



1st Upper Rubber Boot Group
c/o 3 Mudd Lane
Upper Rubber Boot, Ontario N2B 2B8

Scouts Canada, Central Ontario Administration Centre
265 Yorkland Blvd. (2nd Floor)
Toronto, Ont. M2J 5C7

Attention: PRC Dept. (Confidential)



1st Upper Rubber Boot Group
c/o 3 Mudd Lane
Upper Rubber Boot, Ontario N2B 2B8

Waterloo Regional Police Service



1stUpper Rubber Boot Group
c/o 3 Mudd Lane
Upper Rubber Boot, Ontario N2B 2B8
519-555-1212
commish@Scouting.ca

November 21, 2006

Re: **Scouting request for PRC for service in the vulnerable sector**

To Waterloo Regional Police Service:

Please be advised that <individual's name> is volunteering service to the 1stUpper Rubber Boot Group, which offers the Scouts Canada program to youth in the Region of Waterloo.

The 1stUpper Rubber Boot Group is chartered by Scouts Canada and is in good standing with the national organization. Our charter number is ON0007.

As part of the due diligence process in recruiting and assessing potential leaders, who will work with youth, Scouts Canada has a number of requirements. This police record check for service with the vulnerable sector is being requested by <individual's name> in response to the Scouts Canada required procedures.

Thank you for your help with this matter.

Sincerely,

Joe The Commish, Group Commissioner
1stUpper Rubber Boot Group Committee

Comment [DBW1]: To get the volunteer's name here and in all the appropriate places throughout this package, press CNTL+"a" and the F9. You will then be prompted with a pop-up window for the Volunteer's name. Enter it and press the "OK" button. Then, similarly, you will be prompted for the volunteer's MMS membership number. You can enter the number or a single blank. A single blank would be appropriate if this letter is for a perspective volunteer who has not yet been entered into MMS.

Comment [DBW2]: All the verbiage in this package which is consistent with a particular Group's use can be changed by setting the "document properties". Under the "File" pull-down select "Properties". From the pop-up select the "Custom" tab. On the bottom half of the pop-up window you will see 11 customized document properties with names that start with "Scouting Org. Unit ...". Setting these properties to apply to your Group will cause the verbiage throughout the package to change appropriately. Do not set them to null (empty); if you have to, you can set them equal to a single blank character.



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Dear PRC Department:

Enclosed is a PRC for <individual's name> whose MMS membership number is <MMS Mem#>

Thank you for updating MMS to reflect this new PRC.

Comment [DBW3]: The Central Ontario Administration Centre (COAC) is going to match the enclosed PRC to the (prospective) volunteer's online records and then record the date the PRC was completed. Without an MMS Membership number the COAC match is based on name, address, and birth date. The COAC could have difficulty doing the match, for such reasons as: the volunteer moved lately; the volunteer got married and changed his or her name; the birth date is wrong in the online records. Including the MMS membership number makes the COAC's task the most easy. Your Group's Registrar can get the number for you. By making the job easier and quicker, this letter will help reduce lost PRCs

Sincerely,

Joe The Commish, Group Commissioner
1stUpper Rubber Boot Group Committee

encl. - PRC



How to Get a Police Records Check (PRC) for Scouting

November 21, 2006

This package contains four items:

1. this page of instructions
2. a definition of "Clean PRC"
3. a letter for the Waterloo Regional Police Service
4. a letter, to Scouts Canada, in which to enclose the completed Police Records Check (PRC)

Step 1 – Is your PRC going to be “clean”?: Scouting requires a clean PRC of each of its volunteers before membership is granted. The accompanying sheet, "What is a 'Clean PRC' for Scouting Purposes?" explains what is required.

Step 2 – Asking for a PRC: Take \$10.00, identification, and the Police letter to any of the Waterloo Region Police Stations, including:

	Address	Open ¹
Regional Police Headquarters	200 Maple Grove Rd. Cambridge, Ont.	7:30am – 7:00pm, Mon. – Fri.
Cambridge Division	176 Hespeler St. Cambridge, Ont.	24 hours a day, 7 days a week
Kitchener Division	134 Frederick St. Kitchener, Ont.	24 hours a day, 7 days a week
Waterloo Division	14 Erb St. Waterloo, Ont.	24 hours a day, 7 days a week
New Hamburg Division	34 Peel St. New Hamburg, Ont.	24 hours a day, 7 days a week, but desk is not always manned
Elmira Division	13 Industrial Dr. Elmira, Ont.	24 hours a day, 7 days a week, but desk is not always manned

With the letter, a PRC costs \$10; without, it's \$25. The identification: is required to confirm your name, date of birth and address; consists of at least two pieces of identification; and at least one piece of identification must include your photo. The following suggestions are considered acceptable:

Photo identification: which provides a photo and both the name and date of birth of the individual	Non-Photo identification: which provides both the name and date of birth of the individual
Driver's license Passport Canadian Citizenship Card Permanent Resident Card Immigration Papers with photo Indian Status Card Government Employment Card Military Employment Card Firearms Acquisition Certificate (FAC) Age of Majority Card Student Card Health Card (cannot be required but can be accepted if offered)	Birth Certificate Baptismal Certificate Immigration Papers Canadian Blood Donor Card Hospital Card Fishing License Hunting License Outdoors Card Recent utility bill (required to verify current Waterloo Region address if no driver's license is available) For people under 16, school id bus pass parents can provide identification

¹ Office hours can change. To verify or for more information, call 519-653-7700 x8890, x8817, or x8810. There is also a website: www.wrps.on.ca.

How to Get a Police Records Check (PRC) for Scouting

At the station, you will be given the PRC application to fill out and return to the person at the desk. You will also receive a receipt for the cost of your PRC. You may inquire as to how long PRCs are currently taking. You may also ask that the completed PRC be delivered to a different Police Station, if another is more convenient for you.

That's the end of the first part of the process. Present the receipt you received to the Group Commissioner of the 1stUpper Rubber Boot Group who will arrange for reimbursement. It is now time to wait.

Step 3 – The PRC is ready: You will be contacted at the number that you specified on the PRC application. There is typically only one call made, so if there are others in your household who take messages ensure they understand your eagerness with respect to knowing your PRC is ready for pickup. If the elapsed time since starting the process has been significant as compared to the estimate, then it is adroit to call the Police Station at which you were to pick up the PRC.

Step 4 – Picking up the PRC: When you pick up your PRC, you will again need identification. Check the PRC. If the PRC is not "Scouting Clean" and you think there is some error, then you need to discuss that with the police. Don't write explanations or make alterations on the form. Quoting from the back of the PRC application, "Unauthorized altering of the form is not permitted and may result in criminal charges".

There are steps that can be taken to change the content of your PRC, e.g. getting a pardon. Until you have a clean PRC in a Scouting sense there is no sense continuing the Scouting volunteer screening process and you should notify the Group Commissioner of the 1stUpper Rubber Boot Group of that.

Step 5 – Need a copy?: If you have a clean PRC, then you will have to decide if you want a copy. The PRC has a seal on it and ordinary photocopies are ineffective in meeting the clean PRC requirement. Scouts Canada only accepts:

- the original,
- a copy certified by a Commissioner of Oaths (who will need to see the original)
- a copy certified by the Area Commissioner (who will need to see the original)

Step 6 – Mail it: Add the PRC as an enclosure to the letter provided, which is addressed to Scouts Canada, Central Ontario Administration Centre in Toronto. If you wish you can drop it off at that address and save the delay of mailing.

Inform the Group Commissioner of the 1stUpper Rubber Boot Group that the PRC has been mailed off to the Central Ontario Administration Centre.



What is
a
"Clean PRC"
for
Scouting Purposes?

November 21, 2006

This sheet is for informational purposes only. It will help you understand what a Police Records Check (PRC) is and what Scouts Canada has written about it as part of the screening process.

A PRC is a report that includes information from national and local police databases. It includes but is not limited to:

- police contacts for the previous five years
- reports resulting from application of the Mental Health Act
- subject information in regards to attempted suicide
- suspect information (of which the applicant is aware)
- admissions of abuse of the vulnerable
- outstanding charges
- convictions of summary offences
- convictions/pending charges under the Child and Family Services Act
- criminal convictions (adult; and youth keeping within the Young Offenders Act)
- probation, prohibition and other judicial orders
- conditional (within 3 years) and absolute (within 1 year) discharges
- dispositions
- pardon with respect to a sexual offence
- details of incidents that may assist an agency in making an informed decision

Information considered a hindrance to an ongoing investigation may be withheld.

A clean PRC in Scouting terms is defined by Bylaws Policies & Procedures (BP&P). As of September 1, 2006 the pertinent section is available at www.scouts.ca. Reading from BP&P section 3001.1 – Screening Process for Registered Adult Members:

4. Police Record Checks (PRC's):

PRC's are mandatory for all applicants. Further, all applicants must present a clean PRC before they can assume a leadership position in the section. Police Record Checks must be renewed every three years. Scouts Canada reserves the right to conduct or request a Police Service Bureau Record Check for any volunteer at any time. A clean PRC means:

- (a) no criminal record as defined by the "Criminal Records Act";*
- (b) no pardon(s) for a sexual offence as set out in the recent amendments of the "Criminal Records Act";*
- (c) no outstanding criminal charge(s);*
- (d) no order(s) made in the interest of safety under the criminal code which would restrict the applicants access to, weapons, firearms, explosives or other prohibitions;*
- (e) no contact, access or behaviour restriction(s) with any person; or*
- (f) no order(s) made under the child protection legislation which is intended to restrict the applicant/members access to children.*

What is a “Clean PRC” for Scouting Purposes?

Rob Stewart’s memo of June 20, 2005 to Council Commissioners and all Executive Staff included the following update:

“To this end, please be advised that the Board has approved the following amendment to Bylaw, Policies and Procedures Section 3000.1 – Screening Process for Registered Adult Members. This amendment is effective immediately, and should be in place for fall registrations.

Exceptions to clean PRCs (Police Record Checks):

A PRC Review Committee has been established to review those PRCs submitted by prospective adult members that include one of the following categories of offences (and subject to the conditions outlined below), to determine if the prospective adult member meets our volunteer screening requirements. Please note that all such requests must be forwarded to the National Office (attention Risk Management) for approval by the PRC Review Committee.

Exempted categories:

- * **Driving offences** – driving while impaired, refuse to provide sample and dangerous driving.
- * **Property offences** – theft or fraud under \$5,000.00.
- * **Drug possession offences** – specifically limited to personal use of marijuana and to instances where the individual was 25 years of age or younger at the time of the offence.

Conditions:

- *The conviction must be at least seven years old.*
- *There was no period of incarceration involved.*
- *There can only be one exemption/offence per candidate.*
- *The candidate must deliver proof that a pardon for the offence has been requested, along with proof of payment for such pardon. The candidate must then submit a “clean” PRC, to be forwarded to the PRC Review Committee within 24 months.*

Note: *In the case of an applicant’s PRC reflecting a driving offence as the sole exemption, the Council Commissioner, in consultation with the Council Executive Director, has the authority to accept the PRC subject to notification and the PRC being subsequently forwarded to the PRC Review Committee.*

It is hoped that these changes will reflect the attitudes clearly expressed to us by our membership. It’s important to remember, however, that these are the only exemptions provided for under this amendment.”

As implied in Mr. Stewart’s memo a PRC, which denies membership, can be improved in some cases by obtaining a pardon. You are welcome to work on such an objective and the 1stUpper Rubber Boot Group supports such efforts in spirit. The 1stUpper Rubber Boot Group cannot provide monetary support.

As indicated in Mr. Stewart’s memo, soon after you have started the process to get a pardon, the documentation you receive in the process is useful to get an exception.