



Police Records Checks for Volunteers Policy

Policy Statement

The Town of St. Marys is committed to reducing the financial costs associated with obtaining police record checks for volunteers who live in the geographical boundaries of the Town of St. Marys.

Purpose

To reimburse the Stratford Police Service fee associated with a Vulnerable Sector Check or a Criminal Record Check for any volunteer who resides in the geographical boundary of the Town of St. Marys whether they choose to volunteer in St. Marys or out of the municipality.

Guidelines

1. A prospective volunteer who resides in the geographical boundary of the Town of St. Marys must provide a letter from the organization seeking the necessary record check to the Stratford Police Service.
2. The Stratford Police Service will charge the applicable fee for a Vulnerable Sector Check for a volunteer, or a Criminal Record Check for a volunteer.
3. The volunteer must complete an Application for Fee Waiver, provide proof of residing in the geographical boundaries of the Town of St. Marys, provide a copy of the and submit to the Treasurer at the Town of St. Marys within three (3) months of the date on the receipt..
4. The Town of St. Marys will reimburse an eligible volunteer up to \$25 for a Vulnerable Sector Check for a volunteer or up to \$15 for a Criminal Record Check for a volunteer.
5. The Town of St. Marys will reimburse one police record check (volunteer) per person per year.

References

Police Record Checks Reform Act

End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved
		Inception	Admin		