



Police Record Check Procedure

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Policy Category:	Recruitment
Approved by:	Chief Executive Officer
Accountability:	Human Resources
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PURPOSE STATEMENT:

The Oakville Public Library (OPL) requires a skilled, diverse and engaged workforce to serve its community. OPL is committed to protecting the well-being of its employees, volunteers, and clients. Consistent with this commitment, OPL has created a police record check procedure.

This procedure outlines the responsibilities of OPL in the identification of designated positions requiring police record checks as a condition of employment; the process to be followed in obtaining the police records information from affected employees; and the management of that information.

SCOPE:

The procedure applies to all candidates for, and employees and volunteers in, designated positions within OPL.

DEFINITIONS:

Police Record Check

A process conducted by any police service in Canada which verifies whether an individual has a criminal record in Canada and provides relevant details from police service databases. A Police Record Check is either a Criminal Record Check or a Vulnerable Sector Police Reference Check. **A police record check also confirms whether an individual has been granted a pardon which has not been revoked, including for a registered sex offense in Canada.**

Criminal Record Check

A summary of an individual's criminal charges and their dispositions, including convictions and discharges, as stored in the RCMP National Repository of Criminal Records.

Vulnerable Sector Police Reference Check

A vulnerable sector police reference check includes a summary of information contained in local police service databases that have not been provided to the RCMP National Repository of Criminal Records.

Vulnerable Persons

1. A child under the age of 18.
2. Persons who, because of their age, disability, or other circumstance, either temporarily or permanently, are in a position of dependence on others, or are at a greater risk than the general population of being harmed by persons in a position of authority or trust.

Designated Positions

Employment positions or volunteer placements which have been identified and advertised as requiring a police record check at the time of hire or placement.

PROCEDURE:

1. Executive Management Team will establish the police record check requirements for each job in their complement against the following criteria:
 - a. Employees, volunteers, and job applicants for designated positions who will work directly with or in the vicinity of vulnerable persons, will be required to provide a vulnerable sector police reference check prior to the commencement of their employment or volunteer placement or subsequent promotion.
 - b. Employees in designated positions who do not work directly with or in the vicinity of vulnerable persons may be required to provide a criminal record check prior to the commencement of their employment.
2. When filling vacant positions, Human Resources will advise whether a police record check will be required by the successful candidate.
3. Human Resources will stipulate the level of police record check required when posting positions.

All offers of employment are conditional on the provision of a satisfactory police record check based if one is required due to the nature of the position. OPL will reimburse the cost of police record check for student and volunteer positions.

A successful candidate may withdraw their application after having received the results of a police record check.

4. A police record check shall be deemed acceptable for the purpose of this procedure if it was issued within six months of being presented for review. Failure to provide the police record check in a timely manner shall automatically rescind the conditional offer of employment.
5. A positive police record check will be immediately referred to the CEO and Manager, Human Resources for consideration.
6. An existing employee promoted or moved into a designated position may be required to provide a current police record check.
7. OPL will provide notice to the union of positions within the bargaining unit which have been designated as requiring a vulnerable sector screen in addition to a criminal record check.
8. Employees who were initially hired or promoted to a position with a requirement for a Police Record Check shall immediately notify their supervisor of any potential change to their criminal record and/or vulnerable sector police record check. Failure to do so shall be considered grounds for disciplinary action, up to and including dismissal.
9. Employees will be required to submit an updated police record check every three (3) years from date of employment. Its cost will be borne by OPL.
10. Employees will be required to annually sign-off on this procedure to ensure compliance.
11. Any documents related to the police record check will be sealed and stored in the employee's personnel file.

RESPONSIBILITIES:

Executive Management Team

- Designate positions requiring a police record check.
- Determine, in consultation with the HR and appropriate subject matter expert, the impact of a criminal charge/conviction on an individual's candidacy for a designated position, or the continued employment of an employee in a designated position.

Human Resources

- Maintain a list of designated positions; insert notification on postings; advise candidates in the interview process that a criminal record check and, for specified positions, a vulnerable sector screen are required; and ensure police record checks are satisfactory prior to confirming employment and employee's start date.
- Determine, in consultation with the EMT, the impact of a criminal charge/conviction on an individual's candidacy for a designation position, or the continued employment of an employee in a designated position.

Employee

- Notify their supervisor of any potential change(s) that may negatively affect their criminal record and/or vulnerable sector police record check.