



## Questions and Answers

### *Q 1– What is an EPIC?*

A – The Enhanced Police Information Check (EPIC) consists of two components:

- 1) Criminal Record Check – a search of adult convictions held within the RCMP National Repository of Criminal Records
- 2) Local Police Information Check - searches of additional conviction and non-conviction information which may be relevant within both national and local police data sources

Additional information that may be discovered through this in-depth search includes: charges, warrants, prohibition orders, convictions not yet registered in the National Repository.

### *Q 2 – Does everyone involved with PCO need to complete an EPIC?*

A – No, not everyone needs to have an EPIC completed. The criteria to determine who needs a record check and the type of record check is based on the level of risk the person’s position poses to PCO or to individuals involved with PCO.

For example, a person who does not supervise anyone and has no access to PCO finances may not need an EPIC. A person who may have access to children in situations where their parent is not present (e.g., a coach) would have the highest level of screening.

### *Q 3– Will Provincial/Territorial Pickleball Organizations affiliated with PCO be required to follow the PCO screening policy?*

A – Yes, through the affiliation agreements with PCO, provincial/territorial pickleball organizations agree to abide by PCO’s policies, including the Screening policy.

### *Q 4 – Who is responsible for covering the costs associated with screening under PCO’s Screening policy?*

PCO is responsible for covering the costs of screening for individuals who hold positions within PCO.

Affiliated provinces/territories and pickleball clubs will be responsible for costs associated with screening within their own organization.

*Q 5– Does having a criminal record automatically exclude a person from involvement with PCO?*

A – Not necessarily. The decision to approve or deny a person is primarily based on two factors:

- a) the nature/severity of the offence and
- b) how long ago the offence occurred.

For example, a motor vehicle offence more than 5 years old may not be considered relevant. A person who has an offence involving minors regardless of when the offence occurred would not be approved.

*Q 6– What is the difference between a Criminal Record Check an EPIC and a Vulnerable Sector Check?*

A – While they are all record checks, different databases are searched, as below:

| Database   | Criminal Record Check | Enhanced Police Information Check | Vulnerable Sector Check |
|--|-----------------------|-----------------------------------|-------------------------|
| National Repository of Criminal Records in Canada  | ✓                     | ✓                                 | ✓                       |
| Local Police Information within multiple databanks |                       | ✓                                 | ✓                       |
| Pardoned Sex Offender Database                     |                       |                                   | ✓                       |

*Q 7– Can Sterling Back Check complete a Vulnerable Sector Check for an applicant?*

A - No, individuals may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.

Fingerprinting will likely be needed if there is a positive match with the individual’s gender and birth date.

PCO may be required to assist in obtaining a VSC for an applicant by submitting a form or other documentation that describes the nature of the organization and the individual’s role with vulnerable individuals.

*Q 8 – I had an EPIC completed for another volunteer position. Do I need to have a new one done?*

A – PCO will accept an EPIC if it was conducted less than six months ago, otherwise a new EPIC will be required.

*Q 9– How do I get an EPIC?*

A - If you are completing an EPIC for a position you are applying for or hold with PCO:

- Log on to PCO's landing site on Sterling Back-Checks secure web-site,
- Consent to having the EPIC completed and to share the results with PCO,
- Complete the criminal history self-disclosure form,
- Confirm your identification.

Results of the EPIC are generally available in one business day.

Consult with your local pickleball club or a Provincial/Territorial Pickleball organization for their procedures if you are completing an EPIC for them.