

**MANITOBA CITIZENS ON PATROL PROGRAM  
POLICY & PROCEDURE #8 – CRIMINAL RECORD SEARCHES**

**Policy & Procedure # 8**

**MB COPP PROVINCIAL  
BOARD**

**Policies and Procedures**

**Subject: Criminal Record Searches**  
**Date of Issue: April 2012**  
**Date Amended: September 2014**  
**February 25, 2017**  
**September 27, 2019**  
**October 27, 2019**  
**May 28, 2020**

**To apply for membership in COPP, a Criminal Record Search Certificate is required. Applicants must apply through their local police agency and the fee will be waived or paid for by the MB COPP.**

**1. New Members:**

- All potential members are required to apply for a Criminal Record Search Certificate. When security clearance is approved by the local group coordinator and police liaison, the individual will be considered for membership.

**2. Fee Waiver Letter:**

- Police agencies require a letter verifying the individual requesting a fee waiver is applying to be a member of COPP.

**3. Procedure when Criminal Record Search reveals a record exists:**

- If a potential COPP member's Criminal Record Search reveals a charge, warrant or conviction, or a pardon for a conviction, the local law enforcement agency will recommend whether or not the individual may become a member of the program.
- In the case of Winnipeg applicants, the search results are mailed directly to the applicant, who then decides whether they want to provide a report that reveals a record exists. If the individual provides the group coordinator with a report showing a record exists then the coordinators will consult the Winnipeg Police Service appointed PB police liaison or an officer in the Community Relations Unit, who will then provide a recommendation.
- Where the PB police liaison has directed the group coordinator to not permit an individual to become a COPP member, the Group Coordinator shall comply with the decision.

**4. Procedure when Criminal Record Search reveals no record**

**MANITOBA CITIZENS ON PATROL PROGRAM  
POLICY & PROCEDURE #8 – CRIMINAL RECORD SEARCHES**

- The group coordinator or the police liaison is responsible to “view” and “verify” that the volunteer applicant record is current and clear.
- This should be noted and verified in the group master file, indicating only name, date and individual who made the visual verification.
- The record search document must be returned to the applicant.
- Under no circumstances should the group coordinator maintain a copy of such records.

**5. Renewals – upon request**

- Additional Criminal Record Checks may be requested by either the police liaison, local group coordinator, MB COPP at any time, without cause. Failure of a volunteer applicant to complete such a request will be cause for them to be removed from the group and all equipment must be returned to the local group coordinator.

**6. Vulnerable Sector Verification**

- It is the responsibility of the local group coordinator, in conjunction with the local police liaison to declare whether a Vulnerable Sector Verification would be required. They would only be required, should the local group start to work in areas where volunteers have care, custody or control of either a vulnerable person or person of minority age.
- The definition of a vulnerable member of society\* is:
  - a. A person who, because of his or her age, a disability or other circumstances, whether temporary or permanent:
    - i. Is in a position of dependency on others; or
    - ii. Is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them

\*Federal Criminal Records Act