

March 29, 2019

To: Canadian Police Agencies

Re: Criminal Record Check Requirements *Security Services and Investigators Act* (Alberta)

Section 14 of the *Security Services and Investigators Act* (Alberta) and Section 5(2)(d) of the *Security Services and Investigators (Ministerial) Regulation* (Alberta) require all applicants for licensing as a security guard, investigator, locksmith, or automotive lock bypass (vehicle unlock) worker license in Alberta to submit the following documentation for review:

- Criminal Records Check
- Vulnerable Sector Search
- Local Police Database Search
- Passport-sized photo signed by an employee of the police service conducting the above checks.

The following information is provided to assist Canadian police services in understanding the requirements in Alberta and their application in other jurisdictions.

The rationale for these required checks is that licences issued in Alberta are not directly tied to an authorized employer or site. Once a person is issued a license in Alberta they may work for any authorized agency such as a school, hospital, day care, seniors home or other such place in which interaction with vulnerable persons is likely or highly probable. Once a license is issued the government has no control of work location.

Canadian Criminal Real Time Identification Service (CCRTIS) Policy (Version 2.0) states on page three (3):

Vulnerable Sector Verification: This process verifies whether an individual has a criminal record, including the existence of any pardoned sex offences, and provides any relevant details contained within the National Criminal Records Repository. Individuals applying to work in paid or volunteer positions where they will be in contact with children or other vulnerable persons may be required to undergo a Vulnerable Sector Verification.

- A certified Vulnerable Sector Verification requires fingerprints.
- Should a certified Vulnerable Sector Verification not be required, a name-based verification may be conducted. If the verification is inconclusive as to the existence of a pardoned sex offence, or an individual's declared criminal record does not match a criminal record contained within the National Repository, fingerprints are required.

- A Vulnerable Sector Verification also includes a query of CPIC investigative and intelligence records, and of local police records.

It is anticipated that the *Ministerial Directive* and this policy will remain in effect until the RCMP criminal records system is fully automated and fingerprints are required for all Criminal Record and Vulnerable Sector Verifications.

Police services in Alberta have found this policy directive to be suitably compelling to ensure that all licensed security industry workers undergo a Vulnerable Sector Search.

If you have questions about CCRTS policies, please contact your coordinator directly.

The inability of individuals to obtain Vulnerable Sector Searches has a direct impact on their ability to obtain a license and gainful employment in Alberta.

Photos:

Applicants are required to bring 'passport-sized photos' to the police service completing the checks for signature. **This is not a guarantor process** as the police service employee signing the photo is merely indicating that the person they are completing the background checks for is adequately depicted in the photo. The person signing the photo may be a police officer or civilian employee of the police service.

This process ensures that the Registrar has comfort in the integrity of our system and that the person we are issuing a license to is the person for whom the background check has been completed.

If you have further questions about any aspect of our program do not hesitate to contact me at 780-427-6896 or email ssia.registrar@gov.ab.ca.

Sincerely,



Tammy L. Spink
Manager, Peace Officer and Security Programs
Deputy Registrar, Security Services and Investigators Act
Law Enforcement and Oversight Branch