



INFORMATION FOR INDIVIDUALS INTENDING TO COMPLETE A POLICE RECORDS CHECK

This information is to be used in conjunction with the *Kitchener-Waterloo Skating Club Volunteer Screening Policy*.

What is a KWSC police records check (PRC)?

A PRC involves obtaining information from the police about an individual's criminal record, and using that information in the process of determining whether that individual poses an acceptable risk to volunteer for a particular position at KWSC.

Do I need to complete a police records check?

Many volunteer positions at KWSC do not require a PRC. Whether a PRC is required is tied directly to the nature of the volunteer *position* and is based on a risk assessment of that position. All volunteer positions deemed "high risk" require a PRC. Decisions regarding the need for a PRC are never based on the *individual* who is applying for that position.

How do I complete a police records check?

You must request either a *police vulnerable sector check* or a *police information check* (depending on the nature of the position) by visiting in person any branch of the Waterloo Regional Police Service. You will be asked to provide two suitable forms of identification as described on the Waterloo Regional Police Service website (<http://www.wrps.on.ca>). Once the record check is obtained, submit the original document (no photocopies) to the KWSC office for review by the KWSC Screening Officer. You will be contacted once your record has been assessed.

What does it cost?

There is no cost to the volunteer. KWSC will be invoiced for the cost associated with obtaining the records check provided that you present a signed approved volunteer agency letter from KWSC (Appendix 8) when making the request.

How long will it take?

The typical turnaround for vulnerable sector records checks from Waterloo Regional Police Services is 3 weeks. However, it could take longer if fingerprints are needed for confirmation of identity.

How long will my PRC remain valid?

A PRC remains valid for 3 years from the date shown on the police-issued document. A records check obtained for another organization will be accepted provided the document was issued within the previous 12 months.

Do all criminal convictions necessarily preclude volunteering at KWSC?

No. When the PRC reveals a criminal record, the Screening Officer will consider the criminal record relative to the potential risk it poses for specific volunteer activities.

Will my personal information remain confidential?

Police-issued documents will be reviewed confidentially by the KWSC Screening Officer. Upon completion of the review, applicants will simply be deemed 'acceptable' or 'unacceptable' to engage in particular activities within the organization on the basis of the PRC and only this information will be recorded. The contents of the police-issued document will not be recorded, and the original document will be returned to the applicant.

**APPROVED VOLUNTEER AGENCY POLICE RECORDS CHECK
AND DIRECT BILLING FORM**



APPLICANT: Please complete this form and take to any branch of the Waterloo Regional Police Service to request a police records check. You will need to provide two suitable forms of identification as described on the Waterloo Regional Police Service website (<http://www.wrps.on.ca>).

Applicant name: _____

Date: _____

Address: _____

To whom it may concern:

We request the individual named above obtain a police records check for a volunteer or employment position at the Kitchener-Waterloo Skating Club (KWSC). If you have any questions, please contact the KWSC office by telephone at 519-886-5972 (front desk, ext. 229; or Executive Director, ext. 226), or e-mail kwsc@kwsc.org.

Authorized signature: _____

Name of authorized signatory: _____

Position at KWSC: _____

Type of police records check required for this position:

- Police Information Check** (for positions not requiring contact with the vulnerable sector)
- Police Vulnerable Sector Check** (for positions that require direct contact with vulnerable sector individuals, including members of the KWSC)

Please direct bill:

- Employment (\$25.00)
- Volunteer (\$10.00)

To be completed by Waterloo Regional Police Service:

The Records Check is for: _____ and is being processed on behalf of the Kitchener-Waterloo Skating Club.

The invoice will be mailed to:

Address: Kitchener-Waterloo Skating Club
Carolyn Fedy Skating Centre
Suite 101, RIM Park
2001 University Avenue East
Waterloo, ON N2K 4K4

Attention: Executive Director