

CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

SUBJECT:	EMPLOYEE/VOLUNTEER POLICE RECORDS CHECK			
TYPE:	HUMAN RESOURCES	POLICY NO. HR-005-00		
DATE:	REVIEW DATE:	FREQUENCY:	REL. BY-LAW:	PAGE #:
July 9, 2008		As Required	08-321	1 of 3
Revisions				
New Policy				

I. Purpose:

The Township of South Algonquin (“the Township”) offers services and programs within the Township. Many services and programs are provided to individuals who will have supervised and/or unsupervised access to vulnerable persons or has access to money, confidential information or vulnerable property. As the Township is generally responsible for the work and/or events for which they govern, and has a certain moral, ethical and legal responsibility to the members of its community, it is committed to providing a safe and secure environment in which all individuals can remain involved, both as a participant and as a volunteer.

The goal of this Policy is to maintain a respectful work and living environment that is free from risk to members of the community. This policy includes procedures for dealing with employees and volunteers who are in a position of trust.

The Township is committed to implementing this Employee/Volunteer Screening Policy in a fair and impartial manner which respects the rights of all individuals.

II. Scope:

This Policy applies to all persons working for the Township, including management staff regardless of their tenure and including, without limitation, indeterminate and temporary employees, casual employees, students (if not covered by the Young Offenders Act), independent contractors, employment agency personnel, and temporary or committee volunteers.

Employee/Volunteer screening is only one component of the screening process and is not the sole basis for evaluation the suitability for employment or volunteer services.

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III. Definitions:

Police Records Check refers to the search conducted through the local detachment of the Ontario Provincial Police for any police record of an individual previously convicted of offences under the Criminal Records Act.

Pardoned Sexual Offender Database Check refers to the database search conducted through the local detachment of the Ontario Provincial Police for criminal convictions of individuals previously convicted of sexual offences. This is an agency-driven request and is only performed at the request of the Township. The Township will only request this screening if the individual has supervised and/or unsupervised access to the vulnerable sector group.

Vulnerable Persons refers to persons who, because of their age, disability or other circumstances, whether temporary or permanent are in a dependence on others; or are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them. The category would include but may not be limited to children, the disabled, and the elderly.

Authorized Representative refers to the Clerk-Treasurer who is the representative of the Corporation of the Township of South Algonquin and has been approved by the OPP to submit and receive police record information.

IV. Responsibilities:

All individuals, who work or volunteer for the Township, are required to submit to a Police Records Check, or (if required) a Pardoned Sexual Offender Database Check. Refer to VI Procedure for frequency.

Clerk-Treasurer must ensure that requests for screening are filed with the Ontario Provincial Police in a timely manner.

Members of Council have a certain moral, ethical and legal responsibility to take every reasonable step to ensure that all Township programs and services are offered with the safety and security of the members of its community in mind.

V. Policy Statement:

The Council for the Township of South Algonquin acknowledges that services and programs provided by employees and volunteers are essential to maintain a prosperous community. Employee/Volunteer Check(s) are an essential step to enhance public trust however they are not the sole form of decision-making for employees/volunteers.

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Decisions made for employment/ volunteerism will include:

- The nature of the program, services, and activities provided;
- The character and degree of vulnerability of the client group served and the Township's duty of care to the community and other staff;

This is achieved through the municipality adopting measures ensuring, to the best of its ability, that all activities and services that are undertaken are done so by utilizing a process that is open and accessible to the public.

In addition, wherever possible, the municipality will engage its citizens throughout its decision making process which will be open, visible and transparent to the public.

VI. Procedure:

Employees of the Corporation of the Township of South Algonquin and Committee Volunteers will submit to a Police Records Check in accordance with the Hiring Policy (By-law 04-226 Section 5-6).

If the work or volunteer duties requires an individual to have supervised and/or unsupervised access to vulnerable persons, money, confidential information, or vulnerable property the additional Pardoned Sexual Offender Database Check will also be required prior to being hired/appointed.

Employees must complete documentation for the Police Records Check and the Pardoned Sexual Offender Database Check (if required) as part of the recruitment process.

Volunteers must complete documentation for the Police Records Check and the Pardoned Sexual Offender Database Check (if required) every two years.

The Township of South Algonquin reserves the right to request an employee or volunteer to obtain a new Police Records Check/Pardoned Sexual Offender Database Check if it is deemed necessary.

Confidentiality

To protect the interests of employees and volunteers, the Corporation of the Township of South Algonquin commits to keep the information confidential and will only use this information in relation to the purpose for which it is intended (recruitment or volunteer process).