

Police Information Checks (PIC)- for Volunteers and for Employment Purposes

Please refer to Administrative Procedure 402 *Police Information Check* (see attached link)

http://www.rbe.sk.ca/sites/default/files/admin_procedures/ap_402.pdf

and

Administrative Procedure 403 *Reporting Criminal Charges* (see attached link)

http://www.rbe.sk.ca/sites/default/files/admin_procedures/ap_403.pdf

Any person who provides services to students on a recurring scheduled basis requires an **original** PIC. Any person supervising students on their own (**even for just one occasion**) also requires an original PIC. The PIC must be specific to work/volunteering in Regina Public Schools. This includes individuals involved with before-and-after-school programs and extracurricular activities, including individuals who are supervising overnight trips. The applicant must attend at their local police service to apply for a PIC using that police service's form. Currently, the Regina City Police Service does not require a fee for processing a PIC for an individual in a volunteer capacity; however, other police services may require a fee, which is the responsibility of the volunteer applicant.

Please note: Police Information Checks become the property of Regina Public Schools. Copies will not be provided for other use.

Volunteers who were utilized during the past year and who have a satisfactory PIC on file do not require a new PIC for this school year, unless volunteers have not been utilized for more than twelve consecutive months, in which case a new PIC must be obtained.

In July, 2010, Canadian police services announced mandatory changes to the way in which Police Information Checks (PICs) will be processed. Implementation of this process resulted in more PIC applicants being required to submit fingerprints to Ottawa for processing.

Following is information regarding how Regina Public Schools is handling PICs for Volunteer and Employment purposes:

1. Volunteers: A volunteer who is identified as requiring fingerprints will be advised by the City Police or other police service, as the case may be, at the time of applying for a records check. The volunteer will be requested to submit a letter from the school indicating that he/she is applying for a records check in support of his/her request to volunteer at the school. This letter serves two purposes: (1) it confirms the relationship of the applicant to the organization/school, and (2) it allows for the fingerprint report fee to be waived.

The following text, printed on school letterhead, can be used:

Date

To Whom It May Concern:

This is to confirm that (Name) (include date of birth) is applying for a Police Information Check in support of his/her request to volunteer at (School name).

Signed by the Principal (or Vice-Principal)

The volunteer must then return to the Records Check office to present the letter from the school and to be fingerprinted.

An applicant waiting for the fingerprint report to be returned from Ottawa cannot volunteer at the school until the report is received. This fingerprint report must be submitted to Division Office (Attention: Alma Tholl, Executive Assistant to the Director). If the report indicates there is no record, this applicant will be added to the volunteer database and the school advised accordingly. In the event the fingerprint report reveals a criminal record, then the applicant must contact Division Office (Alma Tholl) and the request for clearance to volunteer will be reviewed at a meeting of the Administrative Council Executive.

Police services indicate that there may be a wait time of up to 120 days for fingerprint processing. Schools are advised to take this wait time into account when arranging for volunteers. **PICs must be applied for well in advance of school activities to ensure they are in place when required.**

2. Employment situations:

When a PIC is required for employment purposes (i.e. for any paid position, including lunchroom supervisors) and the applicant is required to submit fingerprints, the police service will advise the applicant that this is required.

The fee for a fingerprint report in an employment situation will not be waived and is the responsibility of the employee. The employee must provide a certified cheque or money order when returning to the police service records check office for fingerprinting.

A potential employee must submit the fingerprint report to Human Resources when it is received back from Ottawa. However, a declaration can be completed by the applicant pending the return of the fingerprint report. The declaration states that the fingerprint report will reveal no record, and that a false declaration may result in termination of employment. On the basis of this declaration, the employee can begin employment with the Division.

Arrangements can be made with Alma Tholl to take the declaration of the applicant and submit same to Human Resources.