

# GUIDELINES FOR CRIMINAL RECORD CHECKS

## **Who requires a criminal record check?**

- Any adult involved with Rotary youth activities that has continued contact with youth. This includes, but is not limited to, club and district Youth Exchange Officers and committee members, Rotarian counselors, Rotarians and non-Rotarians, their spouses and partners that host youth for activities, host parents and any person living in a host family 18 years and older.

## **When should criminal record checks be done?**

- Criminal record checks MUST be completed before applicant has unsupervised access to youth.

## **How often does someone involved in a Rotary youth program need to have a criminal record check completed?**

- Criminal record checks need to be repeated at minimum every 36 months for volunteers that reside in Canada.
- A criminal background check must be completed annually, which must include a search of the Department of Justice's National Sex Offender Public Registry (NSOR) for volunteers residing in the United States.

## **Is there a cost to get a criminal record check done?**

- In the normal sense the record check would be completed free of charge by the local police agency, however throughout the province there may be some agencies which charge and in such cases it is suggested the local Rotary Club deal directly with the local police agency to see if some sort of deal can be worked out -- although this may not always be possible. In those rare cases where an applicant may have a Criminal Record and there is a need to confirm the record through the submission of fingerprints - then there is a charge to do so, the cost will vary depending on the jurisdiction.

## **Who in the club should receive the criminal record checks?**

- All applicant information must be kept confidential and must be uploaded for long term storage on the YEAH database.

## **How long does the above information need to be kept on file?**

- No statute of limitations on sexual abuse or harassment. Records are to be kept in perpetuity.

## **CANADIAN Criminal record check process:**

- Applicant must go to police station within their municipality or jurisdiction of residence and fill out the criminal record check request form; alternatively if the Rotary club has an account set up with the Ministry of Justice they may run the checks online
- Allow two weeks for the criminal record check to be completed by the police (it may take less time);
- Applicant will need to return to the police station to pick up the completed criminal record check;
- Criminal record check should be placed in a sealed envelope by the applicant;
- Completed criminal record check should be opened ONLY by the person who receives all criminal record checks for the club;

- In most cases the no record box will be checked;
- In a case where there is a criminal record indicated, the applicant MUST obtain a copy of this record from the police. It is best to advise applicants in advance, when they pick up their criminal record check, if a record is indicated on the form details regarding this record will be necessary. These details should be enclosed with the completed criminal record check in the sealed envelope and passed on to the person in the club who receives all criminal record checks;
- Depending on the details of the criminal record it will be up to the District 5020 Youth Protection Officer to decide if the applicant is suitable to be involved with the Rotary Youth Exchange program. This is confidential information and should not be discussed with other members of the club. The District Youth Protection Officer is the contact person if in doubt.
  - In lieu of uploading the actual Criminal Records Check; Canadian clubs can opt for sending an affidavit signed by a vetted, certified Rotarian that the record was found to be clear of any issues and mailed or emailed to the Canadian Youth Exchange Compliance Officer for uploading into YEAH. If this occurs; the club is solely responsible for the safe keeping of the original document and must be prepared to produce the document for verification upon request by the District 5020 Youth Protection Officer.

#### **US Criminal record check process: IntelliCorp – A Verisk Analytics Company**

- Beginning in April of 2018, District 5020 began using the services of IntelliCorp to run all CBCs for Volunteers and Host Family members over the age of 18. At this time District 5020 is paying the cost of these checks. We no longer use the services of WATCH for background checks for the purpose of the Youth Exchange Program.
- After submission of application the volunteer or host family member will receive an e-mail from District 5020/NAYEN with a link for the person to request their own background check.
- The results will be emailed directly to the YEAH database administrator for review.
- Upon satisfactory result the background check results will be uploaded in the YEAH database for storage; a copy of the report will automatically be sent to the requestee by IntelliCorp.
- Host Family members will no longer be required to submit a Waiver and Consent Form as they are responsible to request their own background check.
- In a case where there is a criminal record indicated, the YEAH database administrator will consult with the District 5020 Youth Protection Officer to decide if the applicant is suitable to be involved with the Rotary Youth Exchange program. This is confidential information and should not be discussed with other members of the club. The District Youth Protection Officer is the contact person if in doubt.

#### **Responsibility of the YEO:**

**US Clubs:** Monitor volunteers and host family members that they completed this request as soon as they receive the link.

**Canadian Clubs:** Monitor volunteers and host family members that they apply for their Criminal Records check in a quick and timely manner.