



MEMO

Volunteers

As a volunteer to Chatham-Kent Children's Services, you will work within our community to strengthen families and promote the well-being and safety of our children and youth.

Thank you for offering to volunteer with us. We value our volunteers and pride ourselves in having a dynamic team of dedicated individuals.

As a volunteer candidate, you are required to complete the Volunteer Application and mail it to: 495 Grand Ave. West, Chatham, ON N7L 1C5 **or** you may drop it off at the Volunteer Bureau office located at 215 Murray St., Chatham.

A 'Volunteer Screening Information' form has also been included with this application package. Once you have had an interview with the Volunteer Coordinator, you will be required to submit the completed form. Please ensure you have the requested information available. The information will be used to start the screening process for direct service volunteers.

You will also be required to submit proof of a Police Records Check. Complete the attached 'Consent for Police Information Search' form, and bring it to your local Police Services along with two pieces of identification. There will be a \$10 fee for this service. Keep your receipt and you will be reimbursed when you begin your volunteer placement.

If you have any questions or would like more information, please do not hesitate to contact Colleen Wadsworth at 519-358-1451, ext. 260.



Chatham-Kent Police Service Consent for Police Information Search – Volunteer

PLEASE READ AND COMPLETE THE INFORMATION ON THIS FORM

Organization Applying To: _____ Position Applying for: _____

Will this position be responsible for the well-being of one or more children and/or vulnerable* persons?

 Yes

 No

* **Vulnerable person** means a person who, because of their age, a disability, or other circumstances, whether temporary or permanent, are:

- (a) in a position of dependence on others, or
- (b) otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust.

Surname		Given 1		Given 2	
Address #	Street	Apt./Unit	City / Municipality	Province	Postal Code
Previous Surname(s) / Maiden Name:			Telephone #		
			- Residence () -		
			- Business () -		
Date of Birth		Sex	Driver's Licence Number		
Day	Month	Year	- -		

Provide previous addresses, if you did not reside at the above address for more than five (5) years.

Address #	Street	Apt./Unit	City / Municipality	Province
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WAIVER AND RELEASE:

I hereby release and discharge the Chatham-Kent Police Service and all members and employees of the said Service from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the Chatham-Kent Police Service. I hereby authorize the Chatham-Kent Police Service to inquire into and disclose the results of any police records indicating outstanding criminal convictions, conditional and absolute discharges and related information, outstanding criminal charges, or details of police investigated incidents that the Chatham-Kent Police Service believes may assist an agency in making an informed decision, and to conduct local police information searches with any Police Service in Canada.

I further consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon for, any of the sexual offences that are listed in the schedule to the Criminal Records Act.

I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

I certify that the information provided by me in this application is true and correct to the best of my knowledge and belief. I have read this consent, understand it and agree to it in its entirety.

Applicant's Signature: _____ **Date:** _____

The information contained in the Chatham-Kent Police Service Police Information Search Letter will be valid as of the date of the search. Personal information contained on this form is collected and disclosed under the authority of the Police Services Act and Municipal Freedom of Information and Protection of Privacy Act for the purpose of providing a Police Information Search letter at your request. Questions about this collection notice or regarding the above application and the Police Information Search process should be directed to the Manager, Records Management Unit, Chatham-Kent Police Service, Box 366, 24 Third Street Chatham, Ontario N7M 5K5 (519) 436-6607.

OVER

PLEASE READ AND COMPLETE THE INFORMATION BELOW.

IMPORTANT:

Police Information Search Letters can be collected at the Chatham-Kent Police Service Headquarters located at 24 Third Street in Chatham on weekdays between the hours of **8:00 a.m. and 4:00 p.m.**

- For Negative Police Information Search Letters, **please allow** approximately **ten (10)** working days after your consent has been received.
- For Positive Police Information Search Results revealing criminal convictions or conditional and absolute discharges and related information, **please allow** approximately **fifteen (15)** working days after your consent has been received.

- √ Thursdays and Fridays have been designated as pick-up days. Please make every attempt to collect your Police Information Search results on these days to assist us in processing your Police Information Search in a timely manner. You may call 436-6600 ext. 221 for confirmation of completed results.
- √ Attaching a photocopy of your Birth Certificate or Passport and your Driver's Licence, may speed the search process.
- √ The cost of your Police Information Search Letter will be \$10.00, (cash only) payable upon receipt to the Chatham-Kent Police Service.
- √ Applicant must collect the completed Police Information Search Letter, unless written authorization is obtained. Letters not collected within 30 days of issue will not be released and a second consent for police information search will be required.
- √ Upon collecting your police information search letter you will be required to confirm identity by producing your Birth Certificate or Passport and your Driver's Licence. In the absence of a driver's licence, one form of picture identification may be accepted.
- √ Any questions regarding this consent or the Police Information Search process should be directed to the Manager, Records Management Unit, Chatham-Kent Police Service, Box 366, 24 Third Street Chatham, Ontario N7M 5K5 (519) 436-6607.

Police Information Search Received by: X _____ **Date:** _____

***** **POLICE USE ONLY** *****

IDENTITY CONFIRMED BY: _____ # _____ FEE: Paid: _____ Waived: _____

POLICE INFORMATION SEARCHED BY: _____ # _____ DATE: _____

FPS #: _____ Local File #: _____ Incident #'s: _____

Other Information: _____