



## Request for Reconsideration or Correction of a Police Record Check

PERSONAL INFORMATION					
Last name:			First name:		
Middle name:			Other Names Used:		
Contact Telephone Number:			Gender	Date of Birth _____ / ____ / ____ yyyy/ mm/ dd	
Mailing address:	# and Street name	Apt #	City	Prov	Postal Code
CHECK LIST					
1. Have you attached a copy of your Police Record Check?			Yes	No	
2. Have you attached any other supporting documentation (a maximum of 5 pages)			Yes	No	
COMMENTS					
FOR POLICE USE ONLY					
Action			Date (yyyy/mm/dd)		
	Request Approved				
	Request Denied				
	Decision Letter Sent				



## Windsor Police Service

### Reconsideration Policy/Correction of Police Record Check

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In accordance with the Police Record Check Reform Act (PRCRA 10.4 and O.Reg 348/18), the Windsor Police Service, Information Services Unit has implemented the following Reconsideration Process.

#### **CRITERIA FOR RECONSIDERATION:**

Per the PRCRA, the reconsideration process is specifically for Vulnerable Sector Check (VSC) and Exempted Record Checks (eg: Broad Record Checks) non-conviction dispositions and police contact information only. Certain non-convictions dispositions may be eligible for disclosure on a VSC under the exceptional disclosure provisions of the PRCRA (10 (2) O. Reg 350/18). Broad Record Checks are a type of record check that is exempted from the PRCRA as per O.Reg 347/18.

#### **MAKING A REQUEST FOR RECONSIDERATION AND SUBMISSIONS:**

1. A request for reconsideration must be made in writing no later than 45 days after receiving the record, unless, through no fault of their own, the individual was unable to make the request within the time period.
2. A request for reconsideration may include written submissions in support of the request for reconsideration
3. A request for reconsideration may be made by electronic means that comply with the Electronic Commerce Act, 2000.

#### **PROCESS (O.Reg 341/18 3a-c)**

In reconsidering its determination, the Windsor Police Service will:

- Apply the criteria set out in subsection 10(2) of the PRCRA Criteria for Exceptional Disclosure
- Apply the criteria set out in the Risk Assessment and the Exempted Act
- Consider the entries on the individual's vulnerable sector check or exempted record check
- Consider the individual's written submissions

#### **PANEL**

All VSC that have been subject to the exceptional disclosure review will be reviewed by the Supervisor of the Records Search Unit prior to their release. Therefore, the reconsideration panel will consist of the Director of Information Services, the Information and Privacy Coordinator (or designate) and one member of the Senior Leadership team.

#### **REQUEST FOR CORRECTION**

If an individual wishes to request correction to information in respect of their police record check of any type, they may also do so by completing a request for reconsideration/correction form. (PRCRA 15(1)).

#### **NOTIFICATION**

The Windsor Police Service will provide the applicant with written notice of the reconsideration or correction decision within 30 days of receipt of the request (PRCRA 10.4)