

APPENDIX A – SECURITY CLEARANCE

1. SECURITY CLEARANCE

1.1 Each individual proposed to perform the following portions of the Work:

- (a) any Work on private property;
- (b) any Work within City facilities other than:
 - (i) an underground structure such as a manhole;
 - (ii) in areas and at times normally open to the public;
- (c) communicating with residents and homeowners in person or by telephone;

1.2.1 Each Individual shall be required to obtain a Criminal Record Search Certificate from the police service having jurisdiction at his/her place of residence. or

- (a) BackCheck, forms to be completed can be found on the website at:
<http://www.backcheck.net/> ; or
- (a) Core of Commissionaires, forms to be completed can be found on the website at:
<http://www.commissionaires.mb.ca/> .

1.2 The following is a link to information for obtaining the Criminal Record Search certificate from the City of Winnipeg Police Service.

http://winnipeg.ca/police/pr/info_request.stm#crim_record_search

1.2.1 The Criminal Record Search shall include a Vulnerable Sector Screening. This can be obtained by following the link below

http://winnipeg.ca/police/pr/info_request.stm#crim_record_search

Individuals will need to state in the form, that they may be working in City of Winnipeg pools, libraries and community centres;

1.2.2 The original Criminal Record Search Certificate (Form P–253) will be provided by the Winnipeg Police Service to the individual applicant. The original has a validation sticker from the Winnipeg Police Service in the top right hand corner. The applicant shall:

- (a) Provide the original Criminal Record Search Certificate (Form P–253) to the Contract Administrator.

1.3 Prior to the commencement of any Work specified in 1.1, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Contractor shall supply the Contract Administrator with a Criminal Record Search Certificate obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform such Work.

1.4 Any individual for whom a Criminal Record Search Certificate is not provided, or for whom a Criminal Record Search Certificate indicates any convictions or pending charges related to property offences or crimes against another person, will not be permitted to perform any Work specified in 1.1.

1.5 Any Criminal Record Search Certificate obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.

1.6 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated criminal records search. Any individual who fails to provide a satisfactory Criminal Record Search Certificate as a result of a repeated criminal records search will not be permitted to continue to perform any Work specified in 1.1.