



DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY #C-01-05

CRIMINAL RECORDS CHECK

Purpose:

To institute a uniform fee or services rendered by the Members and Staff at the Drumheller Municipal Detachment to the General Public, Government Departments, Crown Agencies and other organizations.

Definitions:

- 2.1 "Officer" shall mean any member of the Royal Canadian Mounted Police located at the Drumheller Detachment.
- 2.2 "Security Clearance" shall mean the written opinion by a Member of the Royal Canadian Mounted Police as to whether or not an individual has a criminal record pursuant to a written request by an organization.

Policy:

- 3.1 Any Individual, Organization, Business, Government Department or Crown Agency may make an application for a security clearance at the Drumheller Detachment upon satisfying the Officer of their legitimate right to do so and making such request in writing on the form(s) prescribed by the Detachment.
- 3.2 The cost for all applications under this policy is twenty-five (\$25.00) dollars plus any other applicable tax. All applicants shall pay the required fee at Drumheller Town Hall. The Town will issue the appropriate receipt for payment.
- 3.3 All applications for a security clearance shall be accompanied by a receipt from the Town of Drumheller showing proof of payment.
- 3.4 No member of the Detachment Office shall commence work on any request pursuant to 3.1 or 3.2 until the requirements of 3.3 are met.

Exemptions from Policy:

- 4.1 All applicants for a security clearance shall be subject to the fee in section 4 with the following exceptions: (1) an individual who is making an application for employment to

the RCMP or the Town and (2) an individual who is obtaining a security clearance as a condition of volunteering with a recognized community volunteer organization.

- 4.2 Volunteer applicants making application under this policy must provide a written request from their community volunteer organization.

Fees:

- 5.1 The fee charged under this policy may be reviewed from time to time and adjusted by Town Council at their discretion.
5.2 Payment of fees may be made by way of cash, Interac®, cheque or money order made out to the Town of Drumheller.
5.3 Fees will be retained by the Town.

Responsibilities:

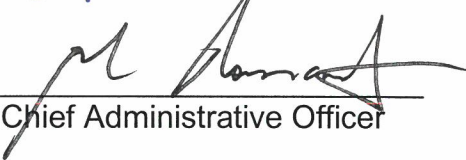
- 6.1 The Director or Community Services and the Officer-In-Charge, Drumheller Detachment are responsible for ensuring this policy is applied uniformly and are responsible for recommending any revisions to this policy.

Adopted by Council

Date: April 18, 2005



Mayor



Chief Administrative Officer