

# The Air Cadet League of Canada



## Provincial & Territorial Screening & Registration Coordinator Handbook

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## Introduction

This handbook has been produced to provide guidance and direction to the Provincial/Territorial Screening & Registration Coordinators (PSRC's) to carry out their duties. It is produced under the authority of the Chair of the National Screening & Registration Committee.

The handbook must be read in conjunction with:

- CATO 23-04 – Canadian Cadet Organizations Adult Screening Policy
- CATO 23-07 – Civilian Volunteers in Support of Authorized Activities
- The Air Cadet League Policy and Procedures manual (PPM)
- The SSC Screening & Registration Coordinator Handbook

## A. Provincial/Territorial Screening Registration Coordinator

### Overall Responsibilities

The Provincial/Territorial Screening Registration Coordinator (PSRC) will:

- Ensure all Provincial/Territorial Committee members and paid staff are screened and registered.
- Ensure all Squadron Sponsoring Committees follow the National Screening and Registration Policies and Procedures.
- Enter all Volunteer Screening & Registration Information is entered into the National Database where the data will be securely and digitally stored in perpetuity
- Ensure all paper and digital copies of Volunteer Screening & Registration Information are destroyed after the data is entered into the National Database
- Maintain regular communications with the Squadron Sponsoring Committee Screening and Registration Coordinator (SSRC) and provide advice, guidance and training as required.
- Maintain communication with the National Screening Manager

## B. National Screening Manager

### Overall Responsibilities

The National Screening Manager (NSM) will:

- Ensure all National Committee members and paid staff are screened and registered by their home Provincial Committee
- Maintain and administer the National Screening and Registration database.
- Utilizing the National Database, monitor the provincial committees to ensure that screening policies and procedures are being followed.
- Maintain regular communications with the PSRC's and provide advice, guidance and training as required.
- Monitor the effectiveness of the Screening program with a view to streamlining and updating policies and procedures as required.
- Provide quarterly reports to the ACLN Executive Director
- Retain files / information of any individual who has application been rejected in a separate file or section of the database.

### Oversight

The National Screening Manager, in order to carry out her/his duties, will have access to the provincial files which will include reviewing data and carrying out various tasks and audits related to oversight of the National program. Utilizing the capabilities of the screening database, the NSM will develop processes and reports to ensure that the screening program is being carried out in accordance with the policies and procedures which have been approved by the Air Cadet League.

## Review of Provincial Screening Procedures

- On a monthly basis, verify that screening is being carried out in each of the provinces.
- On a random basis select files from each province and review to ensure that all documentation has been completed.
- Ensure that documents contain the necessary approvals
- Ensure that renewals are being processed as required.
- Verify that each province is carrying out the necessary Squadron visits to ensure compliance with the screening program.
- Prepare a monthly report for the Executive Director summarizing the status of the screening program.

## Review of National Office Screening Procedures

- Ensure that screening for national members and national office staff has been initiated thru the applicable PC
- Ensure that renewals are being processed as required.
- Prepare a quarterly report for the Executive Director summarizing the status of the screening of National Members.

## C. Screening and Registration Card

A National standardized screening card has been developed to be utilized by all Provincial Committees. This card will contain a photo of the volunteer, his or her identity number and the Air Cadet League Crest.

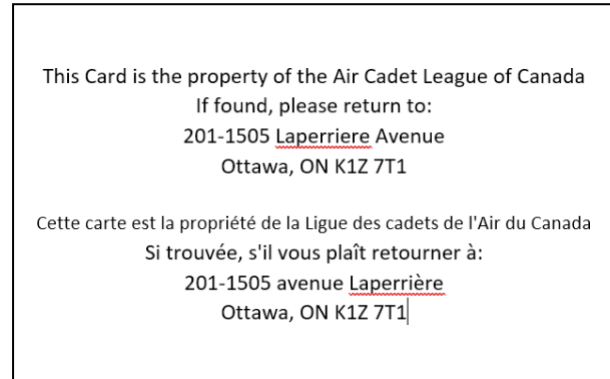
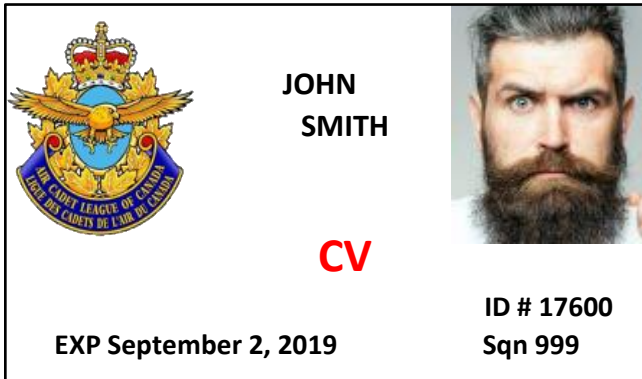
Air Cadet League policies dictate that ALL members and paid staff of the Air Cadet League will be screened and registered and that all such persons will wear their Screening Cards in full view when attending Air Cadet League functions.

The ID card will have the same content for every province which will include the squadron number, the PC identifier, or the word "National". The National Office will create the template and make it available in Sumac. Provinces can produce the card themselves or ask National to do it for them.

A card that has the red letters "CV" indicates that the member has done a Vulnerable Sector Search. A card without the red letters "CV" means that only a Police Criminal Record Check or E-PIC was done.

The ID number shall be automatically generated by SUMAC. Old numbers and cards will be phased out as they expire.

Sample (front and back) of the card is shown below.



## D. Screening & Registration Procedures

### Screening a potential member who applies directly to a Provincial Committee

This is the procedure to be followed for applicants who wish to volunteer with the Air Cadet League of Canada, Provincial Committee and have not had previous history or volunteer experience with the Air Cadet League of Canada, a Provincial Committee or a Squadron Sponsoring Committee. The procedures to become a provincial volunteer are listed below

1. Applicant must be recommended by a current Member of the Air Cadet League of Canada
2. Applicant will submit a resume
3. Applicant will complete the Screening and Registration form under the direction of PSRC. (Refer Appendix 1)
4. Applicant will undergo an interview process with the Provincial Nominating Committee (PNC)
5. The PNC will deliberate following the interview process and make a recommendation.
6. The PNC will either decline or offer the applicant the position based on the final outcome of the interview process.
7. A copy of the interview results will be provided to the PSRC
8. Applicant will provide a Police Record Check or E-PIC to accompany the one-page registration form. If the applicant is to work directly with cadets under the authority of the Squadron CO, screening will be in accordance with CAF policy (CATO 23-07).
9. The PSRC will attach the Screening & Registration form along with the PNC's letter of recommendation and proceed with the completion of the screening & registration process based on the outcome of the interview process by the PNC.
10. The PSRC will enter the information in the National Database.
11. If approved, the card should then be forwarded to the Provincial Committee Chair, who will then send a welcome letter to the candidate along with the screening card.

### Volunteering in two provinces

If a volunteer splits their time between two squadrons located in two different provinces, this volunteer

will only need to be screened once. Their home province (where the volunteer lives) will handle their screening file and take care of the renewal.

## National Board Members

National Board members' screening files are handled by the province in which they reside like everyone else's. If the incoming Board member is new to the League, the process is abbreviated since the interview was done by the National Nominating Committee and they are approved by the membership at the Annual General Meeting.

## Paid Employees of the League

Paid employees of the League at the national and provincial levels also go through an abbreviated process as their interview was done during the hiring process and their employer will take care of the police record check. Screening files are handled by the employer – ie., the National or Provincial ED. They will still need to be registered and issued an ID card to be used at various events.

## IACE Host Families

IACE Host Families, must be screened and registered to the same standard as “civilian volunteers” and will be processed by their home PTC.

## The Renewal Process

Each screened volunteer will be required to re-register every five years. Assuming that the individual has been active in the League during the term, he/she will be required to complete a renewal form (forms have been provided to each PSRC as well as the forms are available on the National website) and provide an updated Police Record Check or E-PIC and an appropriate photo.

The PSRC, on a regular basis, will provide the SSRC with a listing of all volunteers whose screening will expire within the ensuing three months. It is then up to the SSRC to review the list and obtain updated information on those volunteers who are still active. Once this information has been provided to the SSRC, the completed Renewal Form along with an updated photo are to be forwarded to the PSRC.

A new Screening & Registration card will be issued to the volunteer.

## Break in Service

If the volunteer has not been actively volunteering for one year or more and the screening card expiry date has lapsed, the individual will be required to go through the complete screening and registration process.

## Resignation of a Volunteer – Provincial Level

If a person decides to withdraw his or her services as a volunteer, the Provincial Chair shall write a letter to the individual thanking them for their service. A copy of the letter shall be sent to the PSRC who, in turn, will update the information in the database to show that the individual is no longer active. Every effort should be made to retrieve the membership card issued by the Provincial Committee.

## Termination of a Volunteer

If the PTC wishes to terminate a provincial/territorial league volunteer, the details for the termination must

be supplied to the PSRC. The action to be taken shall be noted on the applicants file by the PSRC. Depending on the circumstances, it may be necessary to request the aid of legal counsel.

If a SSC wishes to terminate a volunteer, the details for the termination must be supplied to the SSRC and PSRC. The action to be taken shall be noted on the applicants file by the PSRC which includes the date and time the determination was made. Depending on the circumstances, it may be necessary to request the aid of legal counsel.

An RCSU may decide to terminate a Civilian Instructor or a Civilian Volunteer who has been previously screened by the ACL and will advise the provincial/territorial committee accordingly. The PSRC will update the database and attempt to retrieve the Screening Card from the individual.

## Enhanced Police Information Check – E-PIC

On a regular basis, the PSRC will receive notifications from Sterling Backcheck of E-PIC's that have been applied for by various applicants.

Upon receipt, the PSRC must contact the SSRC and advise that the E-PIC has been completed and that the status is either "Clear or "Not Clear". This will facilitate completion of the application by the SSRC.

## E. Review of Documentation

The PSRC will receive screening and registration applications from the various SSRC's under the following five steps. Determine which step applies to the application and process accordingly. Once that particular step has been finalized, proceed to "Completing the File"

### Step 1

The application has been recommended by the SSC.

- Confirm that the documents are properly filled-in and complete. Confirm the SSC recommendation.
- If everything is in order, complete the "Results of Verification", tick the approved box and sign on the appropriate line.
- Proceed to Completing the File

### Step 2

The application has been recommended by the SSC but, even though recommended, the PSRC has some concerns regarding the file.

- Confirm that the documents are properly filled in and complete. Confirm the SSC recommendation.
- Contact the SSRC to discuss the file with a view to reaching a satisfactory conclusion.
- If everything is in order, complete the "Results of Verification", tick the approved box and sign on the appropriate line.
- If the SSRC has agreed that the application should not be approved, then tick the NOT approved box and sign on the appropriate line.
- Proceed to Completing the File



### Step 3

The application has NOT been recommended by the SSC.

- Confirm that the documents are properly filled in and complete. Confirm the SSC recommendation.
- If the PSRC disagrees with the recommendation, contact the SSRC to discuss the file with a view to reaching a satisfactory conclusion.
- Once the PSRC has agreed with the recommendation, complete the “Results of Verification”, tick the Approved or Not Approved box and sign on the appropriate line.
- Proceed to Completing the File

### Step 4

The applicant has single criminal conviction for either Fraud or Impaired Driving and has either been recommended or not recommended.

- Confirm that the documents are properly filled in and complete. Confirm the SSC recommendation.
- Review the file to determine the particular conviction for the applicant. Discuss the application with the SSRC with particular reference to the Tolerance Guidelines, Appendix 3. Make a determination in conjunction with the SSRC and indicate on the file as to whether the applicant is Approved or Not Approved.
- Once the PSRC has agreed with the recommendation, complete the “Results of Verification”, tick the Approved or Not Approved box and sign on the appropriate line.
- Proceed to Completing the File

### Step 5

The applicant has a criminal conviction.

- Confirm that the documents are properly filled in and complete. Confirm the SSC recommendation.
- Review the file to determine the particular conviction for the applicant. Discuss the application with the SSRC and the NSM with particular reference to Appendices 2 - 7. Make a determination in conjunction with the SSRC and the NSM and indicate on the file as to whether the applicant is Approved or Not Approved.
- IF THE APPLICANT IS TO BE REJECTED ON THE BASIS OF A RECORD OF OFFENCE, THE FILE WILL BE SUBMITTED TO THE CHAIR OF THE NATIONAL SCREENING COMMITTEE FOR REVIEW PRIOR TO BEING REJECTED
- Once the PSRC has agreed with the recommendation, complete the “Results of Verification”, tick the Approved or Not Approved box and sign on the appropriate line.
- Proceed to Completing the File

### Step 6 - Completing the file

- Record the appropriate dates at the bottom of page 2 of the Application.
- The screening date shall be the date of the E-PIC.

- Enter the applicant's data, including applications that were not approved, into the Screening and Registration database.
- Enter the applicant ID#, generated by the database in the appropriate box.
- Upload the documents into the Screening database for permanent storage
  - Ensure all documents are readable
  - Direct SSRC to destroy all paper copies
- Print the card, utilizing the database software instructions.
- If the applicant was Not Approved, NO card will be issued.

## Step 7 - Printing the Card

- Specific print procedures are provided in the SUMAC/QNAP Quick Start Guide.

## Step 8 - Returning information to the SSRC

- If the final decision by the PSRC is to approve the candidate, a photo screening card will be forwarded to the SSRC by the PSRC for presentation to the new volunteer.
- If the decision is to Not Approve the applicant, then the PSRC and the SSRC shall determine the course of action to notify the applicant that his / her application was not approved. A screening card will NOT be issued.

## F. Review of SSC Screening Procedures

It is important to establish a regular monitoring process to ensure that squadron Sponsoring Committees are adhering to the Screening and Registration policies and procedures. The following has been established to monitor compliance of the Screening and Registration Policy.

- Working in conjunction with the League or Squadron Representatives, the PSRC will produce a checklist from the database program of screened individuals of a particular Squadron Sponsoring Committee and forward the checklist to the applicable League or Squadron Representative.
- At the next visit to the squadron Sponsoring Committee the League or Squadron Representative will compare the listing to those individuals in attendance at the LHQ. Working in conjunction with the SSRC, determine if there are any volunteers who are not wearing their screening card or any volunteers who have not been screened.
- Any violations of policy should be discussed with both the SSRC and the Commanding Officer of the Squadron.
- The League or Squadron Representative should not enforce any rules by requesting non-wearing or non-screened volunteers to leave the premises.
- The checklist should then be signed and dated by the League or Squadron Representative and forwarded to the PSRC for follow up and further action.
- Upon receipt, the PSRC should follow up with the SSRC to rectify the items identified on the checklist.

## G. Screening Database

The National Screening and Registration program uses SUMAC and QNAP to digitally store all information about volunteers with regards to screening and registration. These hardware and software platforms are by all Provincial/Territorial Committees and administered by the National Screening Manager (NSM). The Chair of the National Screening and Registration Committee is responsible for the overall administration of the screening program in Canada.

**SUMAC and QNAP are cloud-based. Instructions on how to use these are issued separately.**

Each province/territory has a Provincial/Territorial Screening Registration Coordinator (PSRC) who will be inputting data into a segment of the National database only accessible by them and the NSM. Each PSRC will be assigned a unique User ID and password which will allow them to access only the data relevant to their province.

Squadron Sponsoring Committee Screening Registration Coordinator (SSRC) will upload screening and registration forms to PRSCs, via secure FTP or forward via registered mail/courier for upload into the National database.

### Database Information

#### **SUMAC**

A record in SUMAC can include much information many of which is not necessary for our purposes. The mandatory information that must be entered includes:

- Name, residential address, date of birth, email address, phone number
- Screening information
- PC/Squadron number (to be entered in business address)

#### **QNAP**

Scanned copies of registration forms and police record checks will be uploaded into the QNAP.

- A folder is created for each squadron, and within each squadron folder, a folder is created for each member. The member folder is named as follows:

**LASTNAME.FIRSTNAME.DDMMYY**

Where DDMMYY is the date of birth

## H. Document storage and retention

As we have learned from experience, cases of sexual abuse or harassment may not surface for many years. While the National Database will provide some information in the event of a lawsuit, the documents related to screening will be invaluable. As such, it is incumbent on the ACLC to provide secure storage of these documents and to retain them on file permanently. With this in mind the following procedures have been established with respect to document storage.

### Current documentation

- Current screening documents on file with Provincial Committees with offices may be retained at the provincial office provided that the documents are kept in secure, locked, fireproof filing cabinets, subject to the approval of the ACLN.
- If a Provincial committee cannot meet the above standard, then all screening documents must be forwarded to ACLN. It is incumbent on the provincial committee to ensure that the files forwarded to ACLN are labeled appropriately. ACLN will arrange for suitable secured storage for these files.

### Storage of documents on a File Server

- Once a file is completed at the local level, it becomes the property of the Air Cadet League.
- A national database has been developed to record all information related to the screening process. The database has the facility to upload photos and documents including the Application, Interview Form, Reference Check Forms, any additional notes along with a copy of the E-PIC/POLICE CHECK.
- This information is stored on a secure Canadian based server and is subject to regular offsite backups.
- Access to these files will be limited on a Provincial basis to the PSRC, the PC Chair, and the PC Executive Director.
- All files will be retained in perpetuity.
- Once an applicant's file has been completed and all information and documentation uploaded into the database is confirmed readable, all paper copies of all documents must be destroyed.

**The PSRC and SSRC must ensure that all paper copies are destroyed by shredding and/or burning.**

## Conclusion

In order to maintain accuracy and consistency, this Handbook and accompanying forms may be updated periodically. To ensure the standardized application of the required screening and registration process across all levels of the League, no modifications to this Handbook or its' forms are to be made without prior approval of the Chair of the National Screening & Registration Committee.

# Appendices

## Appendix 1 – Forms

The fillable PDF forms utilized in the Screening Program are available on the Air Cadet League of Canada website. The following is a list of the forms available to the SSRC's.

Forms List
Screening Checklist
Applicant Information Letter
Applicant Application Form
Applicant Reference Check Form
Applicant Interview Form
Applicant Renewal Letter
Applicant Renewal Form
Volunteer Transfer Form
Vulnerable Sector Search Request

## Appendix 2 - Terms and Definitions

These definitions are drawn from the Air Cadet League of Canada Bylaws and the Memorandum of Understanding (2016) signed by the Air Cadet League of Canada and the Department of National Defence.

**ACL:** Air Cadet League of Canada. The national body responsible for the operation of the Air Cadet League at the national, provincial and local levels. All members of the ACL are screened and registered in accordance with national policy.

**BOG:** Board of Governors. The governing council of the Air Cadet League of Canada.

**CCRTIS:** A computerized information system operated by the Royal Canadian Mounted Police that provides Canadian law enforcement agencies with criminal and police records information.

**Cadet Duty:** Those activities outlined in CATO 23-07. In general (but unofficial) terms, once a cadet arrives at the local headquarters or at the training location (whichever occurs first), he/she is then on cadet duty.

**CATO:** Cadet Administrative and Training Orders issued by the Department of National Defence or the Director of Cadets and Junior Canadian Rangers - The principle document for the regulation of the Canadian Cadet Programs.

**CCM:** Canadian Cadet Movement means everyone within all levels of the Canadian Forces, the Navy League, the Army Cadet League and the Air Cadet League who is involved, in any capacity, with Canadian Cadets.

**CCO:** Canadian Cadet Organization means the three Cadet organizations, under the control and supervision of the Canadian Forces, known as:

- the Royal Canadian Sea Cadets;
- the Royal Canadian Army Cadets; and
- the Royal Canadian Air Cadets

**CF:** The Canadian Forces.

**CI:** Civilian Instructor. An individual employed by the Department of National Defence who is not a member of the Canadian Forces.

**CIC:** Cadet Instructors Cadre. Officers of the CIC are members of the Canadian Forces Reserve whose primary duty is the supervision, administration and training of cadets.

**CO:** Commanding Officer. The senior CIC officer responsible for the operation of the squadron and the supervision of military staff and cadets.

**DND:** Department of National Defence.

**Duty of Care:** is the legal principle that identifies the obligations of individuals and organizations to take reasonable measures to care for and protect their participants. Groups need to understand that Canadian courts will uphold their responsibilities with regard to screening in the context of their "Duty of Care".

E-P IC: The Enhanced Police Information Check is conducted by Sterling Talent Solutions and includes:

- Criminal Record Check (CRC) – a search of adult convictions held within the RCMP National Repository of Criminal Records.
- Local Police Information (LPI) – searches of additional conviction and selected 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; Peace Bonds; Prohibition Orders; Release Conditions; Probation Orders Summary Convictions; Recent Convictions not yet registered in the National Repository.

League: When capitalized, refers to the Air Cadet League of Canada. When pluralized (Leagues) it refers to any or all of the Air Cadet League of Canada, Army Cadet League of Canada or Navy League of Canada

Liability: Liability refers to the duties, obligations or responsibilities imposed on a person by common law or by statute. As it is commonly used, we speak of a person or organization being held legally liable for something: through a legal action (law suit), the individual or organization has been found legally responsible for an action or inaction in a particular set of circumstances, and is required to pay damages to someone harmed as a result.

NSM: National Screening Manager. The staff person at the national level who is responsible for administering the Screening Program and providing guidance and direction to the PSRC's. In addition this person is responsible for providing screening status reports to the Executive Director on a regular basis.

PC: Provincial Committee. An organization formed by the BOG to provide direct oversight of Air Cadet League matters at the squadron level in an area generally coinciding with provincial boundaries. A Provincial Committee may have geographic or regional sub-components. All members of the PC are screened and registered in accordance with ACL policy.

PSRC: Provincial Screening Registration Coordinator: The individual identified by the Provincial Committee as being responsible for coordinating and overseeing the screening and registration process at the provincial level. This individual will be the main point of contact between the local level and the national level. This person is also responsible to ensure that the screening program, at the Sponsoring Committee level, is being administered in accordance with the Screening policies and procedures of the Air Cadet League.

SSC: Squadron Sponsoring Committee. A local organization authorized by the BOG on the recommendation of a Provincial Committee. The SSC's role is to support the operations of the local squadron. All members of the SSC are screened and registered in accordance with ACL policy.

SSC Chair: The chairperson of the squadron sponsoring committee.

SSRC: Squadron Sponsoring Committee Screening Registration Coordinator. The individual at the local level responsible for coordinating screening and registration activities.

Volunteer: A person who provides services directly to or on behalf of the DND, CF or Leagues without compensation or any other thing of value in lieu of compensation, in support of cadets. All volunteers will be screened and registered in accordance with the national screening and registration policy.

VSV: Commonly referred to as a VSS which is a component of a Criminal Record Check which searches the registry of those person who have been convicted of a sexual offence but have received a Record Suspension, (formerly known as a pardon)



## Appendix 3 - Screening Tolerance Guidelines

1. Authority to review an applicant's file and make a determination as to whether or not the applicant is fit to continue working with the Air Cadet League of Canada is delegated to the applicable Provincial/Territorial Committee in the following instances:
  - a. Cases involving bad debts, leading to fraud charges, where it is shown that there was a single occurrence; and
  - b. Cases involving a single Impaired Driving conviction.
2. The following factors, among others may be considered, in determining if an applicant is fit to serve / continue serving with the Air Cadet League of Canada:
  - a. Has the applicant completed his or her sentence at least five years ago?
  - b. Did the applicant provide proof that a pardon for the offence has been requested?
  - c. Did the offence involve physical violence?
  - d. Did the offence involve acts of dishonesty?
  - e. Does the applicant have a positive employment history?
  - f. What was the applicant's attitude towards the offence?
  - g. What type of treatment, counseling or other services has the applicant received since the offence?
  - h. Were there any other steps taken to rehabilitate?
  - i. How many offences were involved and what is the likelihood they will be repeated?
  - j. Was alcohol or illegal drugs a factor in the commission of the offence?
  - k. To what degree did the applicant cooperate with the investigation?
  - l. What was the nature of offence and sentence?
  - m. What was the age of the applicant at the time of the offence and how much time has elapsed since the offence?
  - n. Was the offence committed while the applicant was involved in cadet activities?
  - o. Is the offence relevant to the applicant's duties?
  - p. Does the applicant have outstanding charges or prior convictions that indicate that they may pose a threat to cadets or other staff applicants?
  - q. Has the applicant made a false declaration?
3. For cases where evidence is received of a criminal conviction, other than those listed in paragraph 1 (above), the applicant's application will be referred to the applicable PSRC, who in cooperation with the National Screening Manager (NSM), will evaluate the offences to determine if the applicant is fit to continue volunteering with the Air Cadet League of Canada.
4. Considering the negative impact that they will have on any youth organization, applicants whose E-PIC/POLICE CHECK report reveal offences involving illicit drugs, sexual misconduct or offences that are listed in Appendix 7, shall be immediately referred to the NSM through the Provincial or Territorial Committee.

## Appendix 4 - Minor Offenses

Persons convicted of minor or non-violent offences may be considered for membership in the Air Cadet League of Canada. If a 'reasonable' person would understand the offence(s) to be minor in nature, then depending on the answers to the interview questions, the criminal record may be deemed to be non-significant. For examples of minor or non-violent offences refer to Appendix 2 for Screening Tolerance Guidelines.

- a. Offenses against the Rights of Property and Wilful and Forbidden Acts in respect of certain policy:
  - i. Theft under \$5,000 (e.g. shoplifting);
  - ii. Possession of stolen property;
  - iii. Failure to appear; Failure to comply with a deposition; Mischief; and
  - iv. Disturbing the peace.
- b. For cases where evidence is received of a criminal conviction, other than those listed in paragraph 1 (above), the applicant's application will be referred to the applicable Provincial/Territorial Committee, who in cooperation with the National Screening Manager (NSM), will evaluate the offences to determine if the applicant is fit to continue volunteering with the Air Cadet League of Canada.

## Appendix 5 – Major Offences

Under the Criminal Code of Canada, there are in excess of 300 indictable offences which are punishable by a Term of Imprisonment anywhere from 2 Years to Life. A sample of such indictable offences include but are not limited to:

a. Offences against the person and reputation, to include:

- i. Criminal Negligence Causing Death;
- ii. Homicide;
- iii. Murder;
- iv. Attempted murder;
- v. Manslaughter;
- vi. Aggravated assault;
- vii. Assault with a weapon;
- viii. Kidnapping, hostage taking and abduction;
- ix. Hate propaganda;
- x. Robbery; and
- xi. Break and enter
- xii. Sexual offences listed in Appendix 6
- xiii. Public morals and disorderly conduct

b. Offences under the Controlled Drugs and Substances Act, to include:

- i. Trafficking in substance;
- ii. Importing and exporting;
- iii. Production; and
- iv. Proceeds of crime.

For cases where evidence is received of a criminal conviction listed above or any major offence that is not included in the list, the applicant's application will be referred to the applicable PSRC, who in cooperation with the NSM, will evaluate the application to determine if the applicant is fit to continue volunteering with the Air Cadet League of Canada.

In most cases, individuals convicted of any of the above, will be considered unsuitable for any position within the Air Cadet League of Canada and their Screening and Registration Application shall be rejected. However, there "may" be extenuating circumstances regarding the conviction in which case the application will be adjudicated by the NSM, the PSRC and the Provincial Chair

Where a person has received a record suspension (pardon) for any of the aforementioned offences, the file should be referred to the NSM through the PSRC for further review and adjudication.

## Appendix 6 - Special Provisions of the Criminal Code.

Section 750 (2)&(3) of the Criminal Code states that no person convicted of an offence under Section 121 (Frauds on the Government), section 124 (Selling or Purchasing Office), Section 418 (Selling Defective Stores to Her Majesty) or Section 380 (Defrauds the public) has, after that conviction, the capacity to contract with Her Majesty or to receive any benefits under a contract between Her Majesty and any other person or to hold office under Her Majesty or considered for membership at any level of the Air Cadet League of Canada unless a pardon has been granted.

## Appendix 7 - Offences under the Criminal Records Act

The contents of this Appendix are taken from the Criminal Records Act (CRA) (current to 2014-12-06) and are provided for information only. The sections referred to in the CRA are direct references to the Criminal Code and the detail for each section can be obtained by referring to the [Criminal Code](#).

In the event of conflicting information or opinions, the most recent version of the CRA shall be referred to. The Act can be found on the Justice Canada website at the following address:

<http://laws-lois.justice.gc.ca/eng/acts/c-47/FullText.html>

### Schedule 1 (Subsections 4(2), (3) And (5))

#### 1 Offences

(a) under the following provisions of the [Criminal Code](#):

- (i) section 151 (sexual interference with a person under 16),
- (ii) section 152 (invitation to a person under 16 to sexual touching),
- (iii) section 153 (sexual exploitation of a person 16 or more but under 18),
- (iv) subsection 160(3) (bestiality in the presence of a person under 16 or inciting a person under 16 to commit bestiality),
- (v) section 163.1 (child pornography),
- (vi) section 170 (parent or guardian procuring sexual activity),
- (vii) section 171 (householder permitting sexual activity),
- (vii.1) paragraph 171.1(1)(a) (making sexually explicit material available to child under 18 for purposes of listed offences),
- (vii.2) paragraph 171.1(1)(b) (making sexually explicit material available to child under 16 for purposes of listed offences),
- (vii.3) paragraph 171.1(1)(c) (making sexually explicit material available to child under 14 for purposes of listed offences),
- (viii) section 172 (corrupting children),
- (ix) section 172.1 (luring a child),
- (ix.1) paragraph 172.2(1)(a) (agreement or arrangement — listed sexual offence against child under 18),
- (ix.2) paragraph 172.2(1)(b) (agreement or arrangement — listed sexual offence against child under 16),
- (ix.3) paragraph 172.2(1)(c) (agreement or arrangement — listed sexual offence against child under 14),
- (x) subsection 173(2) (exposure),
- (xi) to (xiii) [Repealed, 2014, c. 25, s. 35]
- (xiv) paragraph 273.3(1)(a) (removal of child under 16 from Canada for purposes of listed offences)
- (xv) paragraph 273.3(1)(b) (removal of child 16 or more but under 18 from Canada for purpose of listed offence),
- (xvi) paragraph 273.3(1)(c) (removal of child under 18 from Canada for purposes of listed offences),
- (xvi.1) section 279.011 (trafficking — person under 18 years),
- (xvi.2) subsection 279.02(2) (material benefit — trafficking of person under 18 years),

- **(xvi.3)** subsection 279.03(2) (withholding or destroying documents — trafficking of person under 18 years),
  - **(xvi.4)** subsection 286.1(2) (obtaining sexual services for consideration from person under 18 years),
  - **(xvi.5)** subsection 286.2(2) (material benefit from sexual services provided by person under 18 years),
  - **(xvi.6)** subsection 286.3(2) (procuring — person under 18 years),
  - **(xvii)** paragraph 348(1)(a) with respect to breaking and entering a place with intent to commit in that place an indictable offence listed in any of subparagraphs (i) to (xvi), and
  - **(xviii)** paragraph 348(1)(b) with respect to breaking and entering a place and committing in that place an indictable offence listed in any of subparagraphs (i) to (xvi);
- (b) **(b)** under the following provisions of the [Criminal Code](#), R.S.C. 1970, c. C-34, as that Act read before January 1, 1988:
- **(i)** subsection 146(1) (sexual intercourse with a female under 14),
  - **(ii)** subsection 146(2) (sexual intercourse with a female 14 or more but under 16),
  - **(iii)** section 151 (seduction of a female 16 or more but under 18),
  - **(iv)** section 166 (parent or guardian procuring defilement), and
  - **(v)** section 167 (householder permitting defilement);
- (c) **(b.1)** under the following provisions of the [Criminal Code](#), as they read from time to time before the day on which this paragraph comes into force:
- **(i)** subsection 212(2) (living on the avails of prostitution of person under 18 years),
  - **(ii)** subsection 212(2.1) (aggravated offence in relation to living on the avails of prostitution of person under 18 years), and
  - **(iii)** subsection 212(4) (prostitution of person under 18 years);
- (d) **(c)** that are referred to in paragraph (a) and that are punishable under section 130 of the [National Defence Act](#);
- (e) **(d)** that are referred to in paragraph (b) and that are punishable under section 120 of the [National Defence Act](#), R.S.C. 1970, c. N-4; and
- (f) **(e)** of attempt or conspiracy to commit an offence referred to in any of paragraphs (a) to (d).
- (g) **(a)** involving a child under the following provisions of the [Criminal Code](#):
- **(i)** section 153.1 (sexual exploitation of a person with a disability),
  - **(ii)** section 155 (incest),
  - **(iii)** section 162 (voyeurism),
  - **(iv)** paragraph 163(1)(a) (obscene materials),
  - **(v)** paragraph 163(2)(a) (obscene materials),
  - **(vi)** section 168 (mailing obscene matter),
  - **(vii)** subsection 173(1) (indecent acts),
  - **(viii)** section 271 (sexual assault),
  - **(ix)** subsection 272(1) and paragraph 272(2)(a) (sexual assault with firearm),
  - **(x)** subsection 272(1) and paragraph 272(2)(b) (sexual assault other than with firearm),
  - **(xi)** section 273 (aggravated sexual assault),
  - **(xii)** paragraph 348(1)(a) with respect to breaking and entering a place with intent to commit in that place an indictable offence listed in any of subparagraphs (i) to (xi), and

- **(xiii)** paragraph 348(1)(b) with respect to breaking and entering a place and committing in that place an indictable offence listed in any of subparagraphs (i) to (xi);
- (h) **(b)** involving a child under the following provisions of the [Criminal Code](#), R.S.C. 1970, c. C-34, as that Act read before January 1, 1988:
  - **(i)** section 153 (sexual intercourse with stepdaughter, etc., or female employee), and
  - **(ii)** section 157 (gross indecency);
- (i) **(c)** involving a child under the following provisions of the [Criminal Code](#), R.S.C. 1970, c. C-34, as that Act read before January 4, 1983:
  - **(i)** section 144 (rape),
  - **(ii)** section 145 (attempt to commit rape),
  - **(iii)** section 149 (indecent assault on female),
  - **(iv)** section 156 (indecent assault on male),
  - **(v)** section 245 (common assault), and
  - **(vi)** subsection 246(1) (assault with intent to commit an indictable offence);
- (j) **(d)** that are referred to in paragraph (a) and that are punishable under section 130 of the [National Defence Act](#);
- (k) **(e)** that are referred to in paragraph (b) or (c) and that are punishable under section 120 of the [National Defence Act](#), R.S.C. 1970, c. N-4; and
- (l) **(f)** of attempt or conspiracy to commit an offence referred to in any of paragraphs (a) to (e).

Schedule 2 (Subsections 6.3(2) and (9))

1 Offences

**(a)** under the following provisions of the [Criminal Code](#):

- section 153.1 (sexual exploitation of a person with a disability),
- **(ii)** section 155 (incest),
- **(iii)** section 162 (voyeurism),
- **(iv)** paragraph 163(1)(a) (obscene materials),
- **(v)** paragraph 163(2)(a) (obscene materials),
- **(vi)** section 168 (mailing obscene matter),
- **(vii)** subsection 173(1) (indecent acts),
- **(viii)** section 271 (sexual assault),
- **(ix)** subsection 272(1) and paragraph 272(2)(a) (sexual assault with firearm),
- **(x)** subsection 272(1) and paragraph 272(2)(b) (sexual assault other than with firearm),
- **(xi)** section 273 (aggravated sexual assault),
- **(xii)** section 280 (abduction of a person under 16),
- **(xiii)** section 281 (abduction of a person under 14),
- **(xiv)** subsection 372(2) (indecent phone calls),
- **(xv)** paragraph 348(1)(a) with respect to breaking and entering a place with intent to commit in that place an indictable offence listed in any of subparagraphs (i) to (xiv), and
- **(xvi)** paragraph 348(1)(b) with respect to breaking and entering a place and committing in that place an indictable offence listed in any of subparagraphs (i) to (xiv).

## RECORD OF REVISIONS

<b>No.</b>	<b>Date</b>	<b>Page(s)</b>	<b>Revision</b>
1	18 Mar 20	11	Mandatory information in Sumac
2	18 Mar 20	5	Screening and Registration Card content
3	18 Mar 20	6	Volunteer in two provinces
4	18 Mar 20	6	National Board Members
5	18 Mar 20	6	Paid Employees of the League
6	1 Apr 20	several	Reflect that E-PIC or police check is acceptable.
7	1 Apr 20	several	Edit for internal consistency. Rearranged information.
8	1 Apr 20	4-5	National Screening Manager
9	1 Apr 20	14	Removed forms
10	17 Feb 21	6,10,11	See ROD 17 Feb 21