

Section:	Policy Number: E-003	Approval Date: May 15, 1991
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POLICE RECORD CHECK POLICY

Community Living-Central Huron is committed to ensuring the safety and well-being of people supported, Staff and volunteers. Therefore, all persons who are offered employment with Community Living-Central Huron, including volunteers who work directly with people the Agency supports, must undergo a Police Record Check prior to assuming their duties. To be acceptable, the results of the Criminal Record Check must be dated within ninety (90) days prior to the date it is received by the Agency.

When an individual applies for a position and an offer of employment or volunteerism is made, it will be offered conditionally pending a favourable Police Record Check. Applicants seeking employment and/or volunteer opportunities and who reside within Huron County, will provide to a designated Staff the completed Vulnerable Sector Check; Declaration of Criminal Record, if necessary; appropriate identifications, and payment of the fee, as determined by the Huron Detachment, Ontario Provincial Police (OPP). The Huron OPP Detachment will only perform Police Record Checks for persons residing within the County of Huron. In order for the Huron OPP to conduct the Check, Community Living-Central Huron will submit the aforementioned completed, signed forms, copies of identification, along with payment to the Huron OPP. Completed Police Record Checks will only be released to the applicant; the Coordinator and Executive Director or designates will be responsible to follow-up with the applicant seeking specifics/clarification of the Check. Potential employees, contract workers and volunteers who reside outside the County of Huron will be responsible to provide the Agency with a 'successful' Police Record Check; such individuals would follow the procedures, costs, etc., specific to the area in which they reside.

Notwithstanding Section 17.0 of the Agency's By-Law No. 3, Execution of Documents, persons in the position of Coordinator will have specific permission to sign on behalf of the Agency, a Letter of Authorization for a Police Record Check to be conducted. As a service to individuals/families/caregivers involved with the Community Support for Families Program, Facilitators are given permission to sign a Letter of Authorization for a Police Record Check for people who complete a Data Sheet for the purpose of becoming a self-employed contract worker.

The Executive Director and President or designate will use their judgement in determining whether or not a criminal record warrants the disqualification of any applicant and/or volunteer from a given position. Individuals with outstanding Criminal Code convictions or charges pending for certain offenses will not be accepted by this Agency. These offenses may include but are not limited to: physical or sexual assault; current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14; offenses under the Child and Family Services Act relating to abuse of children; outstanding convictions or charges pending for any offense deemed violent, theft and outstanding convictions or charges pending for criminal driving offenses, including but not limited to impaired driving.

Any fee charged by Police Forces for performing such a Check will be borne by individuals applying for paid and contract positions. Should there be any cost associated with potential volunteers, Community Living-Central Huron will bear this expense. Student volunteers who become involved with Community Living-Central Huron through programs sponsored by the local Boards of Education will not be required to undergo a Police Record Check if under the age of eighteen years. University or Community College Co-op Students who work directly with people supported must undergo a Police Record Check.

All potential employees and/or volunteers working directly with people the Agency supports, will be asked by Staff at the time an offer of employment or volunteerism is made if they have a criminal record. Should the potential employee/volunteer respond that they have a criminal record, they must complete the Declaration of Criminal Record. The OPP state the following self declarations do not include: convictions for which a pardon has been received; Youth Convictions (YCJA) - waiting for clarification from CPIC Audit; absolute/conditional discharges; offences where there were no convictions; provincial/municipal offences; charges dealt with outside Canada.

***Note: Acceptable forms of identification include:**

Photo: Driver's Licence; BYID (issued by LCBO); Military Employment Card; Canadian Citizenship Card; Indian Status Card; International Student Card; Passport; Permanent Resident Card; PAL - Possession & Acquisition Licence; and, CNIB Card.

Non-Photo: Birth Certificate; Baptismal Certificate; Hunting Licence; Outdoors Card; Canadian Blood Donor Card; and, Immigration Papers.

Health Cards and Social Insurance Number Cards (SIN) are not acceptable for identification purposes.