



# Request for Reconsideration of a Police Record Check

Please visit our website [www.police.windsor.on.ca](http://www.police.windsor.on.ca) or contact Supervisor Records Search Unit for more information.

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?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Have you attached any other supporting documentation: (a maximum of 5 pages)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
COMMENTS			
FOR POLICE USE ONLY			
Action		Who	Date (yyyy/mm/dd)
Fee Collected	C <input type="checkbox"/>	D <input type="checkbox"/>	
<input type="checkbox"/>	Request Approved		
<input type="checkbox"/>	Request Denied		
<input type="checkbox"/>	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) non-conviction dispositions only. On a VSC, certain non-convictions dispositions may be eligible for disclosure under the exceptional disclosure provisions of the PRCRA (10 (2) O. Reg 350/18). An applicant who has received a Vulnerable Sector Check containing non-conviction information released under the exceptional disclosure provisions may submit a request for reconsideration in accordance with O. Reg 348/18.

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

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.

A request for reconsideration may include written submissions in support of the request for reconsideration

A request for reconsideration may be made by electronic means that comply with the Electronic Commerce Act, 2000.

### **TIMELINES**

The Windsor Police Service will provide the individual with a response to their reconsideration request within 30 days of receipt of the request (PRCRA 10.4)

### **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
- Consider the entries on the individual's vulnerable sector check; and
- 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 a third member of the senior leadership team.

### **NOTIFICATION**

The Windsor Police Service will provide the applicant with a written notice of the reconsideration decision within 30 days of receipt of the reconsideration request.

### **REQUEST FOR CORRECTION**

If an individual wishes to request correction to information in respect of their police record check, they may do so by completing a request for correction form. (PRCRA 15(1)). The Windsor Police Service will respond to your request for correction upon receipt at no additional cost.

The Windsor Police Service will provide all applicants with a timely response and reissue any corrected records.