

Hello,

We appreciate the time and energy you will be spending in support of North Vancouver students. However, as we must exercise some care in selecting and screening adult volunteers who wish to work with children, as part of our volunteer process you are required to have a police information check completed.

If you have volunteered with the North Vancouver School District in the last five years, please reply to this email with the school and school year you had completed it for, this is so we are able to search our data base.

Police Information Checks can be obtained by going to your local police department in the municipality of your residence. If you live in North Vancouver, you would go to the North Vancouver RCMP. If you live in West Vancouver, you would go to the West Vancouver Police Department. If you live in Vancouver, you would go to the Vancouver Police Department.

Please note that most Police Agencies may require at least 3 weeks' notice to process new applications. As such, we request that you apply as soon as possible. We cannot guarantee that you will be able to participate in the event unless we receive the cleared police information check back from the Police Department / RCMP prior to the scheduled event.

You will be required to provide two pieces of government issued ID to complete the check: Passport (in English), Driver's License (with address), Nexus Pass, Birth Certificate, Go Card (student ID), Citizenship Card, Student or Work Visa, BC ID Card, Permanent Residence Card or Fire Arms Acquisition License. Please be sure that you have your photo ID available or you will not be able to apply.

Please fill out and print off the attached PIC (Police Information Check) application and personally take the PIC and attached letter (Volunteer CRC letter) and a printed copy of this email to the local RCMP or Police Station in the municipality of your residence.

You may be asked to pay a fee for this service, please request a receipt and submit it to the school where you will be volunteering for reimbursement.

The RCMP will only return the completed form to the applicant but we ask that you put our information in the section titled REASON FOR APPLICATION (bottom of page 1) of the RCMP form so that we are able to follow up and discuss the provided information with the RCMP. Our information is as follows:

Key Contact Name: Xenia O'Brien - Human Resources

Volunteer Agency/Employer Name: North Vancouver School District No. 44

Volunteer Agency/Employer Address and Phone Number: 2121 Lonsdale Ave, North Vancouver, BC, V7M 2K6

Please check **YES** to the question Is your request related to work/volunteering with vulnerable persons.

You will be asked to select having your check mailed to your home or available for pick up at the RCMP station. To expedite the process please ask to pick up in person as mailing can take up to 2-3 weeks.

Once you receive the completed check, you will need to bring it in to the HR Department (2121 Lonsdale Ave, North Vancouver, BC, V7M 2K6) immediately for approval and filing.

We only accept the original document that you have collected from the RCMP or Local PD. We do not accept the online version, digital copies/scans/images or photocopies.

When we have received confirmation of a successful search being completed, we will advise the Principal who will confirm your participation in the volunteer program in their school.

• Also attached is a Confidentiality Declaration form for you to complete and **return to the Principal of the school where you are volunteering**. The Privacy Policy 611 can be viewed at the following link: <http://www.sd44.ca/Board/PoliciesProcedures/Series600/Policy611/Pages/default.aspx>

FAQ:

1. **What is a Police Information Check (PIC)?**
 - a. *A Police Information Check is also known as a background check. They determine if an individual is suitable to volunteer with an organization that works with children or others in the vulnerable sector.*
2. **Is a Police Information Check (PIC) and Criminal Record Check (CRC) the same?**
 - a. *No, they are not.*
 - b. *A Criminal Record Check is done to determine if an individual has been convicted or charged with a crime where fingerprints are often required. They are primarily used for immigration purposes and for those **not** working with the vulnerable sector*
3. **How long is a Police Information Check valid for?**
 - a. *SD44 recognizes checks to be valid for 5 years from the date of clearance.*
4. **I am a SD44 staff member that wants to volunteer, do I need a Police Information Check done?**
 - a. *No. We do not require SD44 staff wishing to volunteer to complete a new check. HR has a separate process in place for processing checks for staff.*
5. **I have volunteered with SD44 before (either at my school or a different one), what should I do?**
 - a. *First, please contact your school's admin to see if they have a clearance date on file for you.*
 - b. *Once you have exhausted that option, send hr@sd44.ca an email with the volunteers first and last name to see if we have a history for that person.
If yes, we will inform you of the clearance date.
*If not, we will require that individual to complete a new Police Information Check.**
6. **A volunteer says they have a Police Information Check done from another organization, is that accepted?**
 - a. *SD44's policy is that we are able to accept the original copy of a cleared Police Information Check if it has been done within the last year. If they are not able to provide the original or it was done prior to one year ago, they will need to complete a new Police Information Check.*

Again, thank you for your interest in the North Vancouver School District.

Warm Regards,

Human Resources Assistant



Phone: 604-903-3444 ext. 707003

hr@sd44.ca

www.sd44.ca

I would like to thank the Coast Salish people, specifically the Skwxwú7mesh Nation and Tsleil-Waututh Nation, upon whose unseeded traditional territory the North Vancouver School District resides. I value the opportunity to learn, share and grow on this traditional territory.

The information contained in this email is intended only for the individual or entity to whom it is addressed. Its contents, including any attachments, are confidential and may contain privileged information. If you are not the intended recipient, you must not use, disclose, disseminate, copy or print its contents. If you receive this email in error, please notify the sender by reply email and delete and destroy the message