

VERY IMPORTANT. PLEASE READ.



## Volunteer Criminal Record Checks Procedure

Everyone on site at Pioneer Pacific who is not a guest or a camper must have a recent Criminal Record Check (CRC) on file. At INTER-VARSITY CHRISTIAN FELLOWSHIP camps, CRC's expire after 3 years. **It is YOUR responsibility to ensure that you have a current check on file at Pioneer. Call the camp office if you are unsure.** If you do not have a CRC from the last 3 years on file, you will need to complete a new one.

### Procedure:

There are two ways that you can apply for a Criminal Record Check.

#### Online

1. Go to <https://justice.gov.bc.ca/eCRC/>
2. Use the access code: L2FJZLDFLE
3. There are certain restrictions so please don't delay in starting this
4. The Pioneer Pacific office will receive email notification of your results

#### At your local Police or RCMP station

1. Receive confirmation from the Program Director of your position at Pioneer Pacific Camp. You may need to call the office to confirm this.
2. Gather:
  - a. Two pieces of government-issued identification
  - b. The Letter of Introduction which you can download from our website under the 'volunteer' section
3. Go to the Criminal Records Department of your local Police or RCMP station with the above information. Allow for **2 months** of processing time. If your name or birthdate is similar to a convicted sexual offender you will be required to obtain finger prints which will take much longer.
4. Send a scan of your criminal record check to the [camp@pioneerpacific.ca](mailto:camp@pioneerpacific.ca) email but the office staff must also see the original form so you must bring the original with you to camp.

### Can we use MyBackcheck?

MyBackcheck no longer includes the Vulnerable Sector Check therefore their results are not sufficient for volunteers at PPC.

### Why do we need a Criminal Record Check?

Pioneer Pacific Camp belongs to the British Columbia Camping Association, which, as a requirement for accreditation, asks all volunteers and staff of accredited camps to have a Criminal Record Check (CRC) on file from the last 3 years. Therefore, to be on staff or work as a volunteer at Pioneer Pacific Camp, you must have a current CRC on file. **If you do not complete a CRC, you will not be allowed to remain on site.**

### Will it cost me?

Different municipalities have different policies regarding costs. At some stations, the charge is reduced or waived altogether for volunteers of non-profit organizations; otherwise, there may be a charge and you will need to pay with cash. These fees range from \$0.00 - \$50.00. We would suggest calling ahead of time to find out the exact details (times and prices) for your municipality.

### Other Information:

The CRC will reveal any criminal convictions and charges over the past five years. The standard policy of Pioneer Pacific Camp is; if a volunteer has a positive CRC, this disqualifies him/her from volunteering at Pioneer Pacific Camp. If the charges are not related to sexual misconduct or the abuse of children, the volunteer can appeal the disqualification directly to the Pioneer Pacific Camp Co-ordinator.

If you belong to a professional organization (i.e. teacher, nurse, etc.) that requires you to have a current CRC, you can have your organization send us an authorized copy of your most recent CRC if it has been completed within the past 2 years.