



Police Records Check Process Through Outside Provider (an alternative to your current process)

Applicants for Adult Membership in Scouts Canada must provide to the Council Scout Office, a **Police Records Check (PRC)** prior to assuming a volunteer role and every three years thereafter. **A record of criminal convictions means the applicant will be ineligible for membership in the organization.** Many offences are pardonable and Scouts Canada respects said pardons. However a PRC may indicate a pardon with respect to a sexual offence, which will make the applicant ineligible. Other information provided on the Police Record Check will also be considered in determining eligibility.

1. It is now possible to receive a "Police Records Check" within 48 hours by applying through an outside provider who has contracted with Scouts Canada, Central Ontario Administration Centre, as an alternative to your current Police Records Check process.
2. Complete the attached "**Consent to Disclosure of Personal Information**". All information requested on the form **must be provided, including a photocopy of two pieces of identification, one of which must be photo ID (Driver's License, Passport, Permanent Resident Card, International Student Card, Canadian Citizen Card, Age of Majority Card). Health Cards and Social Insurance Cards are not acceptable ID. Acceptable Non-Photo ID includes: birth certificate, baptismal certificate, hunting license, fishing license, outdoors card, hospital card, Canadian Blood Donor Card, Immigration Papers.** The box entitled "Organization Requesting Search" will be completed by the Central Ontario Administration Centre.
3. Mail or deliver the completed Form **AND** a cheque for \$35.00 made out to Scouts Canada.
Scouts Canada – C. O. A. C.
Attention: PRC Dept. (CONFIDENTIAL)
265 Yorkland Blvd (2nd Floor),
Toronto ON M2J 5C7
4. The Scouts Canada contact person will submit the Forms to the outside provider and will await reply from them. This takes approximately 48 hours.
5. When the check is complete, the outside provider will forward to the Scouts Canada contact person **either:**

- a. **A copy of a form indicating that the PRC is clean.**

Upon receipt of a clean PRC the Scouts Canada contact person will notify the applicant that a clean PRC has been received. The Form is then placed in the secure file.

OR

- b. **A copy of a form indicating that the PRC has a conviction.**

- i. Upon receipt of a letter showing the PRC applicant has a conviction, the Scouts Canada contact person will notify the application if the PRC can be accepted. Scouts Canada can accept PRCs with convictions under the following circumstances:



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A PRC Review Committee has been established to review those PRCs submitted by prospective adult members that include one of the following categories of offences (and subject to the conditions outlined below), to determine if the prospective adult member meets our volunteer screening requirements. Please note that all such requests must be forwarded to the Central Ontario Administration Centre.

Exceptions to clean PRCs (Police Record Checks):

Exempted categories:

- * **Driving offences** – driving while impaired, refuse to provide sample and dangerous driving.
- * **Property offences** – theft or fraud under \$5,000.00.
- * **Drug possession offences** – specifically limited to personal use of marijuana and to instances where the individual was 25 years of age or younger at the time of the offence.

Conditions:

- The conviction must be at least seven years old.
- There was no period of incarceration involved.
- There can only be one exemption/offence per candidate.

Note: In the case of an applicant's PRC reflecting a driving offence as the sole exemption, the Council Commissioner, in consultation with the Council Executive Director, has the authority to accept the PRC subject to notification and the PRC being subsequently forwarded to the PRC Review Committee.

- ii. If the summary contains offences, which disqualify the applicant, the applicant will receive notification in writing.
6. Due to the nature of the contract between Scouts Canada and the outside provider, the PRC cannot be returned to the individual applying. These Police Records Checks will be specific to Scouts Canada and cannot be used for other organizations.