



Process for Approval of New Adult Leaders

1. Application Package received and reviewed by CLB Records Officer.
2. Application Package to include:
 - (a) Four-page Application Form;
 - (b) Application signed by Company Commander and Company Chaplain;
 - (c) Two (2) Reference Check Forms - waived for former CLB members who have been inactive for less than three years;
 - (d) Battalion Commander's Interview - waived for former CLB members who have been inactive for less than three years;
 - (e) Put The Child First for current training year;
 - (f) Police Certificate of Conduct;
3. Police Certificate should be obtained by Company (or individual); however, if Application is received without Police Certificate, Application will be put "on hold" until CLB Records Officer receives Police Certificate;
4. CLB Records Officer notifies Battalion Commander and Regimental Commander of pending application;
5. Requests for Officer's Commission must include proof of Level 1 Officer Proficiency (online), or WO2 Proficiency (within last 3 years);
6. CLB Records Officer arranges for Officer Commission Certificate, if applicable (via Armoury office);
7. CLB Records Officer arranges for approval and signature by the Governor and Commandant;
8. CLB Records Officer enters Application and Certificate into CLB Records;
9. CLB Records Officer notifies Company, and forwards Certificate to Company;
10. Adult Leader appointment posted in next issue of CLB Orders;

CLB Records Officer

May 2016

Process for the Approval of Adult Leaders

(Excerpts from CLB Handbook, March 2013)

- Persons wishing to become an Officer Candidate or Civilian Instructor in the C.L.B. must complete the leadership application form. The application must list at least two current references (where possible, one of these should be a work reference). The applicant must also provide a certificate of conduct from the Police.
- The Company Commander and Battalion Commander must interview all applicants on a personal basis. The interview questioner should be thoroughly completed within one month of receiving the applicant's Certificate of Conduct. (Note: Transformation from NCO to Officer requires a Certificate of Conduct)
- Following the interview, the Company Commander will be responsible to check all references listed on the application form.
- The application must be reviewed and signed by the Company Chaplain and Battalion Commander.
- The application must be forwarded to the CLB Records Officer including the interview questioner and confirmation that all references have been checked.
- The CLB Records Officer will forward the same to the Governor and Commandant for final approval.
- While waiting for the approval process to be completed, applicants working with youth must be accompanied by an approved officer at all times.
- Once approved, new officers must attend the first available adult "Put the Child First" training session
- Company Commanders will be responsible to review the C.L.B. "Code of Conduct" with all new officers, have them sign the document and forward the same to the CLB Records Officer. This must be done on the first parade night.

Former CLB Members Wishing to Return to Active Strength

Any adult wishing to become an Adult Leader in the CLB, who as a youth, had successfully completed the WO2 proficiency course but became inactive in the CLB for a period of 2 years or more without advancing to the rank of 2nd Lieutenant, must complete all requirements to become an Officer Candidate if they wish to return to active strength. Once all of these requirements have been met and the application has been approved, the applicant will be placed back on active strength as an Officer Candidate.

An Officer of the CLB that has been placed on the inactive list for a period of 2 years or more and wishes to return to active strength must successfully complete the Officer Proficiency course within 1 year of returning to active strength if they wish to retain their previous CLB rank. If this cannot be achieved, they will become an Officer Candidate until such time as they can successfully complete the Officer Proficiency course.

Excerpts from Brigade Council Minutes - February 18, 2014

Three items brought forward by Lt. Col Dick required a motion to be put forward.

- Any adult wishing to become an Adult leader in the CLB, who had successfully completed the WO2 proficiency course as a youth but had become inactive in the CLB for a period of 2 years or more before becoming a 2nd Lieutenant, must complete all requirements to become an Officer Candidate if they wish to return to active strength. Once all of the requirements have been met, they will be placed back on active strength as an Officer Candidate. (Rose, Tilley).
- An Officer of the CLB that has been placed on the inactive list for a period of 2 years or more and wishes to return to active strength must successfully complete the Officer Proficiency course within 1 year of returning to active strength if they wish to retain their previous CLB rank. If this cannot be achieved, they will become an Officer Candidate until such time as they can successfully complete the Officer Proficiency course. (Dick, Ralph).
- All adult leaders will be required to obtain a clean Certificate of Conduct from the appropriate policing agency on a three year cycle if they wish to remain an active Adult Leader within the CLB organization. This cycle for efficiency purposes will be established by Regimental Commander in conjunction with the CLB staff. This could result in some new or returning or transferring CLB members having to get checked quicker than the 3year cycle until they align with the 3 year cycle of the CLB Company, Group or Committee they are a member of. The Governor and Commandant

reserves the right to at any time request an Adult Leader of the CLB to submit a new Certificate of Conduct. Any adult unable to get a clean Code of Conduct will not be permitted to be on the Active Strength list of the CLB. (Dick, Rose).