



It starts with Scouts.

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TO: Group Commissioners, Group Registrars
CC: Area Commissioners, Area Registrars, Area Support Managers
FROM: Council Commissioner, Council Youth Commissioner & Council Executive Director
SUBJECT: **Handling of Police Record Checks**
DATE: September 20, 2013

As we begin a new Scouting year, we would like to take this opportunity to remind all Group Commissioners and Group Registrars regarding the handling of Police Record Checks.

Keeping in mind the Privacy Act which affects the process for the collection and submission of Police Record Checks (PRC), we understand that the Volunteer's signature on the Criminal Record Check is not good enough to authorize the RCMP (or any other police force) to send it to the BCY Service Centre. Local RCMP detachments and other local police agencies throughout Canada have changed their process to reflect this new policy. Although some slight variations may occur, the Volunteer will be asked to return and pick up their form at some later date to be decided on by the police agency. Some may call when it's ready to be picked up, but likely the Volunteer will be asked to return in 1-3 weeks and the original form and/or a certified copy will be handed back to the Volunteer.

The process is as follows:

Each Volunteer will submit their application for a PRC to their local RCMP Detachment or Local Police Department office. They will be required to show them a letter from Scouts Canada, which can be obtained from your Group Commissioner, Area Commissioner, Area Support Manager or Council Registrar at the BCY Service Centre.

Please inform the Volunteer to print clearly on the form and ensure that the Group Name is noted on the top of the form.

The RCMP Detachment or Local Police Department may contact the Volunteer to return to their office to pick up their completed Police Record Check in person. Please remind the Volunteer to do so and to have them forward the completed PRC as laid out below.

Please follow up 1 - 3 weeks, after the initial visit, if the Volunteer has not heard from the RCMP Detachment or Local Police Department.

As this is a CONFIDENTIAL document we recommend the following:

1. If possible, the Volunteer should scan their PRCs and email to Alamin Pirani at apirani@scouts.ca with a note that the original has been sent by mail. This will expedite the process and avoid any delays caused by mail. The original or a certified copy must still be sent to the BCY Service Centre as soon as possible.
2. Groups may issue self-addressed stamped envelopes to each Volunteer requiring a PRC, with the "Request for the PRC letter". This will enable the Volunteer to submit the completed PRC form by mail addressed to **Scouts Canada - BCY Service Centre, Attention: Alamin Pirani** as soon as the form is picked up.
 - a. We would highly recommend sending the PRC by **Registered Mail**, to avoid any loss or delays caused by regular mail.
3. Another option is, and if convenient to drop off the completed PRC in a sealed envelope directly to the **Scouts Canada - BCY Service Centre, Attention: Alamin Pirani**.

OR

4. The Volunteer may place the completed PRC in a sealed envelope and provide it to the Group Commissioner who will send it along with others from the Group to the BCY Service Centre, preferably by Registered Mail as soon as possible.
 - a. Group Commissioners/Group Registrars should note that PRCs will NOT be accepted if they are more than 3 months old (based on the Police date stamp).
 - b. Therefore, Group Commissioners/Group Registrars are reminded to forward the PRCs to the BCY Service Centre **ASAP** of receiving them from the Volunteer.

The choice should always remain with the individual Volunteer. As a best practice we recommend that the Volunteer keep a photocopy of their PRC.

The importance of the Police Record Check for those working with children has not diminished and will remain an integral part of our membership. We thank you for understanding that in order to maintain diligence with this and comply with the processes of other agencies, we must be flexible.

Completed forms of any Scouts Canada Volunteer requesting a Police Record Check (PRC), should be sent directly to:

**Attention: Alamin Pirani, Council Executive Director
Scouts Canada – BCY Service Centre
664 West Broadway
Vancouver, BC, V5Z 1G1**

Thank you for your cooperation.