

# POLICE CHECK PROCEDURE (UPDATED)

[http://www.united-church.ca/sites/default/files/handbook\\_police-records-checks.pdf](http://www.united-church.ca/sites/default/files/handbook_police-records-checks.pdf)

In Bay of Quinte Conference I will be confirming the ministers of the conference are in compliance with the old Police records check policy which required checks with new employment and even 6 years in the course of a pastoral relationship. This information was held in the Ministry and Personnel committee files of the pastoral charge. I will need confirmation of the information to begin the eligibility of ministers to begin the online attestation process of the attached policy which will begin in January of 2018. It is my hope to be able to provide a smooth transition to the new policy. As such I will be receiving the information in the following ways:

1. Some ministers are simply showing or sending the document CPIC level 2 Vulnerable sector check to me in the office or wherever we meet. Documents are filed in the personnel files and a record is made of the information if shown.
2. The presbytery pastoral relations chairs have agreed to receive and transmit the information to me at the Conference Office. One may provide the information to the chair of pastoral relations in your Presbytery.
3. The M&P committee may also transmit the information and confirmation that it has been checked directly to me at the Conference Office.

The information on the CPIC that needs to be included: date, body of authority who have provided the check (Police department or company) and confirmation that it has been seen and is clear.

If a CPIC is not clear, if an offence is listed, please contact me directly and we will initiate the appropriate process or confirmation that the process has been followed.

Rev David Timpson, Conference Personnel Minister

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