

**CRIMINAL RECORD CHECK POLICY**

Department	Administration	Policy No.	0340-20-25
Section	Human Resources	Date Approved by Board	June 9, 2016
Repeals	RD/16/05/18 (26)	Board Resolution #	RD/16/06/11

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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1. Purpose

- 1.1 The purpose of the Criminal Record Check Policy is to establish clear guidelines for standards of employment with the Peace River Regional District (PRRD).

2. Scope

- 2.1 This Statement of Policy applies to all PRRD employees who hold designated positions as listed in Appendix A.

3. Definitions

- 3.1 *Designated Employee Position*: refers to a position within the PRRD that:

- works directly or indirectly with the vulnerable sector(s);
- has access to a resident's home or property as part of their work assignment;
- is involved with providing Emergency Social Services (ESS); or
- is a Designated Officer of the PRRD.

- See [Appendix A](#) for the list of Designated Employee Positions.

- 3.2 *Vulnerable Sector*: refers to a [Designated Position](#) who: ~~children directly or could potentially have unsupervised access to children in the ordinary course of employment with the Regional District.~~

- works with children (18) eighteen years of age or younger;
- works with individuals (19) nineteen years of age or older who receive health services, other than acute care, from a hospital, facility, unit, society, service, holder or registrant under the *Criminal Records Review Act*;
- is involved in the provision of **Emergency Social Services** (ESS), ~~is included under~~ [Vulnerable Sector](#) as the nature of the work deals with anyone who may need to rely on the services and support of others, and for this reason, may become vulnerable to a breach of trust by ESS responders.



4. Policy

- 4.1 As a condition of employment with the PRRD, employees in [Designated Positions](#) (see [Appendix A](#)) must provide proof of a clear or satisfactory criminal record check within 30 days of their employment commencement date, in adherence with applicable Acts and the Collective Agreement.
- 4.2 Employees in [Designated Positions](#) are required to provide an updated criminal record check every five (5) years.
- a. Employees in [Designated Positions](#), who incur criminal record charges that violate a reasonable and bona fide job requirement(s), are compelled to report such matters to the Chief Administrative Officer for review and consideration in the interim period between checks.
- 4.3 The fee to obtain a criminal record check, if applicable, will be reimbursed by the PRRD. A copy of the receipt is required for reimbursement.

Affiliated Procedure	Criminal Records Check Procedure
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Appendix A List of Designated Positions

Designated Officers

- Chief Administrative Officer
- Deputy Chief Administrative Officer
- Chief Financial Officer
- Corporate Officer

Financial Services

- Financial Services Manager
- Procurement Officer
- Investment Officer

Charlie Lake Fire Department

- Fire Chief *
- Deputy Fire Chief *
- Members of the Volunteer Fire Department(s) *

Community Services

- Protective Services Manager *
- General Manager of Community Services *
- Protective Services Coordinator*
- ~~Community and Electoral Area Services General Manager – V~~
- ~~Community Services Coordinator – V~~

Information Technology

- Information Technology Manager
- Information Technology Coordinator

Environmental Services

- Environmental Services Coordinator
- Environmental Services Manager
- Field Services Assistant

Development Services

- Bylaw Enforcement Officer
- Building Inspector

* Indicates that a [Vulnerable Sector](#) Search is required as part of the Criminal Record Check.