



## Kingston Police Community Volunteers

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705 Division Street, Kingston, ON K7K 4C2

### INFORMATION FOR KPCV APPLICANTS

1. Please complete all areas of this application. If completing by hand, please print all information legibly and use a pen.
2. Be sure to sign and date the application on page 2.
3. You are also required to complete a Kingston Police Application for a Police Check. Please be sure to complete all applicable sections and then date and sign it in the presence of a witness, who will also sign. If you do not have a witness, this form may be brought to Kingston Police Headquarters at 705 Division Street and signed in the presence of Kingston Police staff. If you are mailing the Application for a Police Check, it must be fully signed and witnessed before mailing.

**Note: For the above form, applicants and witnesses are required to sign in two areas:** Applicant's Consent to Conduct a Police Information Check; and Applicant's Consent to Conduct a Police Vulnerable Sector Check.

4. Recruitment is normally concluded every year on the 30th of September, and the interview process is started in late November or early December.
5. Please note that only applicants selected for interview will be contacted.



## KINGSTON POLICE COMMUNITY VOLUNTEERS

### APPLICATION



**INSTRUCTIONS:** Please complete all areas of the application form. If completing by hand, print all information legibly. All information submitted is confidential and for the use of the Kingston Police and the Kingston Police Community Volunteers (KPCV). If additional space is required, please use a separate piece of paper and attach it to this application. All applicants will be screened prior to acceptance, and you will be required to complete and submit an Application for a Police Check (including a Vulnerable Sector Check) with this application form.

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
Surname Given Name Initial [ gct/Month/F c{

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone: (Home)** \_\_\_\_\_ **(Work)** \_\_\_\_\_

**Licensed Driver?** Yes \_\_\_ No \_\_\_ **Province:** \_\_\_\_\_ **Driver's Licence No.** \_\_\_\_\_  
(Please attach photocopy of driver's licence)

**Education:** (Include highest grade completed, post-secondary degrees, and any relevant courses or training.)

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**Employment:** (Employer, job title, and length of time; attach résumé if needed.)

**Previous Volunteer Experience:** (Extent of experience, positions held, and time with organization.)

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**Special Skills:** (If you have any special qualifications that may be of assistance to the Kingston Police Community Volunteers, such as valid first aid, CPR, Red Cross life-saving qualifications, or radio communications training, please indicate in the space below. Use a separate piece of paper if needed.)

**References:** (Please supply three references, e.g., present/past employer/supervisor, clergy, etc., with name, address, and telephone.)

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

**Time Commitment:** How long can you actively participate with the KPCV? \_\_\_\_\_  
(Years)

**Please state your reasons for applying to the KPCV.**

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**What do you feel you can contribute as a member of the KPCV organization?**

(Skill sets, experience, certifications, hobbies, equipment knowledge, etc.)

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By signing this application, I give the Kingston Police and/or the Kingston Police Community Volunteers permission to contact the people named as my references. In addition, I give my consent to the Kingston Police and/or the Kingston Police Community Volunteers, as applicable, to conduct a Canadian Police Information Centre (CPIC) check, as provided for in the Kingston Police Application for a Police Check form or as may otherwise be provided by law; a local background check, which includes investigative databanks and local indices maintained by the Kingston Police; and any other checks deemed necessary to determine my suitability as a volunteer.

I certify that the information contained within this application is true and correct. I understand that, if I am accepted as a volunteer member of the KPCV, I do not gain any special and/or increased authorities or powers and I am authorized to act only as any other citizen of the community. I further understand that, while involved in KPCV activities, I will be required to wear all mandatory uniform items as required by the organization and my conduct shall be governed by all rules and regulations as set forth by the Kingston Police and the Kingston Police Community Volunteers.


**\*\*ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED\*\***

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**Date**

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**Signature of Applicant**



# KINGSTON POLICE - APPLICATION FOR A POLICE CHECK

Check # \_\_\_\_\_  
Date: \_\_\_\_\_

Level of Check Requested (Check only one) – see reverse for explanation:

☐ POLICE CRIMINAL RECORDS AND JUDICIAL MATTERS CHECK  
☒ POLICE VULNERABLE SECTOR CHECK  
☐ POLICE CRIMINAL RECORDS CHECK

Do you have a criminal record that you are willing to disclose?

If you have a criminal record and do not disclose that record in its entirety, the Kingston Police will either report an incomplete result or require you to submit fingerprints at an additional cost. If you are disclosing your criminal record, you must complete a Declaration of Criminal Record form.

Yes ☐  
No ☐

Applicant’s Personal Information (Please Print Legibly)

Gender: \_\_\_\_\_

Current Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Previous Surnames: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Maiden, Adopted, Previous Marriages) Year Month Day

Current Residence (include full address, including city/town/province) \_\_\_\_\_

Past Residences (previous 5 years):  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Agency Requiring Check (or reason for request): \_\_\_\_\_

Applicant’s Contact Information			
Residential Phone:	Business Phone:	Cell Phone:	Email address:

Applicant’s Consent to Conduct a Police Information Check

1. I hereby authorize the Kingston Police to conduct a search based on the names(s), date of birth and declared criminal record history, to obtain the information required to complete the Police Record Check and disclose such information to me. This includes a search of the Kingston Police Records Management System (RMS), and the Canadian Police Information Centre (CPIC) database, maintained by the RCMP. This search of the CPIC database includes a search of the Identification Data Bank (known as the National Respository of Criminal Records), the Investigative Data Bank and the Police Information Portal (PIP).

2. I hereby release and discharge the Kingston Police Services Board and all members and employees of the Kingston Police from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of the information to me by the Kingston Police. I hereby authorize the Kingston Police to inquire into and disclose results of any police records to me including: criminal convictions (summary and indictable); absolute and conditional discharges; and cases of not criminally responsible for reasons of mental disorder; outstanding entries such as charges, judicial orders, probation and prohibition orders and to conduct a local police contact search with any Police Service in Canada.

3. I certify that the information provided by me in this application is true and correct to the best of my knowledge and belief. I have read this consent, understand it, and agree to it in its entirety.

4. I understand that the prescibed fee is non-refundable.

Signature of Applicant

Signature of Witness  
As the witness to this application, I have confirmed the identification of the applicant.

Signature of Parent/Guardian  
(if applicant is under 18 years of age)

Applicant’s Consent to Conduct a Police Vulnerable Sector Check

I am an applicant for a paid or volunteer position responsible for the well-being of one or more children or vulnerable persons.

Description of the paid or volunteer position: Community Volunteer

The name of the person or organization is: Kingston Police Community Volunteers

Provide details regarding the children or vulnerable persons: Possible contact during KPCV activities.

I hereby consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a records suspension (pardon) for, any sexual offences that are listed in the schedule to the *Criminal Records Act*. I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the *Criminal Records Act* in respect of which a record suspension was granted or issued, I will be requested to provide fingerprints to confirm that record and that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Minister of Public Safety, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to the above that requested the verification, that information will be disclosed to that person or organization

Signature of Applicant

Signature of Witness  
As the witness to this application, I have confirmed the identification of the applicant.

Signature of Parent/Guardian  
(if applicant is under 18 years of age)

Office Use Only

Identification: One form MUST be government-issued and include applicant’s name, date of birth, signature, and photo of applicant.

Type of ID Produced: RMS ☐ CPIC ☐ VS ☐ LEIP ☐

Type of ID produced: \_\_\_\_\_



## LEVELS OF POLICE CHECKS

### POLICE CRIMINAL RECORDS CHECK

- Will include:** A Police Criminal Records Check will report only criminal convictions for indictable and hybrid offences for an indefinite period. Straight summary conviction offences will be reported for 5 years. Convictions under the *Youth Criminal Justice Act* may be reported based on criteria set out in the Act.
- Will not include:** A Police Criminal Records Check will not report either Absolute or Conditional Discharges, outstanding criminal charges or warrants, any Court Orders, any findings of Not Criminally Responsible on Account of Mental Illness, information relating to records suspensions/pardons or any non-conviction information.

### POLICE CRIMINAL RECORDS AND JUDICIAL MATTERS CHECK

- Will include:** A Police Criminal Records and Judicial Matters Check will report criminal convictions for indictable and hybrid offences for an indefinite period. Straight summary conviction offences will be reported for 5 years. Convictions under the *Youth Criminal Justice Act* may be reported based on criteria set out in the Act. In addition this level of check may report any outstanding criminal charges including warrants. Absolute Discharges may be reported for 1 year, and Conditional Discharges for 3 years. Court Orders (excluding Mental Health related Orders and Family Court Restraining Orders) may be included.
- Will not include:** A Police Criminal Records Check will not report any findings of Not Criminally Responsible on Account of Mental Illness, information relating to records suspensions/pardons or any non-conviction information.

### POLICE VULNERABLE SECTOR CHECK

- IMPORTANT NOTE:** A Police Vulnerable Sector Check can only be conducted where an applicant requires a Police Check for the purpose of being in a position of trust or authority with respect to a vulnerable person. Vulnerable persons include children, elderly persons as well other persons with cognitive, physical or emotional difficulties and puts them at risk of being exploited.
- May include:** A Police Vulnerable Sector Check will report criminal convictions for indictable and hybrid offences for an indefinite period. Straight summary conviction offences will be reported for 5 years. Convictions under the *Youth Criminal Justice Act* may be reported based on criteria set out in the Act. In addition this level of check may report any outstanding criminal charges including warrants. Absolute Discharges may be reported for 1 year, and Conditional Discharges for 3 years. Court Orders (excluding Mental Health related Orders and Family Court Restraining Orders) may be included. Finally, this level of check may include findings of Not Criminally Responsible on Account of Mental Illness, information relating to records suspensions/pardons or any non-conviction information.

## IF YOU DISAGREE WITH INFORMATION ON YOUR CHECK

### Step 1:

If you receive a completed check and you disagree with the information contained on the check, you may discuss your concerns with the Records Staff who gave you your completed check. Your concerns may be resolved at this level.

### Step 2:

If your concerns are not addressed to your satisfaction, you may request to speak to a Records Supervisor. Again your concerns may be addressed at this level.

### Step 3:

If you have spoken to the Records Supervisor and your concerns have still not been addressed to your satisfaction, you may request a formal reconsideration. Your request for a formal reconsideration must be in writing and must be on a Request for Reconsideration of a Police Record Check Form (these are available from Records staff or on our website: [www.kingstonpolice.ca](http://www.kingstonpolice.ca)). Requests for Reconsideration will be reviewed by a committee of three (3) persons. Any decisions made by this committee are final and are not subject to further review by the Kingston Police.

## LEGISLATION

Police Agencies in Ontario are required to comply with the *Police Records Checks Reform Act, 2015* and the accompanying Regulations. This Act establishes what information may or may not be included on completed checks. If you have questions about what information may or may not be included on Police Checks, you may wish to consult this legislation.