

Whitehorse Church of the Nazarene Criminal Background Check Process

As recommended in "A Handbook for The Prevention of Abuse", produced by the Canada Pacific District Church of the Nazarene, the Whitehorse Church of the Nazarene has adopted a policy of requiring all persons (paid or volunteer) who work with children or youth and who are at least 15 years of age, to submit a Criminal Record Check (CRC) before they are eligible to work in a position of trust with children or youth. The following lists the process for obtaining the required CRC.

1. The Consent for Disclosure of Criminal Record Information, form RCMP GRC 3584e (2006-03) and the Consent for a Criminal Record Check for a Sexual Offence for which a Pardon has been Granted or Issued, form RCMP GRC 3923e (2001-11) ICS must be completed. Each individual will require a level 4 check. Therefore, please complete both the form 3584: Consent for Disclosure of Criminal Record Information and form 3923: Consent for a Criminal Record Check for a Sexual Offence for which a Pardon has been Granted or Issued.
2. On the long form (3584e) you will need to complete only Part 1, 4 and 5. You can leave parts 2 and 3 completely blank. In Part 5, you need to initial the small box to the right of numbers 1, 2, 3, and 4. For the other form (3923e) you will need to complete the top section. Remember to sign both forms. If you have any questions or need help with the form, you can speak to the Pastor.
3. Each individual must submit the completed forms in person at the local RCMP detachment in Whitehorse. Please note: when submitting the forms, individuals are required to produce two pieces of identification; one piece of identification must have a photograph.
4. The RCMP do not charge a fee for this service for non profits
5. The results of the Criminal Record Check are returned directly to the individual who submitted the application. The RCMP does not release results to anyone else. The individual can appeal to the RCMP if he/she believes that information in the report is incorrect.
6. The individual is responsible for providing the results of the Criminal Records Check to the Pastor or the ministry leader who will pass the results along to the pastor.
7. The Pastor, and if necessary the Ministry Leader, will be the only person(s) who will see the information recorded on this page.
8. If the results obtained contain information of concern the pastor will communicate the concern and any decision to the individual.
9. In the unusual situation where the Criminal Record Check reveals that further search is necessary the pastor will inform the applicant and seek information arising from the further search.
10. If there is an offence other than child or sexual abuse, the volunteer may proceed with ministry in the church provided both the pastor and the ministry leader involved agree. The following are criteria to consider when evaluating the information:
 - The number and type of convictions
 - The age and circumstances of the offender at the time of the offence
 - The length of time between past criminal activity and the present
 - The conduct and circumstances of the individual since the offence
 - The likelihood of the individual repeating the offence
11. The Pastor will retain the record of a Criminal Records Check in a secure file.