

<b>TOPIC:</b> Human Resources	<b>SUBJECT:</b> Criminal Reference Check	<b>Code: HR025</b>
		<b>Date of Issue: March 1995</b>
		<b>Revised: January 2012</b>
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**PURPOSE:** This policy will outline Avenue II's requirements for a "Vulnerable Sector Screening" **Criminal Reference Check** and the treatment of such documents by the agency. The agency will use the information provided to ascertain whether the individual providing direct service has a criminal history which could potentially make him/her unsuitable for certain positions of trust as per the Ministry of Community and Social Services requirements.

**SCOPE:** This policy shall apply to all new employees and volunteers who will have direct contact with individuals of Avenue II. Existing employees, employees applying for internal positions, and existing volunteers shall not have the obligation to fulfill this requirement. Student placements require a "Vulnerable Sector Screening" **Criminal Reference Check**.

**AVENUE II POLICY:**

1. As per Ministry direction, all checks must be completed by a police department. Avenue II requires all new staff, student placements, and volunteers (herein referred to as "the individual") to submit a satisfactory "Vulnerable Sector Screening" **Criminal Reference Check** prior to receiving a formal offer of employment. This check is at the expense of the prospective employee. Volunteers may receive reimbursement for the expense by submitting a copy of the receipt to Petty Cash.
2. Until such time that a suitable "Vulnerable Sector Screening" **Criminal Reference Check** is submitted, the individual will receive a conditional offer of employment. Please note that the conditional offer of employment is also contingent with other conditions of employment being met as well.
3. The "Vulnerable Sector Screening" **Criminal Reference Check** must be submitted and approved by the Executive Director prior to being scheduled for orientation shifts with individuals we support.

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**PROCESS:**

1. Proceed to Thunder Bay Police Services at 1200 Balmoral St. and complete an application for a **Criminal Reference Check** with Vulnerable Sector Screening.
2. Once the "Vulnerable Sector Screening" **Criminal Reference Check** is obtained, it is submitted to Administration for review by the Executive Director.
3. **Criminal Reference Checks** over six (6) months old shall not be acceptable upon hiring.