

CRIMINAL CONVICTIONS & OUTSTANDING / PENDING CRIMINAL CHARGES

ADULT – Disclosed for an **indefinite period of time** for summary, dual and indictable offence convictions as contained in the National Repository of Criminal Records (CPIC) or in the Alberta Justice Online Information Network (JOIN) or until such time as a Record Suspension / Pardon has been granted. Pardoned sex offence convictions will only be disclosed according to the *Criminal Records Act*.

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

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

Indictable Conviction 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 was obtained during each of the above noted youth disclosure periods. A period of 3 or 5 years, depending on the type of offence (summary, dual or indictable), without any criminal convictions must exist for a youth criminal record not to be disclosed when an adult criminal record exists.

OUTSTANDING / PENDING 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

Disclosed for 1 year as “*Alternative Measures / Extrajudicial Sanctions-No Criminal Convictions*”.

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, it 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 and permission must be obtained to disclose order. Disclosed as a CPIC entry.

PROVINCIAL STATUTE OFFENCES (convictions & outstanding charges)

Disclosed from JOIN, if there is a public safety concern, particularly for the Vulnerable Sector.

NON-CONVICTION LOCAL POLICE RECORDS

Non-conviction police information will only be disclosed in exceptional circumstances. The non-conviction information must be directly relevant to the position being sought and consideration will be given to the nature and responsibilities of the position, the individuals with whom the applicant will be interacting (i.e. vulnerable sector), the frequency and recency of the occurrences (10 years for sexual and violent related occurrences and 5 years for all non-violent occurrences where there exists a demonstrated pattern of behaviour involving the same category of individuals with whom the applicant will be interacting), any demonstrated pattern of behaviour resulting in a substantial risk to those with whom the applicant will be interacting, and the reliability of the information contained within the non-conviction records. The Edmonton Police Service retains the discretion to disclose occurrences outside of the time periods if these occurrences support a more recent pattern of behaviour.

Mental health related occurrences will be subject to the same relevancy and recency thresholds of other non-conviction records. Such occurrences will be disclosed based upon the demonstrated behaviour and/or implied level of violence towards others and not the existence of a mental health disorder. There will be no reference to mental health or mental health descriptors in the disclosure.

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 Procedures are in accordance with the Alberta Association of Chiefs of Police – Alberta Police Information Check Disclosure Procedures.