

 Rainy River District Social Services Administration Board	<b>SECTION:</b> Human Resources
	<b>POLICY TITLE:</b> Criminal Reference Checks
<b>ORIGINAL DATE:</b> May 6, 1999	<b>POLICY AREA:</b> Recruitment & Selection
<b>REVISION DATE:</b> December 17, 2015	<b>POLICY NO:</b> HR-2.2
<b>NEXT REVIEW DATE:</b> December, 2019	<b>APPROVED BY:</b> Board Res. #100/15

## Purpose

In order to safeguard the Rainy River District Social Services Administration Board (RRDSSAB) Board, employees and the public it serves, the RRDSSAB develops hiring practices which meet all employment legislation, including regulations which require relevant criminal reference checks of employees and volunteers.

## Definitions

### Police Criminal Record Check/Police Information Check (LE 219E)

This check is intended for applicants who are currently or will potentially be a volunteer or employee where a basic Police Criminal Record Check is requested. This search is NOT intended for the Vulnerable Sector. The Police Information Check is intended for applicants who are seeking volunteer and/or employment with agencies who require a Police Criminal Record Check along with local police involvement.

### Police Vulnerable Sector Check (LE 220E)

This check is to be used by applicants seeking a paid or volunteer position with vulnerable persons. "Vulnerable Person" means a person who, because of their age, a disability or other circumstances, whether temporary or permanent, are (a) in a position of dependence on others; or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them, pursuant to the Criminal Records Act.

## Policy

All offers of employment for full-time, part-time, casual or volunteer staff (including community placements and, if necessary, students) on either a permanent or contract basis, are conditional upon the satisfactory outcome of a criminal reference check, depending upon the position for which the employee is being hired. The type of criminal reference check required for specific positions is determined by the Human Resources Officer, in consultation with the Chief Administrative Officer and respective Manager.

## Procedure

1. The successful candidate or volunteer is responsible for obtaining a *Police Criminal Record Check/Police Information Check (LE219E)* or *Police Vulnerable Sector Check (LE220E)* from the Ontario Provincial Police (OPP) station or local Police Service, which the employee then returns to the RRDSSAB, within the terms of an Offer of Employment or Staff/Collective Agreement. The candidate is responsible for any cost involved.
2. A *Police Criminal Record Check/Police Information Check* or a *Police Vulnerable Sector Check*, which identifies past charges and convictions and other criminal history, does not necessarily preclude employment. The nature and circumstances surrounding the charges and convictions are considered and a decision made by the Chief Administrative Officer, or designate, in consultation with the Human Resources Officer.
3. An employee who moves internally to a position which requires a *Police Vulnerable Sector Check*, and one has not been previously completed, is responsible for obtaining one from the Ontario Provincial Police (OPP), which the employee then returns to the RRDSSAB, within the terms of an Offer of Employment or Staff/Collective Agreement. The candidate is responsible for any cost involved.
4. At the discretion of the Supervisor/Manager and/or Human Resources Officer, in consultation with the CAO, or designate, an updated *Police Criminal Record Check/Police Information Check* or a *Police Vulnerable Sector Check*, can be requested from an employee at any time.