

~ SUMMARY ~



CRIMINAL RECORD CHECK PROCEDURES

- 1** write **Letter of Request** to RCMP office using agency letterhead (see Rachael's sample)
- 2** complete **Part 2** of the **Criminal Record Check Form**
- 3** attach the second page **Consent for Criminal Record Check Sexual Offense** (if the volunteer will be working with seniors, children, or persons with a disability)
- 4** instruct volunteer to complete the above document(s) and submit the agency letter and above document(s) to the RCMP office at City Hall
- 5** instruct volunteer to have photo identification for the RCMP office
- 6** if Criminal Record Check results indicate that a conviction 'may or may not exist', an explanation should be sought from the volunteer and the agency should contact the RCMP for confirmation of explanation.
- 7** the original or copies of the Criminal Record Check results should be kept in the volunteer's file
- 8** Criminal Record Checks should be redone every few years according to the policies of the Board and the recommendations of the Insurance Company.