

Policy Statement

It is the policy of the Glebe Neighbourhood Activities Group (GNAG) to require individuals to complete a Police Record Check for service with the vulnerable sector or a Criminal Record Check (Police or Criminal Record Check) prior to being offered employment in a designated position, where it has been established that the check is a bona fide occupational requirement of the position. This policy is adapted from, and in accordance with, the City of Ottawa's policy requiring job applicants to complete a Police Record Check or Criminal Record Check.

Employees occupying a designated position with GNAG, where the requirement to complete and maintain a Police or Criminal Record Check was an original condition of employment, will be required to renew their check at a minimum of once every five (5) years.

Purpose

The purpose of this policy is to minimize the risk in safeguarding GNAG's employees, clients, and assets.

Application

This policy applies to employees and job applicants applying for a designated position with the Glebe Neighbourhood Activities Group (GNAG):

- employees (full time, part time, casual, and temporary);
- job applicants (including summer students);
- volunteers;
- special employment program participants (i.e. Ontario Works Program, co-op placements as part of an educational program, etc);
- community partners;
- contractors and consultants; and
- persons hired through temporary services.

Policy Requirements

The practice of conducting a Police or Criminal Record Check involves accessing the information made through the Canadian Police Information Computer (CPIC) system regarding a person's conviction for which a pardon has not been granted and regarding outstanding criminal charges.

This policy shall be implemented consistent with any terms and conditions of employment, collective agreements signed by GNAG, the *Human Rights Code* and the *Municipal Freedom of Information and Protection of Privacy Act* (M.F.I.P.P.A.).

The responsibility falls on the preferred candidate or employee to take all necessary steps to obtain a Police or Criminal Record Check and provide it to the hiring manager.

An Ad Hoc Review Committee shall be established when a candidate self-declares or the Police or Criminal Record Check is returned positive. Each positive check will be reviewed and dealt with on a case-by-case basis. The Ad-Hoc Review Committee shall be comprised of representatives from GNAG's Board of Directors, Legal and Labour Relations consultants, GNAG's Executive Director, and the hiring manager.

Departments are responsible for determining which positions require a Police or Criminal Record Check. In some departments, where there is a bona fide occupational requirement for a clear criminal record, the responsibility lies with the department itself to establish how frequently they will reassess an employee's criminal status.

The initial cost of a Police or Criminal Record Check is the responsibility of the applicant. The cost of any subsequent renewal is the responsibility of GNAG.

Effective March 1, 2001 Bill C-7 of the Criminal Record Act was legislated to permit flagging of pardoned sex offenders. Organizations employing persons or applications for full-time or volunteer positions, working with vulnerable persons will, when requesting Police Record Check information, surrender the consent to search for any flagged pardoned sexual offences.

Responsibilities

Managers/Hiring Managers/Directors

Managers/hiring managers/Directors shall be responsible for:

- identifying positions which require a Police or Criminal Record Check as a bona fide occupational requirement;
- ensuring that a Police or Criminal Record Check is conducted for designated positions, regarding a candidate being hired through a competition and/or placement opportunity;
- notifying the Staffing and Client Relations Division when any new position has been designated;
- ensuring that a Police or Criminal Record Check is updated at a minimum of once every five (5) years for employees in designated positions;
- deciding on the frequency of checks for designated positions, if deemed necessary more often than once every five (5) years; and
- the cost of any subsequent renewals.

Job Applicants

Candidates applying for a designated position with GNAG, including employees (full time, part time, casual, and temporary), job applicants (including summer students), volunteers, special employment program participants, community partners, contractors, consultants, and persons hired through temporary services shall be responsible for:

- completing a Police or Criminal Record Check by visiting one of the Ottawa Police Service locations;

NOTE: A Police or Criminal Record Check from a jurisdiction other than Ottawa Police Services is acceptable.

If the applicant's city of origin does not provide this service, Ottawa Police Service will provide a Police or Criminal Record Check in order to meet employment requirements.

- incurring all associated costs of the Police or Criminal Record Check;
- submitting the Police or Criminal Record Check to the hiring manager for consideration;

Employees Occupying a Designated Position

Employees occupying a designated position with GNAG, where the requirement to complete and maintain a Police or Criminal Record Check was an original condition of employment shall be responsible for:

- renewing their check at a minimum of once every five (5) years or more frequently as determined by their department;
- submitting their new Police or Criminal Record Check to their manager for tracking purposes; and
- immediately notifying their manager of any changes that would negatively affect their original Police or Criminal Record Check.

Ad Hoc Review Committee

The Ad Hoc Review Committee shall be responsible for:

- conducting a confidential investigation regarding the self-declaration or 'positive' Police or Criminal Record Check of a candidate;
- ensuring due diligence is exercised to gather all of the facts on a case-by-case basis; and
- recommending a course of action, on a case-by-case basis.

Monitoring/Contraventions

Failure by a job applicant to complete a Police or Criminal Record Check for a designated position shall result in their disqualification from the competition or placement process.

Failure by an employee to notify GNAG of any change that would negatively affect their original Police or Criminal Record Check shall be considered grounds for disciplinary action, up to and including dismissal.