



**Operations Policy Name:** CRIMINAL RECORD CHECK

**Created:** May 25, 2016

**Date of Most Recent Update:** March 8, 2024

**Applies To:** All staff and volunteers

The South West District for Culture, Recreation and Sport requires all employees and volunteers (including Board members, mission staff, Chef de Mission, etc.) to complete a Criminal Records Check within the 12-month period immediately prior to the first day of volunteering or employment with the SWDCRS.

If employment or volunteer duties include work with the vulnerable sector, the Criminal Record Check must include a Vulnerable Sector Check. Applies to Team South West Mission Staff volunteers, only.

#### **Cost – Reimbursement**

The SWDCRS will reimburse staff or volunteers for any expense incurred in acquiring the Criminal Records Check (receipt required).

#### **Using Previously Obtained Checks**

Criminal Record and Vulnerable Sector Checks obtained as part of a volunteer's personal employment, may be used in lieu of a new Check, provided they have been obtained within the 12-month period immediately prior to employment of volunteering. Proof of the Criminal Records Check and Vulnerable Sector Check must be provided (certification card, etc.); a copy will be made and stored by secure digital storage.

#### **Obtain From**

Criminal Records Check can be obtained from the local police service. If a community does not have a police service, a Criminal Records Check can be obtained from the nearest RCMP detachment.

The practice of conducting a Criminal Records Check involves accessing the information made available through the Canadian Police Information Computer system about a person's conviction(s), for which a pardon has not been granted, and outstanding criminal charges.

The Criminal Records Check also includes any relevant police incidents related to a five (5) year residency address history.

To assist volunteers and employees with obtaining a Criminal Records Check and Vulnerable Sector Checks, the South West District for Culture, Recreation and Sport Inc. provides a letter of request, included on the following page(s). This policy may also be shared if additional information is required.

*Operations Policies are created to help guide operations activities. Operations Policies do not at any time, override a policy created by the Board of Directors. Where an Operations Policy may conflict with a policy created by the Board of Directors, the Operations Policy is considered to be null and void.*



### **Vulnerable Persons**

The term vulnerable persons are persons who, because of their age, disability, or other circumstances, whether temporary or permanent, are in a position of dependence on others, or are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

Team South West volunteer Mission Staff must ensure a Vulnerable Sector Check is part of the Criminal Records Check process. Specific written consent must be provided to the police service to check this registry. Criminal Records Check results must indicate that the Vulnerable Sector Check has been completed. Information related to convictions for some sexual offences remains on this registry, regardless of whether a pardon has been granted.

### **Record Submission**

To ensure confidentiality and privacy of information, staff and volunteers are requested to submit the *original* current Criminal Records Check and, if applicable, Vulnerable Sector Check, document obtained from the local police service, marked PERSONAL AND CONFIDENTIAL, directly to the SWDCRS administration office.

Criminal Records Check and Vulnerable Sector Check will not be accepted by way of email or facsimile.

### **Record Retention**

To comply with human rights and privacy of information legislation, all documents pertaining to the Criminal Records Check and Vulnerable Sector Check will be stored by secure digital copy in the Executive Director's private One Drive file permanently. No other digital copies will be retained.

Employees and volunteers will be notified when the Criminal Records Check and, if applicable, Vulnerable Sector Check, have been received. Employees and volunteers will have the option to have the *original* Criminal Records Check and, if applicable, Vulnerable Sector Check, returned to them by trackable mail, if desired. If the employee or volunteer does not want the original Criminal Records Check and, if applicable, Vulnerable Sector Check returned, all paper copies will be destroyed.

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**RE: Criminal Records Check**

To whom it may concern,

It is a policy of the South West District for Culture, Recreation and Sport Inc. that all employees and volunteers obtain a Criminal Records Check within the 12-month period immediately prior to the first day of volunteering or employment with the SWDCRS.

The bearer of this letter has applied to hold an employee or volunteer position with the South West District for Culture, Recreation and Sport Inc.

Please provide a Criminal Records Check to:

**Moose Jaw Admin Office**  
*Christie Saas*  
Executive Director  
PO Box 2234 STN MAIN  
Moose Jaw, SK S6H 7W6  
Phone: 306-694-5525

Sincerely,

Christie Saas  
Executive Director  
South West District  
**306-694-5525**