

# Edmonton Police Service

## Police Information Check Disclosure Guidelines

### **CRIMINAL CONVICTIONS & OUTSTANDING CRIMINAL CHARGES**

**ADULT** - Disclosed for an **indefinite period of time** for both summary conviction and indictable offence convictions.

**YOUTH** - Disclosed as per the provisions of the Youth Criminal Justice Act (YCJA) - formerly known as the Youth Offenders Act (YOA)

**Summary Conviction Offences** - Disclosed for a period of **3 years** from the disposition date.

**Indictable Offences** – Disclosed for a period of **5 years** from the disposition date.

\*\*\*\*NOTE\*\*\*\* Both youth and adult criminal convictions will be disclosed if an adult conviction were obtained during each of the above noted youth disclosure periods. A period of 3 or 5 years, depending on the type of offence (summary or indictable), without any criminal convictions must exist for a youth criminal record not to be disclosed when an adult criminal record exists.

**SUMMARY CONVICTION OFFENCES** – Disclosed from the Alberta Justice Online Information Network (JOIN) for a period of **3 years** from the disposition date. Summary conviction offences are not contained in the RCMP National Repository and will not be shown on a list of criminal convictions.

**INDICTABLE OFFENCES NOT LISTED on CPIC** – May be disclosed indefinitely from JOIN if not shown on CPIC.

**OUTSTANDING CRIMINAL CHARGES** - Disclosed from JOIN.

**NOT CRIMINALLY RESPONSIBLE** - Disclosed from JOIN & CPIC for an **indefinite period of time**.

**APPEALS** – Disclosed from JOIN if conviction currently being appealed.

### **DISCHARGES AND STAY OF PROCEEDINGS**

**ABSOLUTE DISCHARGE** – Disclosed for a period of **1 year** from the disposition date.

**CONDITIONAL DISCHARGE** – Disclosed for a period of **3 years** from the disposition date.

**STAY OF PROCEEDINGS** – Disclosed for a period of **1 year** from the disposition date

### **ALTERNATIVE MEASURES - Adult & Youth Diversion**

- First-time involvement reported for 1 year as “*Alternative Measures / Extrajudicial Sanctions-No Criminal Convictions*”
- Multiple occurrences may be disclosed from local police records if a Vulnerable Sector check is required.

### **OUTSTANDING WARRANTS & COURT ORDERS**

**OUTSTANDING WARRANTS** – An out of province warrant may be disclosed if the warrant has been confirmed and permission has been received from the police agency who issued the warrant. All Alberta warrants are executed prior to the police information check being completed.

**OUTSTANDING ENFORCEABLE COURT ORDER** (i.e. Peace Bond)

- If order was issued in the Province of Alberta and is shown on JOIN, the order will be disclosed as long as the expiry date has not passed.
- If order was not issued in the Province of Alberta and not listed on JOIN, then the originating agency must be contacted for the order including the expiry date to be confirmed. Permission must be obtained to disclose order. Order would be disclosed as a CPIC entry.

**PROVINCIAL STATUE OFFENCES** - Convictions & outstanding charges. Disclosed from JOIN.

### **LOCAL POLICE RECORDS**

Non-conviction local police records will only be disclosed for Police Information Checks requiring a Vulnerable Sector Check. In such circumstances, the local police records must demonstrate a pattern of behaviour that would present a risk to vulnerable persons. Such occurrences must have occurred within the past 10 years, although the Edmonton Police Service retains the discretion to disclose occurrences outside of this time period if these occurrences support a more recent pattern of behaviour.

Under no circumstances will the Edmonton Police Service disclose information on mental health related occurrences unless such occurrences involve violence or a threat of violence to persons other than themselves. Such occurrences will not be disclosed as a mental health related occurrence.

*Deviation from the recommended retention schedule may be necessary based on the specifics of a particular occurrence. Retention must balance fairness to the applicant with a responsibility that public safety is maintained. A specific case may require an increase or decrease in the retention period. Where the typical retention period is altered, the reasons for the deviation will be recorded on the file.*

*Edmonton Police Service Police Information Check disclosure guidelines are in accordance with the Alberta Association of Chiefs of Police (AACP) Police Information Check disclosure guidelines.*