

# Police Information Check and Vulnerable Sector Search Procedure

*Volunteer Services*

Updated: July 3, 2015



## 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.