

Police Record Checks

Into the backgrounds of volunteers and job applicants

On request, police will check their records on applications seeking employment and/or volunteer work with vulnerable individuals. The check includes national and local police databases. Information on criminal convictions and outstanding charges, as well as incidents of all negative police contacts for at least the previous five years will be considered for release.

It is considered a prudent measure, and is widely used by most volunteer agencies serving children and vulnerable adults. The information it generates is listed, however, so other forms of screening should also be used.

Who needs a Police Records Check?

A Police Records Check is required for all ordained ministry and normally for paid employee positions where there is an inherent level of trust and a lack of daily, structured supervision. It is also required for parish offices and other volunteers in high-risk positions. For each person, consider the level of authority, isolation, and the vulnerability of participants. It is required at the beginning of a ministry and every five years thereafter.

The prospective employee or volunteer should go to the local police station with a letter from the church, on letterhead, signed by the incumbent or volunteer coordinator. The letter should state that the person bearing the letter is going to be working with the vulnerable sector (youth, elderly, etc).

Apply early, as Police Records Checks can take 6-8 weeks. Additionally, guidelines from the RCMP require many requests for a Police Records Check to need fingerprinting, with an additional cost.

With notes from the Anglican Diocese of Toronto, [Obtaining Police Record Checks](#)