

## **CRIMINAL RECORD CHECKS & VULNERABLE SECTOR CHECKS**

### **Background**

Criminal record checks are a required part of the hiring process for all new employees. Vulnerable sector checks are required for employee groups who work directly with or in close proximity to vulnerable populations. The information contained in the criminal record check and vulnerable sector check may influence the decision to hire. A criminal record check and vulnerable sector check is valid within six (6) months from the date it was completed.

### **Procedures**

1. It is the responsibility of the applicant, who is not a current employee, to provide a criminal record check at the time of application.
2. If the successful applicant does not attach the Criminal Record (CR) check to their application, the selection committee will only be able to offer a pending contract of employment with receipt of a clear criminal record check.
3. Upon offer of employment, the employee will receive a letter from Human Resources requesting a Vulnerable Sector (VS) check be submitted prior to their start date if their position is in direct contact or proximity with vulnerable populations. Form 400-2 must be signed by a supervisor and presented to the local RCMP detachment for processing.
4. If the CRVS is not clear, the applicant will be required to attach the transcript of conviction(s) to their online application. Dependent upon the information in the transcript, the Human Resources Superintendent will advise the selection committee if the applicant can be interviewed and/or offered employment.
4. If the CRVS and/or transcript of conviction(s) cannot be presented prior to the interview due to time constraints outside of the applicant's control, the applicant may still be interviewed. If the selection committee would like to proceed with an offer of employment, the offer will be deemed temporary, up to a maximum of 6 months, until such time as the transcript is provided. This timeline may be extended at the discretion of the Director. The applicant will also complete the form Affidavit Respecting Criminal Record (Form 400-1) as part of the employment package. The immediate supervisor or Human Resources must verify the applicant's identity and witness the signature.
5. Applicants will be responsible for any costs associated with the obtaining of a criminal record check and vulnerable sector check.
6. The recommendation to hire form submitted by the supervisor will indicate the CRVS has been received, is clear and is valid within 6 months. If the supervisor is unable to verify

the expectations of the CRVS when completing a recommendation to hire, HR will be notified to investigate.

7. Existing employees charged of a criminal offence under *The Criminal Code of Canada* and/or *The Controlled Drugs and Substances Act* shall notify the Director within 48 hours. The Director will determine what action, if any, is appropriate in relation to the employment of the individual. If the charge(s) is dropped or if the employee is convicted of a criminal offence, the employee shall report such fact in writing to the Director within 48 hours, who will determine what action, if any, is appropriate in relation to the continued employment of the individual.
8. Failure to provide a criminal record check and vulnerable sector check, submission of an inaccurate, false, misleading or incomplete record check and vulnerable sector check or failure to report a criminal charge or conviction in compliance with procedure 7, constitutes grounds for termination of employment, refusal to offer employment, withdrawal of any offer of employment, or refusal of placement.

Reference: Section 85, 87, Education Act  
Forms Manual: Form 400-1, Form 400-2

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