



**HUMAN RESOURCES
POLICY AND PROCEDURES
MANUAL**

**SECTION:
RECRUITMENT, SELECTION &
HIRING**

**SUBJECT:
CRIMINAL RECORD SEARCH**

Purpose: It is the responsibility of the Corporation to ensure that when selecting candidates for employment or when utilizing volunteers or students that such persons are not a potential risk to the safety of persons under the Corporation's care or to the assets of the Corporation. Persons who have a record of offence may pose such a risk depending upon the job function for which they are being considered.

Policy Statement: All prospective employees, volunteers and students will be required to provide an acceptable "Criminal Record Search" as a condition of employment and prior to commencing employment.

Definitions: For the purpose of this policy "**Vulnerable positions**" are described as all positions that have direct responsibility to care for or oversee activities involving persons from the vulnerable person sector (children, elderly, physically/mentally disabled or infirm).

"Acceptable Criminal Record Search" is defined as a record search that indicates that no criminal record exists.

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A record search that indicates a criminal record exists may be considered "acceptable" once more information is provided by the prospective employee, volunteer or student.

"Volunteer" is defined as someone who provides a service of their own free will to The City of St. Thomas including its Boards, Commissions or Committees.

Procedure:

During the Interview Process

During the interview process all candidates will be informed that they may be required to provide either a Criminal Record Search or a Criminal Record Search for Vulnerable Positions.

Written Offers of Employment

All written offers of employment/acceptance or a volunteer or student shall indicate that the offer/acceptance is conditional on an acceptable Criminal Record Search being provided.

Existing Employees

Existing employees are exempt from this policy unless they apply for a position that requires a 'Criminal Record Search for Vulnerable Positions' as outlined in this policy. Existing employees at Valleyview Home are exempt from providing a "Criminal Record Search for Vulnerable Positions" when they are applying for a position in the Valleyview Home.

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Applicability: This policy refers only to Criminal Code offences for which a pardon has not been granted and applies to all individuals who may become prospective employees, students or volunteers of the Corporation of the City of St. Thomas.

Cost of Obtaining Search Prospective Employees and Students are required to pay for obtaining the search. Volunteers shall be reimbursed the cost of obtaining the search upon submitting receipt of payment as proof of paying for such search.

Exceptions *An exception to the above will be former employees (temporary, casual, students etc) returning to employment within a (2) year period of their last day worked. If this is the case such employee will be required to complete and sign a "Criminal Offence Declaration Form." A new Criminal Record Search must be obtained and submitted by returning employees if the Record on file is greater than (2) two years old.*

In addition, at the discretion of the Director of Human Resources, where there will be a delay in obtaining a Criminal Record Search, that results in a delay in the start date of an individual impacting the hiring Department, a new employee may complete the "Criminal Offense Self Declaration Form" as an interim measure until the required Criminal record search is provided.

EFFECTIVE DATE: November 23, 2012	SUPERCEDES: April 10, 2012
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