

Criminal Record Check Information for Organizations

Do our volunteers need to have a criminal record check completed?

The risk level of the volunteer position helps indicate if a criminal record check is necessary. A High Risk volunteer position should probably complete a criminal record check with a vulnerable sector search. A Medium Risk volunteer position should have a regular criminal record check. A Low Risk volunteer position may not require a check. All organizations should assess their volunteer position risk levels to determine their screening requirements.

It is recommended that any volunteer working with the vulnerable sector in any capacity completes a criminal record check with the vulnerable sector search.

High Risk: These positions may require a volunteer to be alone and unsupervised with a participant; requires the volunteer to develop a close, supportive relationship with a participant or group of participants; the volunteer may be left unsupervised on a regular basis; and/or the position may require driving participants.

Medium Risk: These positions may require a volunteer to give information to participants or potential participants with minimum supervision; the volunteer may represent the organization in an unsupervised setting; the volunteer may handle money or food with minimal supervision; and the volunteer has access to the organization's confidential files.

Low Risk: In these volunteer positions generally the volunteer does not require close contact with participants or the public; the volunteer is always supervised; the volunteer does not handle money or food; and the position does not require driving.

~Information obtained on Volunteer Canada's website~

Quick Facts:

- A criminal record check expires 3 months from the date of issue. Organizations should create a policy of when individuals are rechecked. Some organizations choose anywhere from 2-5 years.
- On average it takes 3-4 weeks to get a criminal record check back. During busy times, it can take anywhere from 3-6 weeks.

For more information contact: Kings Volunteer Resource Centre

87 Cornwallis Street
Kentville, NS B4N 2E5
902-678-1398

info@kingsvolunteerresourcecentre.ca

What is a vulnerable sector check search?

Vulnerable sector checks provide organizations with essential information that is used to assess the suitability of individuals to work or interact with the most vulnerable members of society, such as: children, the elderly and persons with disabilities.

~Information obtained from RCMP Vulnerable Sector Checks Pamphlet~

Flagged Checks

What does a flag mean?

A flag on the criminal record check can mean many different things. Some individuals can be flagged during the vulnerable sector search if they have a similar name and birth date as someone else with a criminal record check. If this happens they must have their fingerprints checks and this adds a few extra weeks on to having their check completed.

When someone is flagged there is no explanation given on what the flag is or the crime is. Someone could have stolen something from a store 10 years ago, they could have assaulted someone. The organization is not given any information.

What if a volunteer's criminal record check has been flagged? What do I do?

Many organizations have policies on whether a criminal record check must be 100% clear, while others go on a case by case basis.

If you can go on a case by case basis, determine the level of risk for that volunteer position. Talk to the volunteer to find out why they have been flagged and make an informed decision based on the risk level of the position, the criminal record check, the interview with the volunteer, and reference checks to determine if the individual is a right fit for your organization even though they have been flagged. Remember flags happen for many reasons. Some organizations may require proof from the individual of the crimes but that is up to the volunteer to provide. RCMP and Police cannot disclose any information to the organization about the flag.

Different Methods for Obtaining Criminal Record Checks:

1. RCMP, Kentville Police or Acadia University
2. Kentville Commissionaires
3. BackCheck

See the criminal record check information for volunteers to learn more about the different options.

The information on this sheet is a guide for organizations and volunteers about Criminal Record Checks and is in no way legal advice. If you have any questions, please contact the Kings Volunteer Resource Centre.

Criminal Record Check Information for Volunteers

Where do I go to get a Criminal Record Check?

Acadia Safety and Security

~All Acadia Students

519 Student Union Building, 30 Highland Ave. Wolfville, NS
(902) 585-1103; security@acadiau.ca

Hours: Open 24 hours a day, 7 days per week

*Takes on average 3 weeks for a returned check

*Make sure to bring your student ID card

Kentville Police

Those living in Kentville only. If you live in North Kentville, call ahead to see if you need to go to the New Minas RCMP Station or the Kentville Police Station.

80 River Street Kentville, NS

(902) 678-3378; info@kentvillepolice.ca

Hours: 8:00am-4:00pm, Monday-Friday

*Takes 24 hours for a returned check

*Must bring a letter from the organization you are volunteering with or you will be charged \$30.00 for the check

Kingston RCMP

Those living in Kings County. If you live in Annapolis County, must go to Middleton RCMP or the next closest RCMP station in Annapolis County.

1684 Maple Street, Kingston, NS

(902) 765-3317

Hours: 8:00am-4:00pm, Monday-Friday

*Takes 2-4 weeks for a returned check

*Must bring a letter from the organization you are volunteering with or you will be charged \$25.00 for the check

**Must have proof of civic address showing you live in Kings County

New Minas RCMP

Those living in Kings County. If you live in the town of Kentville, you must go to Kentville Police Station.

Recommended to go to the RCMP station closest to you.

18 Jones Road, New Minas, NS

(902) 679-5555

Hours: 8:00am-4:00pm, Monday-Friday

*Takes 3-4 weeks for a returned check

**Must have proof of civic address showing you live in Kings County.

Wolfville RCMP

Those living in Kings County. Recommended to go to the RCMP station closest to you. Acadia students must go to Acadia Safety and Security.

363 Main Street, Wolfville, NS

(902) 542-3817

Hours: 8:30am-4:30pm, Monday-Friday

*Takes 2-4 weeks for a returned check

**Must have proof of civic address showing you live in Kings County.

What do I bring to the RCMP or Police Station?

Required: Must have two pieces of government issued identification. One must have a photo (driver's license, passport, etc.). Other pieces of ID can be your birth certificate or provincial health card.
**Proof of civic address is needed if your ID only shows a PO Box number. Bring a copy of a bill or rental agreement showing the civic address.
***Recommended:** Letter from the organization you are volunteering with so you have their contact information and the name of the contact person or bring this information with you.
*Must bring this letter to the Kentville Police station to prove it is a volunteer position, or will be charged \$30.00 for the check.

What if I am flagged?

Talk to the organization you want to work with and explain the situation. Some organizations go on a case by case basis and need to understand what the flag or record is.

Other Options for Obtaining Criminal Record Checks

These options provide a quicker turnaround time for obtaining the criminal record check, but charge a fee.

Commissionaires Nova Scotia- Valley

~Criminal record checks only

325 Main Street, Kentville, NS

(902) 678-9758;

valleyadmin@commissionaires.ns.ca

Hours: 8:00am-4:00pm, Monday-Friday

*Takes 48 hours for a returned check

*Cost \$31.00

*Must have two pieces of government issued identification and provide previous address history for the past 5 years

BackCheck

This is an online option and gives you access to the criminal record check online for 3 months. Can be shared with any organization you want to work with (as long as they are part of the organizations list).
Website: <http://backcheck.net/notforprofit.htm>
Cost: \$59.00+tax
Guaranteed return in 1 business day

**Check with your organization first to make sure they allow BackCheck criminal record checks. These checks do not have the vulnerable sector check included and may not meet what organizations require. Also organizations must be listed on the site in order to share the check.