WNCC Vulnerable Sector Check Policy

VS Letter Requirements:

The VS letter must provide the following information:

a. Be on WNCC letterhead
b. Be dated within the last year
c. Specifically request a Vulnerable Sector check for the WNCC member in "good standing."
d. Have the applicant's name, address and position title and a description of duties
e. Must clearly demonstrate how this applicant will be in a position of trust/authority position towards a vulnerable person(s).
   Note: Chance contact with vulnerable person does not meet the criteria for a VS check.
f. Must be signed by an authorized WNCC Board of Directors member such as Secretary, President or Vice-President.

WNCC Membership who Coach or Instruct:

a. Little Rocks and Junior Curling
b. Community Living West Northumberland
c. Elementary and Secondary School Groups

Cobourg Police Service:

a. Cobourg Police Service can **ONLY** process VS Checks for **local residents** of Cobourg.
b. The Cobourg Police Service Board has approved a fee exemption with respect to volunteer criminal record checks.
c. Applicants are required to attend the Cobourg Police Service in person with a VS Letter from their organization. If applying on-line, applicants may still incur a standard processing fee.
d. When attending the Cobourg Police Station, applicants must bring the following-
   -The VS letter from their organization-WNCC and must be signed by one of the Board of Directors noted above
   -two (2) pieces of valid government-issued identification (one must have a photo).
   Health Cards and Social Insurance Numbers (SIN) are not accepted as valid forms of ID for these checks.

What The VS Check Covers:

It does a criminal record check, pardoned sex offenders and relevant non-conviction information.

Processing Time:

Times varies depending on the Police Service that is being used, however the typically time frame is usually 10-14 days.

Fingerprinting:

Fingerprinting is mandatory if your gender and /or date of birth match a person with a criminal record which can add significant processing time, upwards of a month. If the RCMP requires fingerprinting (common for VSC's), an **additional fee of $90.00-$100** typically applies. For volunteers, the **$25.00 federal portion** of this fee may be waived with your volunteer letter.

Police Services Jurisdictions:

a. **Cobourg Police Service**
   107 King Street West, Cobourg K9A 2R3
   905-372-6821
   VSC No Fee for Cobourg Resident Volunteers and Employment $45.00

b. **Port Hope Police Service**
   55 Fox Road, Port Hope L1A 0B7
   905-885-8123
   VSC Fee of $21.75 and Employment $54.00

c. **Ontario Provincial Police** (Hamilton Township, Alnwick/Haldimand Township, Township of Cramahe)
   1165 Division Street Cobourg K9A 0V5
   905-372-5421
   VSC No Fee for Northumberland Resident Volunteers and Employment $41.00

   NOTE: The above fees may change annually.

Annual Offence Declaration Form: If there are no added criminal changes, then the member may sign an Annual Declaration Form annually prior to October 1st to maintain their active status. Every **3 years**, the WNCC will require a new Police-VSC for those members who coach/instruct with vulnerable individual who are under the age of 18 or have special exceptionalities.

Attachments: VSC Letters and Annual Declaration Form