

	POLICY	
	HR-108 Police Information Check (PIC)	
	Original Date	Revision Date
	August 21, 2012	December 1, 2020

Policy

All RCMSAR potential members must provide a current (within the last 6 months) Police Information Check to Headquarters prior to joining the organization.

All members must renew their PIC no later than five years following the prior PIC.

The PIC must include a Vulnerable Sector Check (VSC). Where a PIC is not obtainable for a junior member, a written attestation that the junior member has not been charged must be provided by their parent or guardian.

Members are obligated to disclose any criminal charges or convictions following the initial PIC. Failure to do so may result in disciplinary action up to and including termination of employment or membership.

Reason for Policy

This policy mitigates risk to the organization while it protects the public and our members.

As all RCMSAR members have the potential to encounter children or vulnerable adults or have unsupervised access to children or vulnerable adults, therefore a VSC is also required.

Definitions

Member – includes both employees and volunteers.

Current – A PIC issued within the last six calendar months.

Guidelines

1. RCMSAR requires all persons to undergo a PIC prior to them being engaged as a member.
2. An applicant whose PIC is returned with anything, but a negative result must be interviewed by the Manager, Human Resources (MHR). Letters of reference and personal character references may be requested. Depending on the outcome of the interview, the applicant may be:

- a. Approved for membership
 - b. Approved for conditional membership
 - c. Denied membership to RCMSAR
3. The MHR may require, at any time, that a person renew his/her PIC/VSC.
4. Any member whose regular employment requires them to submit to a PIC/VSC may submit this documentation and if the document meets RCMSAR requirements it shall be considered proof of PIC/VSC.
5. Applicants who can demonstrate they have applied for but have not yet received their PIC may apply to the MHR for permission to attend classroom recruit training, as a non-member. All on water training and tasking is restricted to members who have successfully completed the entire application process.
6. Any person who does not wish to provide a PIC/VSC will be denied membership with RCMSAR.
7. Any member who is inactive more than 6 months must provide a current PIC/VSC.
8. Members are obligated to disclose any criminal charges or convictions following a PIC. Failure to do so may result in termination of employment or membership with RCMSAR.

Procedure

1. When completing the "Consent for Disclosure of Criminal Record Information" form, in hard copy or electronically, the applicant must authorize the police department or RCMP detachment to disclose all information regarding the PIC/VSC to the:

**Manager, Human Resources
Royal Canadian Marine Search and Rescue
6040 East Sooke Rd.
Sooke, B.C. V9Z 0Z7**

2. Applicants must advise their local police when submitting the request that they have applied for an employment or volunteer role with RCMSAR.
3. Upon receipt of the PIC/VSC, the applicant must forward the reply to their supervisor/station leader who will provide a copy to the MHR or designate. Only If the PIC/VSC is accepted by HQ, can the application process move forward.
4. All PIC/VSC forms, interview notes and letters of reference will be securely stored at RCMSAR Headquarters.