

# POSITIONS OF TRUST CHECK

INCREASED PEACE OF MIND WITH STERLINGBACKCHECK'S MOST COMPREHENSIVE CRIMINAL SCREENING PRODUCT FOR THOSE WORKING WITH VULNERABLE GROUPS



The Positions of Trust Check was created specifically for those in positions working alongside vulnerable populations. This check is a multi-service screening tool that includes a Criminal Records Check, a search of Local Police Information, and a PardonCheck. The Positions of Trust Check is the obvious screening choice for those working alongside children/youth, the elderly, the disabled and other at-risk groups.

## THE POSITIONS OF TRUST CHECK CONSISTS OF THREE COMPONENTS:

- 1. Criminal Record Check** – searches adult convictions held within the RCMP National Repository of Criminal Records.
- 2. Local Police Information** – searches additional conviction and selected non-conviction information within both national and local police data sources, which may be relevant.  
Additional information that may be discovered includes:
  - Outstanding charges
  - Warrants
  - Peace bonds and restraining orders
  - Prohibitions
  - Probation orders
  - Interim release conditions
  - Summary convictions
  - Recent convictions not yet listed in the National Repository
- 3. PardonCheck** - a request made in conjunction with the Parole Board of Canada and SterlingBackcheck's Canadian Police Agency Partner to determine the existence of a pardon or record suspension for a conviction that may be releasable under the *Criminal Records Act*. This consists of primarily pardoned sex offences.

## BENEFITS FOR ORGANIZATIONS REQUESTING STERLINGBACKCHECK'S POSITIONS OF TRUST OF CHECK:

- Criminal Records Act, Privacy Act, and Human Rights compliant
- One consistent national process for all your screening needs
- Forgery-proof results
- Online, secure process
- Equivalent findings to vulnerable sector screening obtained through police services
- Consistent with best practices recommended by privacy and human rights groups
- Only a very small amount of applicants with inconclusive results need attend a local police service
- Fast turnaround times – next business day for Criminal Record Check and Local Police Information components
- Can be combined with other SterlingBackcheck screening services

**Please Note:** A PardonCheck is conducted via a *Privacy Act* request. This process may take up to 30 days. If the search for a pardon/record suspension that may be releasable under the *Criminal Records Act* determines that no applicable pardon/record suspension exists, a verifiable and reusable credential is issued to the applicant.

# POSITIONS OF TRUST CHECK - FAQ



## Q: What type of candidate would require this check?

A: This level of check is most commonly reserved for those working in an organization or role that brings them in to contact and direct care of a vulnerable person or group. Examples of vulnerable groups include children/youth, the elderly, the disabled, or those that may be sick or infirm.

Organizations requesting a SterlingBackcheck Positions of Trust Check may be filling roles such as teachers, nurses, day-care personnel, social workers and camp/recreation staff where there is a position of trust with children.

## Q: Does the Positions of Trust Check serve the same purpose as a Vulnerable Sector Check?

A: Yes – 99.995% of the time. Organizations will know that the applicant possesses no pardoned/record-suspended convictions for which a notation has been made in the National Repository (typically sexually-based offences) that could potentially be released via the Vulnerable Sector Check (VSC) process that a local police service would provide.

What makes the Positions of Trust Check process better than a VSC is that once a credential is issued, and provided it is maintained, no future checking for pardon/record suspension information is ever required. The credential is simply verified during subsequent applications through SterlingBackcheck.

## Q: What is the PardonCheck component within a SterlingBackcheck Positions of Trust Check?

A: The PardonCheck is an applicant-initiated *Privacy Act* request used to determine the possible existence of notated convictions in the National Repository. The PardonCheck involves two parties: the applicant and the Parole Board of Canada. The process is facilitated by SterlingBackcheck and its police partner agency.

The PardonCheck process is based on the *Privacy Act*.

In the rare instance where the PardonCheck is inconclusive the applicant must undergo the Vulnerable Sector Check process (described below). When this is required a full refund will be issued for the Positions of Trust Check ordered.

## Q: What is a Vulnerable Sector Check (VSC)?

A: The defining aspect of a Vulnerable Sector Check (VSC) is a search for notated pardon/record suspension records pursuant to the Criminal Records Act. The first thing to understand is that generally pardons/record suspension are **NOT** to be disclosed.

That said, the next thing to understand is that there is one **legislated exception** to this, and this forms the basis for a VSC. A VSC involves searching for a pardoned/record suspended conviction for which a notation has been made in the National Repository. A notation is only made for a small subset of pardons/record suspensions that have been granted (typically sexually-based offences).

The VSC process of potentially disclosing these notated convictions, where they exist, involves three parties: the applicant, his/her local police service, and the Minister of Public Safety.

The VSC process is governed by the *Criminal Records Act*.

## Q: If I request a SterlingBackcheck Positions of Trust Check do I still need to send my applicant to their local police service for any subsequent follow-up?

A: Rarely. Having screened hundreds of thousands of Canadians, very few applicants will ever have to attend a local police service in person. The overwhelming majority can be screened conveniently, quickly, and consistently with a SterlingBackcheck Positions of Trust Check.