

Policy & Procedure Manual

POLICE RECORD CHECKS – HR-I-10

POLICY:

Before hiring is made official, and as a condition of employment, all candidates must submit a police record check; the results of which must meet OPTIONS' criteria for the particular position offered. All staff who provide direct support to persons identified as being vulnerable or have other regular involvement with vulnerable persons must provide to the Employer the following levels of police record checks: (a) police information check and a (b) police vulnerable sector check. All other employees will be required to provide a police information record check only. OPTIONS may refuse to hire someone for a position based on a record of offences if the rationale is reasonable and bona fide, based on the nature of the job and in accordance with applicable law.

The Director, Human Resources and the Executive Director will be made aware of any candidate for employment possessing (a) a criminal record or (b) a positive response to the vulnerable persons check.

We will only accept Police Records Checks that have been issued from a local police department, OPP and RCMP detachments. We will not accept record checks that have been issued by a private company. The expense in obtaining the required police record check(s) will be the sole responsibility of the candidate.

NOTE: As a general guideline, police record checks 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 hired into positions of trust are appropriate.
2. To ensure the Service Principles and Statement 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 candidates for hire must complete an Application for Employment form, with a signature indicating that they agree to submit a police record check as a condition of employment, if offer is made.
2. All candidates will have this information reinforced during the interview process.
3. Following a verbal offer of employment to the candidate, Human Resources will send a written offer of employment outlining the conditional offer of employment. This letter will include instructions to obtain the required police record check and an agency authorized form letter for the candidate to present to the police department to request the applicable type of police record check. See Appendix A. The form letter will be signed by the Director of Human Resources or her designate.
4. The original police record check (with official seal) must be received in Human Resources for validation by the Director, Human Resources or Human Resources Coordinator. This may come in the form of an email and must be directly forwarded to Human Resources. NOTE: This shall occur prior to the provision of any direct support to persons with developmental disabilities.
5. Any police record check indicating a criminal record and/or a vulnerable sector check indicating a positive response will be brought to the attention of the Director, Human Resources, who will inform the Executive Director for discussion. Meetings with the candidate and the Director, Human Resources/Designate, and Executive Director (as necessary) will be held, as required, and the appropriate documentation made. NOTE: Verification of information with the police department may be made at this time. A decision will be made with respect to official offer of hire in relation to the record of offence(s), vulnerable sector information and proposed position, and the candidate will be informed.
6. The original police records check or a verified copy shall be maintained on each successful candidates personal file. Where a copy is maintained, it must be marked with a date stamp and indicate "original verified" followed by a signature of the person verifying the original.
7. Yearly every employee shall be required to sign an attestation (Appendix B) indicating their Criminal Record status has not changed. From time to time, at OPTIONS NORTHWEST's cost, employees may be required to provide an updated Criminal Records Check.

POLICY: HR-I-10
DEPARTMENT: Human Resources
CATEGORY: Procurement
EFFECTIVE DATE: July 2021
SUPERSEDES VERSION DATED: May 2012
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RECOMMENDED BY: Director, Human Resources

APPENDICES: 1

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

ORIGINAL POLICY DATE: June 1993

AUTHORIZED BY: Executive Director

SIGNATURE:  _____



Date of Request: _____

As the authorized representative of OPTIONS NORTHWEST, I hereby request that the Thunder Bay Police conduct:

Police Information Check (PIC)

As the authorized representative of a person or organization that is responsible for the wellbeing of one or more children or vulnerable persons as defined in Section 6.3(1) of the Criminal Records Act, I hereby request that the Thunder Bay Police conduct:

Police Vulnerable Sector Check (PVSC)

Candidate: _____

Address: _____

Who will be working in a paid position/volunteer position/other (circle one)

Position requiring check: _____

Requests for Police Vulnerable Sector Checks Only:

Part 2(1)(c) of the Criminal Records Regulation requires applications for VS checks to show how the position is one of trust or authority towards that child or vulnerable person.

Description of duties:

Authorized Representative

Position Title

Signature

Phone Number and Email