



SASKATOON POLICE SERVICE

APPENDIX B OF INTERPERSONAL VIOLENCE DISCLOSURE PROTOCOL

Minimum Standard of Information to be Obtained and Checks to be Completed at the Initial Contact Stage

Occurrence no: _____

Police officer recording: _____

Date: _____ Means of Contact: _____

Prior to commencing an application, the following information must be read to applicant:

- This process does not replace existing procedures that are currently in place for access to information requests under *The Local Authority Freedom of Information and Protection of Privacy Act*;
- If a crime is reported, the police have a duty to respond and conduct an investigation in line with normal operating procedures. It may not be possible to protect the identity of the person at risk if a crime is reported. This application process can run concurrently to any investigation that is on-going;
- Disclosure will only be given to a person at risk and/or a person who is in a position to safeguard the person at risk;
- Should the application progress, the person at risk will be required to attend a face-to-face meeting within the next 10 business days. Only in compelling circumstances will the process proceed without the involvement of the person at risk;
- At the face-to-face meeting, proof of identify is required;
- At any point in the process, if immediate risks are identified then immediate safeguarding action will be taken;
- Any disclosure that occurs will be accompanied with safety information and direction to support services;
- If a disclosure occurs, the person receiving the disclosure information must commit to keeping the disclosure information confidential; and
- Process timeframe:
 - No disclosure will occur at this stage – initial checks will be completed within 24 hours to eliminate immediate risk;
 - Face-to-face meeting follows within 10 days;
 - The Saskatoon Police Service will aim to complete enquiry within 30 days.

Does the applicant, after being informed of the above information, wish to proceed? yes no

Details of Applicant:

PERSON AT RISK or **THIRD PARTY WITH CLOSE PERSONAL RELATIONSHIP** (circle one)

Name (including any other names used (e.g. maiden name): _____

DOB: _____ Place of Birth: _____ Gender: _____

Address: _____

Place of work/employment: _____

Preferred method of contact (safety): _____

Time: _____ Day: _____ Method: _____

If applicant is a third party obtain the following information about the person at risk:

Name (including any other names used (e.g. maiden name): _____

DOB: _____ Place of Birth: _____ Gender: _____

Address: _____

Place of work/employment: _____

Preferred method of contact (safety): _____

Time: _____ Day: _____ Method: _____

If the applicant is a third party:

What is the third party's relationship to the person at risk? _____

Does the person at risk know you are making this application? yes no

If not, why? _____

Why isn't the person at risk making the application on his or her own behalf?

Establish that a close personal relationship exists between the third party and the person at risk.

Details of Subject:

Name (including any other names used): _____

DOB: _____ Place of Birth: _____ Gender: _____

Address including previous address(es) (include previous residence history even if an exact address is not known):

Place of work/employment: _____

Details of Children:

Name(s) (including any other names used): _____

Address: _____

Ages (approximate if necessary): _____

Relationship: _____

Nature of relationship between subject and person at risk: _____

Details of the relationship:

Length of relationship: _____

Concerns about relationship or subject individual: _____

Elements of Risk:

Does the **subject** know that the enquiry has been made? yes no

Concerns about **subject** knowing that you are making this application?

The personal information provided on this form is collected in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*, and will only be used in accordance with this Act and *The Interpersonal Violence Disclosure Protocol (Clare's Law) Act*.