convictions for which the individual has received a record suspension where authorized by the Minister of Public Safety and Emergency Preparedness. In addition, non-conviction information shall be released only when a Risk Assessment has been completed to ensure the information being released is relative to the position being applied for. Check includes a search of the Pardoned Sex Offender Database.
- The VSC is an Agency/Organization-driven request. In order to have this completed, you must have an agency/organization letter which explains that you need a VSC. You will also need to give a detailed description of the specific job you will be hired/volunteer for, as well as a hiring manager's name and contact number.

A Vulnerable Person is defined as:

All children who are less than 18 years of age, AND/OR persons who, because of their age, a disability or other circumstances, whether temporary or permanent:

- Are in a position of dependence on others; and/or,
- Are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

The VSC will include the following information as it exists at the time of the search:

- Criminal convictions from CPIC and/or local databases;
- Findings of Guilt under the YCJA within the applicable disclosure period in accordance to the YCJA;
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders. As per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency;
- Absolute and conditional discharges for one or three years respectively;
- Disposition of Not Criminally Responsible by Reason of Mental Disorder; and/or,
- All record suspensions as authorized for release by the Minister of Public Safety and Emergency Preparedness.

RCMP policy stipulates that the VSC MUST be completed by the police service of local jurisdiction where the applicant resides and for each agency the applicant is working or volunteering.

Results of a VSC are only made available to organizations located in Canada.

Fingerprints are required for some VSC checks.

In 2010, the RCMP changed the way that PSOD checks are completed. The changes mean that “hits” or matches in the database are indicated if:

- a) There is a name match; and/or,
- b) There is a gender and date of birth match, regardless of name.

The purpose of this change is to capture, during a VSC, any pardoned sex offenders who have subsequently obtained a legal name change.

This means that, any person who has the same date of birth and gender as a pardoned sex offender will also get a potential “hit” to the PSOD. Those people will be asked to submit fingerprints for processing in order to confirm whether or not there is a pardoned sex offence on file.

Applicants that are under the age of 18 years do not qualify to have a search of the PSOD so in this case a Vulnerable Sector form is filled out but the section with results for PSOD will be marked to say that a search of the PSOD was not conducted.