

Prince Rupert 2010 Northern BC Winter Games

“Where Fun Reigns”

Criminal Record Check Procedure

1. Volunteers with tasks requiring a Criminal Record Check and individuals billeting athletes must attend the Prince Rupert 2010 Northern Winter Games office or the Prince Rupert RCMP Detachment and **provide picture identification** and complete the following forms:
 - a. Volunteer Registration Form / Billet Registration Form
 - b. Consent for Disclosure of Criminal Record Information – **RCMP Form 3584e**
 - c. Consent for Criminal Record Check for a Sexual Offence for Which a Pardon has Been Granted or Issued – **RCMP form 4491e**
2. Either an RCMP member or the Games Operations Manager, Glenn Hauptman, verifies identity of an applicant with one (1) piece of PHOTO Identification. A photocopy of the photo identification used at the time of verification **MUST** accompany all completed applications.
3. If there is any issue arising from an identification request, the applicant will be requested to personally attend the Prince Rupert RCMP Detachment to provide the information directly.
4. The Games Operations Manager will collect and forward the criminal records check forms and photocopies of picture ID completed at the Games Office to the Prince Rupert RCMP detachment.
5. The Games Operations Manager and/or the Volunteers or Registration and Results Directorates will prepare a report to cross reference with the RCMP to ensure all the applications have been received and appropriate Criminal Records Checks are completed.
6. Once the Criminal Record Check and Local Indices are performed by the Prince Rupert Detachment and meet the Criminal Records Act standards, the volunteer/billet will be cleared to participate in the Games and the Games Operations Manager will be notified of all approved applicants.
7. If the Criminal Record check reveals an issue which may be detrimental to the safety and security of any of the GAMES participants, the President of the Prince Rupert 2010 Northern BC Winter Games, Sandra Jones, will be notified by the Staff Sergeant Jim Vardy of the Prince Rupert RCMP. The applicant will be contacted by the President of the Prince Rupert 2010 Northern BC Winter Games and advised that they will not be allowed to hold a volunteer and/or billet position.
8. All adults (18 and over) living in the residence **MUST** have a criminal record check done and pass the Criminal Records Check. All children (12 and over) residing in the residence will be listed on the Billet Registration Form but will NOT be required to complete a Criminal Record Check.
9. Separate Criminal Record Check forms **MUST** be completed for **ALL** individuals over 18 years of age residing in the residence.
10. Only the RCMP will have access to the completed Criminal Record Checks. The completed forms will remain in the custody of the local RCMP Detachment and will be destroyed after the completion of the Prince Rupert 2010 Northern BC Winter Games.

For further information regarding the Criminal Record Check requirement please contact Staff Sergeant Jim Vardy at the Prince Rupert RCMP Detachment 250-627-0766 or Prince Rupert 2010 Northern BC Winter Games Operations' Manager, Mr. Glenn Hauptman at 250-624-6684.

