

| <b>Corporate Policies and Procedures</b>   |                               |   |                          |
|--|-------------------------------|---|--------------------------|
| <b>DEPARTMENT:</b><br>Human Resources  |                               |   | <b>POLICY #:</b><br>A-08 |
| <b>POLICY:</b><br>Criminal Record Check for All Prospective County of Renfrew Volunteers and Renfrew County Housing Corporation (RCHC) Contractors |                               |   |                          |
| <b>DATE:</b><br>MAY30/01   | <b>REV. DATE:</b><br>JUN29/10 | <b>COVERAGE:</b><br>All Volunteers (Including Student Placements and Co-op's), aged 18 and over | <b>PAGE #:</b><br>1 of 5 |

**POLICY STATEMENT:**

In order to safeguard County of Renfrew residents, employees, volunteers, and/or property/equipment, it is the policy of the County of Renfrew that all persons considered for a volunteer position, including students aged eighteen (18) and over, or a contractor who comes into direct contact with Renfrew County Housing tenants, on a regular basis, must first submit to a criminal record check/police record check by the police force responsible for the jurisdiction of their residence. The criminal record check/police record check includes a search for such records or criminal convictions for which a pardon has not been granted, records of outstanding/pending criminal charges of which the respective police force is aware or can disclose, probations, prohibitions, or other judicial orders in effect. Effective January 1, 2005, the criminal record check/police record check will include a search of the Pardoned Sexual Offender Data Base for positions within vulnerable sectors of the County of Renfrew (Bonnehchere Manor, Miramichi Lodge, Social Services – Child Care, Ontario Works and Renfrew County Housing Corporation). An offer of a volunteer position from the County or contract work is conditional upon satisfactory completion of a criminal record check/police record check.

**PROCEDURE:**

1. All applicants are informed of the County's policy regarding a criminal record check/police record check for prospective volunteers, aged eighteen (18) and over, and contractors with RCHC.
2. An offer of a volunteer position from the County or contract work offered by the RCHC is conditional upon the satisfactory completion of a criminal record check/police record check of the prospective volunteer or contractors with RCHC.
3. Any costs incurred relating to the completion, application, and submission of a criminal record check/police record check, excluding transportation costs, are the responsibility of the volunteer or contractor with RCHC.

| <b>Corporate Policies and Procedures</b>   |                               |   |                          |
|--|-------------------------------|---|--------------------------|
| <b>DEPARTMENT:</b><br>Human Resources  |                               |   | <b>POLICY #:</b><br>A-08 |
| <b>POLICY:</b><br>Criminal Record Check for All Prospective County of Renfrew Volunteers and Renfrew County Housing Corporation (RCHC) Contractors |                               |   |                          |
| <b>DATE:</b><br>MAY30/01   | <b>REV. DATE:</b><br>JUN29/10 | <b>COVERAGE:</b><br>All Volunteers (Including Student Placements and Co-op's), aged 18 and over | <b>PAGE #:</b><br>2 of 5 |

4. After a verbal offer of a volunteer position or work for a contractor with RCHC is made, the prospective volunteer or contractor with RCHC must apply for a criminal record check/police record check with the police force detachment responsible for the jurisdiction of his or her place of residence. A Request to Check Pardoned Sexual Offender Database letter (Appendix A) is completed and forwarded to the prospective volunteer or contractor with RCHC to be handed in when the criminal record check/police record check is requested from the police force responsible for the jurisdiction of their residence.
5. Once the criminal record check/police record check is complete, the appropriate police force will provide the prospective volunteer or contractor with RCHC with a certificate or other document indicating the results of the check. If the prospective volunteer or contractor with RCHC is in agreement with this certificate/document, he or she may obtain it from the police force by signature authorization. If he or she disagrees with any information produced through the check and refuses to sign the certificate/document, the certificate/document is not released to the prospective volunteer or contractor with RCHC.
6. The prospective volunteer or contractor with RCHC is responsible for returning the certificate/document to the appropriate Department immediately after it is obtained. If the check will take more than two (2) weeks to complete, it is the prospective volunteer's or contractor with RCHC's responsibility to provide, or arrange for the provision of, official written or verbal documentation of such from the appropriate police force.
7. If a prospective volunteer or contractor with RCHC has criminal convictions for which a pardon has not been granted, outstanding/pending criminal charges, probations, prohibitions, or other judicial orders in effect, it is at the discretion of the appropriate Department Head or Home Administrator, in consultation with the Director of Human Resources, to determine if the prospective volunteer or contractor with RCHC will be excluded from a volunteer position with the County based upon his or her criminal record check/police record check results.

| <b>Corporate Policies and Procedures</b>   |                               |   |                          |
|--|-------------------------------|---|--------------------------|
| <b>DEPARTMENT:</b><br>Human Resources  |                               |   | <b>POLICY #:</b><br>A-08 |
| <b>POLICY:</b><br>Criminal Record Check for All Prospective County of Renfrew Volunteers and Renfrew County Housing Corporation (RCHC) Contractors |                               |   |                          |
| <b>DATE:</b><br>MAY30/01   | <b>REV. DATE:</b><br>JUN29/10 | <b>COVERAGE:</b><br>All Volunteers (Including Student Placements and Co-op's), aged 18 and over | <b>PAGE #:</b><br>3 of 5 |

8. If the prospective volunteer's or contractor with RCHC's name appears on the Pardoned Sexual Offender Database and the volunteer position or contractor work with RCHC is in a vulnerable sector of the County of Renfrew, the prospective volunteer or contractor with RCHC may be excluded from the position.
9. For Bonnechere Manor and Miramichi Lodge: If the Criminal Record Check was acquired prior to the date of the verbal offer, the prospective employee will provide a signed declaration (Appendix B) disclosing the following with respect to the period since the date of the Criminal Reference Check:
  - (a) Every offence with which the person has been charged under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Food and Drugs Act* (Canada) and the outcome of the charge.
  - (b) Every order of a judge or justice of the peace made against the person in respect of an offence under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Food and Drugs Act* (Canada), including a peace bond, probation order, prohibition or warrant.
  - (c) Every restraining order made against the person under the *Family Law Act* or the *Children's Law Reform Act*.
  - (d) Every offence of which the person has been convicted under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Food and Drugs Act* (Canada).
10. A criminal conviction for which a pardon has not been granted, outstanding/pending criminal charges, probations, prohibitions, or other judicial orders in effect do not automatically exclude a prospective volunteer or contractor with RCHC from a position with the County.
11. The following extenuating circumstances may be considered when a criminal record check/police record check reveals a criminal conviction, charges, probations, prohibitions, or other judicial orders in effect:
  - (a) the specific duties and responsibilities of the volunteer position or contractor with RCHC in question, and the relevance of the criminal

| <b>Corporate Policies and Procedures</b>   |                               |   |                          |
|--|-------------------------------|---|--------------------------|
| <b>DEPARTMENT:</b><br>Human Resources  |                               |   | <b>POLICY #:</b><br>A-08 |
| <b>POLICY:</b><br>Criminal Record Check for All Prospective County of Renfrew Volunteers and Renfrew County Housing Corporation (RCHC) Contractors |                               |   |                          |
| <b>DATE:</b><br>MAY30/01   | <b>REV. DATE:</b><br>JUN29/10 | <b>COVERAGE:</b><br>All Volunteers (Including Student Placements and Co-op's), aged 18 and over | <b>PAGE #:</b><br>4 of 5 |

convictions, charges, probations, prohibitions, or other judicial orders in effect to that position;

- (b) the potential risk posed to County residents, employees, volunteers, and/or property/equipment;
  - (c) the period of time since the criminal conviction, charges, probations, prohibitions, or other judicial orders; and
  - (d) any rehabilitative or other efforts undertaken relating to the criminal convictions, charges, probations, prohibitions, or other judicial orders in effect.
12. An offer of a volunteer position or contract work with RCHC is not made to the prospective volunteer or contractor with RCHC if:
- (a) he or she fails to apply for a criminal record check/police record check within five (5) working days of the verbal offer of a volunteer position or contract work with RCHC;
  - (b) he or she applies for a criminal record check/police record check but chooses not to sign for its release or chooses not to send the results to the appropriate Department immediately after the verbal offer of a volunteer position or contract work with RCHC is made (an extension may be granted for a criminal record check/police record check that may require additional processing time; confirmation of this extension must be confirmed by the appropriate police force); or
  - (c) the results of the criminal record check/police record check indicate that the individual cannot be considered for a volunteer position or contract work with RCHC based upon, or in light of, the extenuating circumstances outlined in Procedure 8 and 10 above.

Note: A copy of the *Request to Check Pardoned Sexual Offender Database* is attached.

| <b>Corporate Policies and Procedures</b>   |                               |   |                          |
|--|-------------------------------|---|--------------------------|
| <b>DEPARTMENT:</b><br>Human Resources  |                               |   | <b>POLICY #:</b><br>A-08 |
| <b>POLICY:</b><br>Criminal Record Check for All Prospective County of Renfrew Volunteers and Renfrew County Housing Corporation (RCHC) Contractors |                               |   |                          |
| <b>DATE:</b><br>MAY30/01   | <b>REV. DATE:</b><br>JUN29/10 | <b>COVERAGE:</b><br>All Volunteers (Including Student Placements and Co-op's), aged 18 and over | <b>PAGE #:</b><br>5 of 5 |

**APPENDIX A:**

Request to Check Pardoned Sexual Offender Database

**APPENDIX B:**

Declarations – Miramichi Lodge & Bonnechere Manor