



Annex "E" to:
ACLC Policy 10.1
Revised October 2006

NATIONAL VOLUNTEER REGISTRATION PROGRAM **EXCEPTION TOLERANCE POLICY**

PREAMBLE

1. This Annex is harmonized with CATO's 23-04 (CIC Screening Policy), 23-05 (and 23-07 (Cadet Instructors Cadre Screening Policy) Annex "B" (Screening Tolerance Guidelines) issued October 2006.
2. The Army Cadet League of Canada (ACLC) and the Department of National Defence (DND) recognize that during the volunteer screening process, some instances may surface where an applicant's Police Records Check/Vulnerability Sector Screening (PRC/VSS) reveals an incident that does not pose a threat to the Canadian Cadet Movement (CCM) and that it is beneficial to the CCM that the volunteer application be considered. However, offences that are listed in the Schedule of the Criminal Records Act are unacceptable; applicants whose PRC/VSS reveal these designated offences shall have their applications reviewed on a case by case basis prior to any decision on whether or not they will be permitted to work with the cadet organization. As a result of these considerations, this Exception Tolerance Policy has been developed.
3. The initial determination that an applicant may qualify for an exception should be made at the local cadet corps level, but an applicant may lodge an appeal in confidence. A letter of appeal should be prepared listing all of the extenuating circumstances. This letter and the complete Application Registration package should then be sent to the provincial/territorial Branch President, clearly marked "PERSONAL AND CONFIDENTIAL".
4. No exception tolerance will be considered for, but not limited to, any of the following:
 - Recent criminal acts;
 - Crimes of violence;
 - Sexual harassment of any type;
 - Crimes committed with a weapon;
 - Assault, including sexual assault.

PROCESS

5. Appeals for an exception, in a letter format, must be handled immediately and with a minimum of delay. At both the provincial/territorial level and the national level, the following minimums shall be considered in making a decision:
 - a. Has the applicant completed their sentence at least five years ago?
 - b. Did the applicant present proof that an application for a pardon for the offence has been made?



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- c. Did the offence involve physical violence?
 - d. Did the offence involve acts of dishonesty?
 - e. Does the applicant have a positive employment history?
 - f. What was the applicant's attitude towards the offence?
 - g. What type of treatment, counseling or other services has the applicant received since the offence?
 - h. Were there other steps taken to rehabilitate?
 - i. How many offences were involved and what is the likelihood they will be repeated?
 - j. Was alcohol or illegal drugs a factor in the commission of the offence?
 - k. To what degree did the applicant cooperate in the investigation and review?
 - l. What was the nature of the offence and the sentence?
 - m. What was the age of the applicant at the time of the offence and how much time has elapsed since the offence?
 - n. Was the offence committed while the applicant was involved in cadet activities?
 - o. Is the offence relevant to the applicant's duties?
 - p. Does the applicant have outstanding charges or prior convictions that indicate they may pose a threat to cadets or to other staff members?
 - q. Has the applicant made a false declaration?
6. When the letter and package is received by the Branch President, he or she should review this Policy and add their own comments and recommendation. The package must then be sent immediately to the National Office for final consideration. Exceptions may only be done at the national level as the Volunteer ID Card is valid at cadet corps from all three elements, all across Canada.
7. The appeal will be reviewed during a meeting of the national Executive Committee (EC).
8. The decision of the EC shall be final.