



Township of Lucan Biddulph

Statement of Policy
Policy No. 100-43-2015
Effective: June 2nd, 2015
Revised:
Formerly:

TITLE: Police Record Check/Screening

PURPOSE:

The purpose of this guideline is to consistently administer the screening tool of police record checks/screening in our hiring/promotion/transferring of employees and applicants to protect the Township, its employees, clients and assets

Application:

This guideline is for the use of Department Heads (Managers) and applies to all employees and applicants for employment with the Township of Lucan Biddulph.

Legislative References:

- Ontario Human Rights Code
- Criminal Records Act

Responsibilities and Authorities:

The Chief Administrative Officer is responsible for the approval of this guideline and ensuring all Department Heads (Managers) apply the guideline in a consistent and fair manner.

Definitions:

Applicant: includes all external applicants and current employees who are seeking employment, promotion, secondment or transfer.

Designated Position: a Designated Position is a position that requires a Police Records Check and Vulnerable Position Screening for applicants who will be working directly with vulnerable persons.

Designated Positions List: a list of Designated Positions at the Corporation.

Police Record Searches/Screenings: The Police Record Searches/Screenings described below are to be completed by the OPP or other appropriate law enforcement services as determined by place of residence:

- **Police Information Check:** provides information on whether a criminal record (excluding pardoned offences) exists locally or in the National Repository. This type of check is for someone who will not be in a Designated Position.
- **Police Information Check and Police Vulnerable Sector Check:** (or equivalently named as per another appropriate law enforcement service) provides information on whether a local criminal record exists locally or in the National Repository. In addition, all police involvement on file regarding the applicant is reviewed, and any relevant information of concern as it potentially relates to working with vulnerable people is noted. This type of check is for someone who will be in a Designated Position.

Vulnerable persons: persons who, because of their age, a disability or other circumstances, whether temporary or permanent, (a) are in a position of dependence on others; or (b) are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them. (*Criminal Records Act, 2000, c.1, s.6.3 (1)*)

Guidelines:

Police Information Check

A Criminal Record Search will be required from external applicants applying for a position. Applicants must return the completed Police Information Check results to the Department Head

Where there is a break in service of ten (10) months or greater, a new Police Information Check will need to be obtained prior to re-employment to a non-designated position.

Temporary and casual staff will be required to provide a Police Information Check a minimum of once every three (3) years.

Failure by an applicant to supply the Police Information Check will result in disqualification from the recruitment process.

Police Information Check and Police Vulnerable Sector Check

A Police Information Check and Police Vulnerable Sector Check may be required from applicants applying, transferring, seeking promotion, performing in an acting capacity or re-assigned to a Designated Position. Applicants must return the completed Police Information Check and Police Vulnerable Sector Check results to the Human Resources Division.

Where there is a break in service of ten (10) months or greater, a new Police Information Check and Police Vulnerable Sector Check will need to be obtained prior to re-employment in a Designated Position.

Failure by an employee or applicant to supply the Police Information Check and Police Vulnerable Sector Check for a Designated Position shall result in disqualification from the recruitment process, removal from the Designated Position, or termination.

Cost of Police Information Check and Police Vulnerable Sector Check

The cost of the Police Information Check and Police Vulnerable Sector Check for any new applicant is the responsibility of the applicant. The Township will reimburse current permanent employees for renewals. The employee must submit a receipt for reimbursement to their Manager and the Police Information Check and Police Vulnerable Sector Check to Human Resources. Completed Police Information Check and Police Vulnerable Sector Checks will be placed in the Employee's personnel file.

Designated Positions List

The CAO will be responsible for maintaining the Designated Positions list. Department Managers are responsible for notifying the CAO regarding any specific changes to existing positions which may cause the position to be classified as a Designated Position. The CAO in consultation with the Department Managers will review new positions to determine if they should be added to the Designated Positions list.

Assessing Results of Searches and Screenings

A review will occur of all Criminal Record Search and Police Record Check and Vulnerable Person Screenings. Where the review identifies a conviction or information of concern, the report will be assessed by the Mayor, CAO, and Department Manager. Each situation will be reviewed by the CAO and Department Manager and dealt with on a case-by-case basis to determine whether the information received is relevant to the position.

The hiring manager and CAO may also meet with the applicant to discuss the implications of the results. Following this meeting, the CAO in consultation with the hiring manager, will decide whether or not to continue employment, hire/transfer the employee/applicant.