

Eagle Ridge United Church

Criminal Records Check Policy

Governed by: Official Board

Adoption Date: May 23, 2017

Modification Date:

POLICY:

1. All paid and volunteer positions (18 years and older) who deal with children, youth and/or vulnerable adults are required to provide a Criminal Record and Vulnerable Sector Check (CRC) prior to commencing any position.
2. A new and original CRC is required every three (3) years from the date of issue. Provided the CRC was issued in the previous six months, the church will accept one that has been issued for another organization. However an original CRC must be presented in person; photocopies will not fulfill this requirement.
3. CRC's are to be submitted to any of the Pastors or Office Administrators, after which it will be stored in a secure location at the church.
4. In the event the person wishes to retain the original, a photocopy will be made and certified by the church that it is a true photocopy of the original documents, which have not been altered in any way.
5. Any cost incurred to obtain the CRC will be reimbursed by the church.

ADDITIONAL INFORMATION:

6. CRC's can be obtained by visiting in person the Police Detachment/Department in the city that a person lives. A letter requesting a free CRC is available from the church with some advance notice.