Background

Volunteer Services requires volunteers who work with dependent or high risk clients (eg. children, seniors and individuals with disabilities) to complete a Police Information Check and Vulnerable Sector Search. In Calgary, a Police Information Check discloses Canada-wide criminal record history and police history. The latter includes Calgary Police Service information and Provincial Court of Alberta records. A Vulnerable Sector Search identifies whether individuals dealing with the vulnerable sector have a sexual offence conviction for which they have received a pardon.

In conducting Police Information Checks and Vulnerable Sector Searches, the Students’ Union can reduce the risks exposed to clients, volunteers and staff by identifying past criminal behaviours.

Procedures

1. (1) The following volunteers are required to complete a Police Information Check and Vulnerable Sector Search for Volunteer Services:
   
   (a) Alternative Spring Break, Dr. Seuss in the Park, Into the Streets and Students’ for Literacy volunteers;
   (b) All other volunteers who work with clients who are in a position of dependence on others or are at a higher than normal risk of being harmed by an authority figure; and
   (c) All volunteers who have a Police Information Check and Vulnerable Sector Search that are three years old or older.

   (2) The need for full-time international student volunteers to submit a Police Information Check and Vulnerable Sector Search will be determined on a case by case basis.

2. (1) The processing fee for Police Information Checks and Vulnerable Sector Searches shall be paid in full by the Students’ Union.

3. (1) In the event that a Police Information Check and Vulnerable Sector Search shows that a volunteer has a past criminal record:

   (a) At the discretion of the General Manager or designate, the volunteer may be put on temporary suspension from the program until such time that he/she is able to obtain and provide an official report outlining their past criminal history; and
   (b) A meeting with the Volunteer Services program coordinators and the volunteer shall be held to discuss the past offense and whether the volunteer should be allowed to continue in the program.
(2) A volunteer shall only be allowed to reenter the program if the past offense does not jeopardize the safety of clients, volunteers or staff, or threaten the success of the program.

4 (1) Volunteers who have lived in Calgary for less than one year are responsible for acquiring a Police Information Check from their hometown.

(a) The cost for the Police Information Check shall be initially paid by the volunteer and later reimbursed by the Students’ Union upon submission of the original receipt.