

STEP 7

CRIMINAL RECORD CHECK PROCEDURES

Responsibility for Criminal Record Checking

The volunteer applicant is required to obtain the Criminal Record Check Report.

Who must provide a Criminal Record Check Report?

All parishioners in High Security Volunteer Ministry Positions must obtain a Criminal Record Check Report.

The Criminal Record Check

- Given the time and cost of conducting a criminal record check, it is appropriate that it be conducted at the final stages of the screening process.
- Always maintain confidentiality of the applicant's private information.
- A ***current and original Criminal Record Check Report*** must be obtained before the person begins his or her ministry work and is valid for five (5) years.
- A Criminal Record Check Report that is on file cannot be used for purposes outside the Archdiocese of Regina.
- Do not make exceptions for anyone.
- Only the Pastor should review the Criminal Record Check Report or have access to the Criminal Record Check Report once it is received and filed.
- The Criminal Record Check Report should be kept in a separate secure location accessible only to the Pastor.
- After five years, when the new Criminal Record Check Report is obtained, the old Criminal Record Check Report is to be retained in the Pastor's file with the new report.

Action to be taken

- The Parish Volunteer Screening Committee shall advise the applicant that a Criminal Record Check Report is required and shall advise the applicant how to obtain a Criminal Record Check Report
- The Parish Volunteer Screening Committee shall provide the Pastor with a list of those persons for which he will be getting a Criminal Record Check Report.
- As soon as the Pastor receives the report he is responsible for checking the report and determining whether the individual may serve in the High Security Volunteer Position. In making this decision the Pastor should consider:
 - The nature of the program, activities and services provided.
 - The character and degree of vulnerability of the participant group served and the duty of care to the participants, volunteers, staff, community and the Archdiocese required.
 - The relevant ethical, spiritual and legal issues and principles involved.
 - The potential risks involved in the High Security Volunteer Position that the person wishes to fill, based on the nature of the ministry, its activities, the setting and the way in which it is supervised.
 - The nature of the conviction, if there is one, and its impact on the High Security Volunteer Position applied for.
- Once the Criminal Record Check Report has been dealt with and to ensure that no one else has access to the report, the Pastor shall:
 - Notify the Parish Volunteer Screening Committee whether or not they may continue with the Orientation of the person without revealing anything regarding the content of the Criminal Record Check Report.
 - Put the Criminal Record Check Report in an envelope, write the date and the name of the volunteer on the front, seal the envelope, and sign the seal of the envelope.
 - Mark the envelope confidential.
 - File the sealed envelope in a separate secure location that is **only accessible to the Pastor.**

What to do When You Get a Criminal Report that states “A Criminal Record may or may not exist and can only be confirmed by way of fingerprint comparison”.

- The Pastor will speak with the person about the issue and request the person to take the necessary steps to obtain a second Criminal Record Check Report.
- Once the Pastor receives the second report, the Pastor shall determine whether the individual may serve in the High Security Volunteer Position as set out above.

How Does a Volunteer Obtain a Criminal Record Check?

- The volunteer must obtain his or her Criminal Record Check Report from the policing agency for the community in which the volunteer resides. For example, if the volunteer resides in a community policed by the RCMP, the volunteer must obtain his or her criminal record check from the RCMP.
- The Parish Volunteer Screening Committee shall advise the volunteer which police agency the volunteer should approach to obtain a Criminal Record Check Report. The Parish Volunteer Screening Committee may wish to prepare a handout advising the volunteer how to obtain a criminal record check from that police agency. A sample handout is provided in Section Two page 29 - 30. However, as the procedure for obtaining a Criminal Record Check Report varies between police agencies and the procedures and requirements may change, the Parish Volunteer Screening Committee should advise the volunteer to check with the appropriate police agency in regards to the requirements for obtaining a Criminal Record Check Report.

If a Volunteer Refuses to Obtain a Criminal Record Check Report

- Explain that it is the policy and procedure of the Archdiocese of Regina that all volunteers in a High Security Volunteer Position must obtain a Criminal Record Check Report and that it is not a question of the applicant's credibility.
- If the volunteer chooses not to obtain a Criminal Record Check Report then the volunteer may only volunteer for a General Security Volunteer Position.

Sample Handout

OBTAINING A CRIMINAL RECORD CHECK

Do I need a Criminal Record Check?

You have volunteered to serve in a High Security Volunteer Position with the Parish of _____ . All volunteers for a High Security Volunteer Position are required to obtain a Criminal Record Check Report. If you do not obtain a Criminal Record Check Report, you may not hold a high security volunteer position in the parish.

Is an original Criminal Record Check Report required and how long is the criminal record check valid?

You must provide an **original** criminal record check. The criminal record check is valid for five (5) years. If you are still serving in a High Security Volunteer Position in five (5) years, you will be required to obtain another **original** Criminal Record Check Report.

How do I obtain a criminal record check?

You must obtain your Criminal Record Check Report from the police force that provides policing for the area in which you reside. The procedure for obtaining a Criminal Record Check Report is as follows:

What do I do with my criminal record check once it is obtained?

Your original Criminal Record Check Report should be in a sealed envelope. Put your name on the front of the sealed envelope and indicate on the envelope that a Criminal Record Check Report is enclosed. Your sealed envelope must be given directly to the Parish Pastor and should not be given to any other person.

What happens to my criminal record check after I give it to the Parish Pastor?

Only the Pastor will review your Criminal Record Check Report and only the Pastor will have access to your Criminal Record Check Report. After your Criminal Record Check Report is viewed by the Pastor, the Pastor will notify the Parish Volunteer Screening Committee whether or not they may continue with your orientation without revealing anything regarding the content of the Criminal Record Check Report to the Committee. The Pastor will put the Criminal Record Check Report in an envelope, write the date and your name on the front, seal the envelope, and sign the seal of the envelope. The Pastor will mark the envelope confidential. The Pastor will then file the sealed envelope in a separate secure location that is only accessible to the Pastor.

The Pastor shall not discuss the contents of your criminal record check with anyone other than you.

How long is my criminal record check retained?

For legal reasons, your criminal record check must be retained. The parish will retain your criminal record check at the parish for seven (7) years after you have ceased serving in your High Security Volunteer Position and will then send it to the Archdiocese of Regina. Your criminal record check will immediately be sent to the Archdiocese of Regina if you leave the parish, or in the event of your death. At all times your Criminal Record Check Report will remain in its sealed envelope and will be treated as a highly confidential document. Your Criminal Record Check will be retained for ninety nine (99) years from its date of issue.

Section Two
Intentional Blank Page