

# **OSARVA/OPP CRIMINAL RECORDS CHECK PROCEDURE**

## **CRIMINAL RECORDS CHECKS OF CURRENT OSARVA MEMBERS PRIOR TO JANUARY 01, 2007**

- OSARVA team presidents are to mail a list of names with date of births to the OPP ERT Regional Coordinator (see attachment).
- Upon receipt of the lists the OPP ERT Regional Coordinator will ensure the names are checked for criminal records. The results of the records check will be kept confidential and will remain with the ERT Coordinator.
- The ERT Coordinator after reviewing the results will send an electronic message to the OSARVA Team President noting "yes" (suitable member) or "no" (not suitable member).

### **NOTE:**

Each team shall keep a signed letter on file indicating the member agrees to this criminal records check process.

Current OSARVA teams (i.e. OVERT, London SAR, etc.) who already have a criminal records check system in place with another police agency do not have to follow this process. We do not want to create more work than need be. The objective is to ensure OSARVA teams can provide documentation when asked if their members have had criminal records checks completed by police.

### **SPECIAL NOTE:**

Given the potential for a large number of police checks that could "swamp" the OPP Regional ERT Coordinator, OSARVA Team Presidents are to be understanding with the response time for their reply.

## **CRIMINAL RECORDS CHECKS OF NEW OSARVA MEMBERS AFTER JANUARY 01, 2007**

- New OSARVA applicants will attend the local OPP Detachment with an OSARVA letterhead signed by the local OSARVA team president acknowledging the individual as a bona fide applicant.
- The applicant will be required to complete OPP Form LE 220 "Volunteer/ Applicant Screening Process" available at the local detachment.
- At completion of the records check at the detachment level, the applicant will be notified to pick up the results.
- If the applicant wishes to continue the OSARVA application process they will forward the results in a sealed envelope to the OSARVA team president who will in turn forward the sealed envelope to the ERT Regional Coordinator for review.
- The OPP ERT Regional Coordinator will review the results & notify the OSARVA team president as to the suitability, "yes" or "no" of the candidate.
- All confidential documentation will be retained by the OPP ERT Regional Coordinator.
- Records checks will take place every two years by the OPP ERT Regional Coordinator (info for the police checks will be taken from OPP Form LE220 which will be on file with the ERT Regional Coordinator).
- It is the responsibility of the OSARVA Team President to notify the OPP ERT Regional Coordinator when a member leaves the OSARVA team.