

SECURITY REQUIREMENTS

All JLC Provisional and Active members require **both** a Police Information Check and a Child Intervention Record Check. Sustaining members participating in our community programs and certain Impact Events also require them. For JLC purposes, the checks are valid for three (3) years.

POLICE INFORMATION CHECK

The Police Information Check (PIC) is performed by the Security Clearance Unit of Calgary Police Services. Applications must be made in person. The cost for the service is **\$15.00** when accompanied by a letter signed by the president on JLC letterhead stating that the individual is a JLC volunteer and \$30.00 without. All districts accept payment by debit or credit card only. Processing time is 4 – 6 weeks, after which the PIC will be mailed to the requestor. **The JLC will need a copy of the document for its files.**

Address: District 1 Ramsay, 1010 26th Ave. SE

Hours: Monday to Friday 9 a.m. – 7 p.m., Saturday and Sunday 8 a.m. – 6 p.m.

Address: District 5, 800 Saddletowne Circle NE

Hours: Monday to Friday 9 a.m. – 7 p.m., Saturday and Sunday 8 a.m. – 6 p.m.

Address: District 7, 11955 Country Village Link NW

Hours: Monday to Sunday 8 a.m. - 6 p.m.; Closed statutory holidays

Address: District 8, 450 Midpark Way SE

Hours: Monday to Friday 9 a.m. – 7 p.m., Saturday and Sunday 8 a.m. – 6 p.m.

Address: Traffic Office, 6528 11th St NE

Hours: Monday - Friday, 8:00 a.m to 4:00 p.m.; Closed on weekends and statutory holidays

Address: Victoria Park Station, 334 11th Avenue SE

Hours: Monday - Friday 8 a.m. - 5 p.m.; Closed Weekends

For those who live outside Calgary City Limits, a Police Check must be obtained from the local RCMP detachment. Costs vary and the JLC will reimburse the member the difference between the \$15.00 Calgary processing fee and the local RCMP fee.

Documents Required: Bring **two** pieces of government-issued identification, **one** of which must have a photograph. These documents may include:

- Driver's License
- Learner's License
- Passport
- Citizenship Card
- Firearms Acquisition License/Possession Only License/Possession Acquisition License

Some examples of identification without photos are:

Birth Certificate, Alberta Personal Health Card or Social Insurance Card

For more information or alternative locations you can visit the CPS website at:

<http://www.calgarypolice.ca/community-policecheck.html>

CHILD INTERVENTION RECORD CHECK

A Child Intervention Record Check is performed by Child and Family Services (CFS) to check if a person has any record of causing harm to a child in the past. There is **no fee** for this check.

Volunteers will need to apply at CFS **in person** with **two** pieces of ID, preferably a Drivers License and an Alberta Personal Health Card. Again, the completed form will be mailed to the person requesting the check. **The JLC will need a copy of the document.** Processing time is 3-4 weeks.

Address: 300, 1240 Kensington Rd NW
Phone: 403-297-8080

Hours: Office Hours: 8:15 - 4:30 Monday to Friday,
(Closed on weekends and statutory holidays)

Please note: The Police Information Check and the Child Intervention Check are two separate checks that both must be completed in order to be a volunteer for the JLC.

Additional questions can be answered by the JLC Recruitment Chair, Kate Hanna, 403-620-3884, kmhanna@shaw.ca.