

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 NORTHWESTS criteria for the particular position offered. All staff who provide direct support to persons identified as being vulnerable or may be involved with vulnerable persons must provide the employer with the following levels of police record checks: (a) police vulnerable sector check. OPTIONS NORTHWEST 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.

All volunteers, students, and board members must provide OPTIONS NORTHWEST with the following levels of police record check: (a) police vulnerable sector check.

All employees who provide direct support to children must provide OPTIONS NORTHWEST with the following levels of police record check: (a) police vulnerable sector check (b) offence declaration. All employees who provide direct support to children must complete a police vulnerable sector check every 3 years that they continue to hold the position. In the intervening years between police vulnerable sector checks they will be required to provide an offence declaration.

The Manager of Human Resources and the Executive Director will be made aware of any candidate or current employee, volunteer, student, board member, or external contractor who receives a positive response to the vulnerable persons check.

We will only accept police vulnerable sector 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. Unless indicated by the employer.

NOTE: Police vulnerable sector checks shall be from within 3 months of the start date to be accepted by OPTIONS NORTHWEST.

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 will have this information reinforced during the interview process.
2. 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 vulnerable sector check and an agency authorized form for the candidate to present to the police department to request the police vulnerable sector check. The form letter will be signed by the Manager of Human Resources or their designate.
3. The original police vulnerable sector check must be received by Human Resources for validation by the Manager of Human Resources or Human Resources Coordinator. This will 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.
4. Any police vulnerable sector check indicating a positive response will be brought to the attention of the Manager of Human Resources, who will inform the Executive Director for discussion. Meetings with the candidate and the Manager of 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.
5. The original police vulnerable sector check shall be maintained on each successful candidate's personal file.
6. Human Resources will keep track and indicate to any employee working with children when they must complete either a police vulnerable sector check or an offence declaration.
7. Yearly every employee shall be required to sign an attestation (via. HR Downloads) 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 police vulnerable sector check.

POLICY: HR-I-10
DEPARTMENT: Human Resources
CATEGORY: Procurement
EFFECTIVE DATE: October 2024
SUPERSEDES VERSION DATED: July 2021
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RECOMMENDED BY: Manager of Human Resources
APPENDICES: 1

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

ORIGINAL POLICY DATE: June 1993

AUTHORIZED BY: Executive Director

SIGNATURE:  _____