

City of Melfort Policy Manual

<i>POLICY TITLE:</i> Security Clearance Fee	<i>POLICY NUMBER:</i> 1.3.55	<i>EFFECTIVE DATE:</i> January 1, 2014
<i>ORIGIN:</i> Protective Services Commission	<i>ADOPTED BY COUNCIL ON:</i> December 9, 2013	<i>DATE AMENDED:</i>

1. PURPOSE

That the City of Melfort charge a fee of \$25.00 for a security clearance check performed by the R.C.M.P. Detachment and that the revenues generated become part of the City of Melfort's general revenues.

2. DEFINITIONS

2.1 "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.

3. EXEMPTIONS

Exemptions from this policy shall be limited to:

3.1 Individuals making application for employment with the R.C.M.P.;

3.2 The City of Melfort;

3.3 Any person who is volunteering their services with an organization within the City of Melfort. A letter from the organization is required.; or

3.4 Billets for the Melfort Mustang Junior Hockey Association. A letter from the organization is required.

4. PROCEDURE

4.1 Any individual, organization, business, government department or crown agency wishing to make an application for a security clearance check at the Melfort R.C.M.P. detachment must pay the \$25.00 fee, which includes any applicable taxes, at City Hall and then produce their receipt to the Detachment.

4.2 No member of the Detachment Office shall commence work on any request for a security clearance check until the requirement of Section 4.1 is met.

4.3 The security clearance fee is non-refundable.

4.4 The fee charged under this policy may be reviewed from time to time and adjusted by City Council at their discretion. The City Manager is responsible for monitoring and ensuring compliance with this policy.