



Note: [Reference document = CD 775](#)

VOLUNTEER APPLICATION AND INFORMATION

PUT AWAY ON FILE Personnel Bank
▶ Original

Institution or parole office _____

Name (Family) / (Given name(s) (Initial(s)) _____ Maiden name (if applicable) _____

Date of birth YYYY-MM-DD	Place of birth:	Height	Weight	Eye colour	Hair colour	<input type="checkbox"/> Female
	Citizenship:					<input type="checkbox"/> Male

Address _____ City _____ Postal code _____

Telephone no. (home) _____ Telephone no. (business) _____ Other telephone no. _____ E-mail address _____

Is it convenient to telephone you at your place of business? Yes No

Driver's licence no. (Copy required for file) _____ Vehicle licence no. _____

Are you on an inmate's visiting list? Yes No If, yes ▶ Inmate's name _____

OR Do you personally know any incarcerated offenders or anyone under federal jurisdiction? Yes No If, yes ▶ Inmate's name _____

Have you been convicted of a criminal offence for which a pardon has not been granted? Yes No (State the offence and date) ▶

Have you any outstanding charges before the courts? Yes No (State the offence and date) ▶

Have you any academic, professional or other qualifications, licenses, certificates, languages, hobbies or recreational interests that you could utilize as a volunteer? Yes No (Specify) ▶

Have you any affiliations with community groups? (church, service organizations, etc.) Yes No (Specify) ▶

Have you any previous volunteer experience? (Please describe briefly indicating the names of any organizations involved and use an extra sheet if necessary.) Yes No (Specify) ▶

Are you currently volunteering or applying to volunteer at any other federal institution or Parole Office? Yes No (Specify) ▶

What type of activities would you like to become involved in as a volunteer?

<input type="checkbox"/> Religious programs	<input type="checkbox"/> Citizens' Advisory Committee	<input type="checkbox"/> Instruction/Education	<input type="checkbox"/> Women offenders
<input type="checkbox"/> Self-help	<input type="checkbox"/> Individual counselling	<input type="checkbox"/> Cultural/ethnic groups	<input type="checkbox"/> Other (specify) _____
<input type="checkbox"/> Recreation/Entertainment	<input type="checkbox"/> Citizen escort	<input type="checkbox"/> Aboriginal offenders	▶

Reason for your choice _____ Why do want to volunteer for CSC? _____

References (name(s))	Telephone no.	Relationship (other than family)
▶		
▶		



References (cont'd)

Emergency contact (name(s))	Address	Telephone no. (home)	Telephone no. (business)
▶			
▶			

What days and times are you available?

Please complete a PSRA (TBS/SCT 330-23) in order to obtain enhanced reliability status. http://publiservice.tbs-sct.gc.ca/pubs_pol/gospubs/forms/330-23_dwld_e.asp

DECLARATION

In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability as a volunteer.

I also acknowledge that I have read the information set out on page 2 of this form and I agree to abide by the relevant rules, regulations and policies stated therein should I be accepted as a volunteer.

Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities as a volunteer, except where such harm is the direct result of negligence on the part of an employee or employees of the Service, and except as provided for by Treasury Board policies.

YYYY-MM-DD

Applicant's signature ▶

Date ▶

SCREENING BOARD'S DECISION

Approved

Denied

Volunteer coordinator's signature

Date ▶

YYYY-MM-DD

Reasons :

**EXCERPTS FROM THE CORRECTIONS AND
CONDITIONAL RELEASE ACT**

Summary Conviction Offences

45. Every person commits a summary conviction offence who:

- (a) is in possession of contraband beyond the visitor control point in a penitentiary;
- (b) is in possession of anything referred to in paragraph (b) or (c) of the definition "contraband" in section 2 before the visitor control point at a penitentiary;
- (c) delivers contraband to, or receives contraband from, an inmate;
- (d) without prior authorization, delivers jewellery to, or receives jewellery from, an inmate; or
- (e) trespasses at a penitentiary.

Searches of Visitors

- 59. A staff member may conduct routine non-intrusive searches or routine frisk searches of visitors, without individualized suspicion, in the prescribed circumstances, which circumstances must be limited to what is reasonably required for security purposes.
- 60. 1. A staff member may conduct a frisk search of a visitor where the staff member suspects on reasonable grounds that the visitor is carrying contraband or carrying other evidence relating to an offence under section 45.

Searches of Vehicles

- 61.(1) A staff member may, in the prescribed manner, conduct routine searches of vehicles at a penitentiary, without individualized suspicion, in the prescribed circumstances, which circumstances must be limited to what is reasonably required for security purposes.

NOTE: Contraband is defined as anything an inmate is not permitted to have in his possession or that is not authorized by the Institutional Head. If you are in doubt about whether an item is contraband, please ask before entering the institution.

CAUTION

- (1) Under no circumstances may a visitor transport into the institution any prescription or non-prescription drug. All drugs in a visitor's possession shall be deposited in the security lockers provided prior to entry into the institution. All personal effects in the visitor's possession with the exception of worn jewellery, shall also be deposited in the lockers provided.
- (2) Under no circumstances will visitors transport or consume alcoholic beverages on penitentiary property.
- (3) All vehicles must be locked while on penitentiary property.
- (4) Volunteers may be refused entry if prescribed identification is not available.

CONFIDENTIALITY OF PERSONAL INFORMATION

Volunteers shall agree to respect the confidentiality of any personal information provided by staff member concerning an inmate or an inmate's family. (For the purposes of this section, "inmate" includes an offender on parole or statutory release.)