

**POLICE RECORDS CHECK (PRC) ACCEPTANCE & CODE OF CONDUCT RENEWAL
MEMBER
RENEWAL & EXPIRY NOTIFICATION PROCESS
Nova Scotia**

Please refer to Membership Support – Screening Module for full details.

Adult Members are important role models for our girls and young women. Therefore, it is important to maintain consistently high standards and values in recruiting and screening potential members.

The overriding concern is the safety of the girls and the integrity of the organization. For the safety of the girls and adult Members, all adult Members of the organization must provide a valid police records check (PRC) every three years.

The following is the National Policy on PRC acceptance as stated Guiding Essentials:

PRC for Member	All current adult Members must submit a new PRC every three years.
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PRC for Potential Member	It must be an original (*) and be dated no earlier than 12 months prior to the date on the A.1 form. <i>(*)The Area Commissioner or her delegate may submit a copy of the PRC providing they have seen the original and initialed and dated the copy being submitted.</i>
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PRC obtained for another organization	PRCs obtained on behalf of other organizations are accepted if they are dated no more than 12 months from the date on the A.1 and must include a Vulnerable Sector Screen and the Pardoned Sexual Offender database check. (Please note PRC's obtained via BackCheck are acceptable).
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PRC's (copies) are received at the provincial office for both members and non members (new and existing) and can be received in two ways and therefore follow different process.

PRC's are received via:

- Walk in visitor drop off or mail / courier / Fax / email

**Provincial Office Process
Customer Service Rep (CSR)**

In person drop off	Via mail / courier /email / fax
<ul style="list-style-type: none"> • Receives PRC form via walk in visitor. • CSR completes the Guide House Drop Off Log located at the Reception Desk. • If original form is presented, GGC retains a copy for the office & returns original to visitor • CSR initials and date stamps PRC form and forwards to IMIS Coordinator 	<ul style="list-style-type: none"> • Receives forms. • Date stamps PRC form and forwards to IMIS Coordinator

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IMIS Coordinator

- Records IMIS # - based on having an A1 or A7 in the IMIS system.
- Reviews PRC forms to ensure:
 - Valid date on form- must not be more than 12 months from date of A1 or A7
- Reviews PRC to determine Acceptable, Unacceptable or Incomplete:
 - Acceptable Forms:
 - IMIS record is updated with expiry date.
 - Forms are filed
 - Un Acceptable Forms: (issue with Police Response)
 - Forwarded to Provincial Commissioner
 - Incomplete - no IMIS file for the member / non member the PRC is deemed Incomplete.
 - If Incomplete follow "Incomplete Forms Process."

MEMBER PRC RENEWAL & EXPIRY NOTIFICATION PROCESS

MEMBERS RENEWAL & EXPIRY

- As of Sept 1st 2013 PMBR screening must be completed within 4 months.
- Cancellation process will run once a month at the beginning of the month.
- Those members submitting PRC's after Sept 1st 2013 will have an expiry date 3 years from the date on the PRC.
- iMIS coordinator distributes "Pending PRC Cancellation report" to all Area Commissioners for upcoming year in Sept (and upon request).

IMIS Coordinator / National Office as of Jan 1 2019

PRC for Member

All current members must submit a new PRC every (3) years.

- 3 Months before expiry
 - Sends PRC reminder letter via email to member with Backcheck link
- 2 Months before expiry
 - Sends PRC reminder letter via email to member with Backcheck link
- 1 Month before expiry
 - Sends PRC reminder letter via email to member with Backcheck link
 - Notifies Area Commissioner (cc Deputy Provincial Commissioner - Areas) of pending expiry.

Expired: **Membership Support:**

- National provides list to Membership Support to alert Office Manager, Provincial Commissioner and Deputy Provincial Commissioner – Area for review and direction.
- Membership Support advises National of decision to proceed or hold member cancellation.

IMIS Coordinator / National Office as of Jan 1 2019

PRC and A7 for Non Member

3 Months before expiry

- Sends PRC reminder letter via email advising of requirements for A7 and/or PRC.

2 Months before expiry

- Sends PRC reminder letter via email advising of requirements for A7 and/or PRC.

1 Month before expiry

- Sends PRC reminder letter via email advising of requirements for A7 and/or PRC.

If a Non Member does not renew their A7 and PRC, they are removed from the roster per an automated process by National. No further action is taken.

PRC Deferred

If Backcheck is unable to complete a Police Records Check and it is marked as "Deferred," an email is sent to the Member, cc Provincial Office Manager and Provincial Commissioner, outlining the next steps.

CODE OF CONDUCT - RENEWAL & EXPIRY NOTIFICATION PROCESS

IMIS Coordinator / National Office as of Jan 1 2019

3 Months before expiry

- Sends Code of Conduct (CoC) reminder letter via email to member with instructions on how to renew.

2 Months before expiry

- Sends CoC reminder letter via email to member with instructions on how to renew.

1 Month before expiry

- Sends CoC reminder letter via email to member with instructions on how to renew.

IMIS Coordinator

- Quarterly – runs Quality Control to identify members not in compliance with Code of Conduct.
- Forwards to Provincial Commissioner for review and next steps