

Policy & Procedure Manual

VOLUNTEER/STUDENT POLICE RECORD CHECKS - HR-VII-2

POLICY:

Each individual seeking student placement or volunteer opportunities with OPTIONS NORTHWEST shall submit a Police Record Check; the results of which must meet OPTIONS' criteria for the particular volunteer/student placement position offered.

OPTIONS may refuse to accept an individual for volunteer/student placement based on a Record of Offences if the rationale is reasonable and genuine, based on the nature of the volunteer/student work.

The Director, Human Resources and the Executive Director will be made aware of any concerns regarding the acceptance of volunteers/students, who submit a Police Record Check indicating a Record of Offences.

NOTE: As a guideline, a recent police record check shall be within 3 months of the start date.

PURPOSE:

1. To fulfill the obligation of OPTIONS to ensure that (a) vulnerable individuals are not put at risk, and (b) persons placed into positions of trust are appropriate.
2. To ensure the Service Principles and Recipients Bill of Rights is adhered to.
3. To ensure long term viability of the agency by ensuring it is not put at risk.
4. To meet legislative requirements under Regulation 299/10, of the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008.

PROCEDURE:

1. All potential volunteers/students/program facility will be informed of this procedure when they inquire about volunteer/student placement opportunities or during an initial volunteer/student interview.

2. As required, the potential volunteer or student may be given the volunteer/student Police Record Check request form (attached as Appendix A), and advised to take the form along with valid identification to the Thunder Bay Police Administration office or Ontario Provincial Police, as applicable.
3. Once the potential volunteer/student has received the police check from the Police Department, he/she must return it to the office of the Coordinator, Health & Safety along with a receipt for reimbursement for the cost of the check, as applicable depending on the level of commitment to the organization and student program requirements.
4. Once all references provided by the potential volunteer/student have been contacted (as applicable) by the Coordinator/designate and the Police Record Check has been received, a decision will be made to either make an offer of a volunteer/student position or inform the potential student/volunteer that he/she was not successful.
5. If the volunteer/student position is offered and accepted, the Coordinator will work with the appropriate Educational Instructor/Supervisor to establish the orientation and schedule.

RECOMMENDED BY: Human Resource Director

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Human Resources, Community Services (all)

ORIGINAL POLICY DATE: November 2005

AUTHORIZED BY: Executive Director

SIGNATURE:



DATE: _____

TO WHOM IT MAY CONCERN:

The policy of OPTIONS NORTHWEST is such that all candidates applying for volunteer/student placement must submit a police record check in order to ensure the safety of the vulnerable individuals that we support.

_____ has applied to become a volunteer/student on placement at OPTIONS NORTHWEST to work with individuals who have special needs.

Thank you for assisting our potential volunteer/student to obtain a police record check.

VOLUNTEER/STUDENT APPLICANT SECTION

I recognize that the people that I have applied to volunteer with are often vulnerable because of their physical and mental disabilities and that OPTIONS NORTHWEST has the responsibility to ensure that their volunteers/students are of the highest quality.

I hereby give permission to the Thunder Bay Police Force/Ontario Provincial Police to release any information related to me for purposes of completion of my police records check to OPTIONS NORTHWEST.

Print Name in Full: _____

Volunteer/Student
Signature: _____

Date of Birth: _____

Witness: _____

Date Signed: _____