



CRIMINAL RECORD CHECK

Department	Administration	Policy No.	0340-29
Section	Human Resources	Date Approved by Board	June 9, 2016
Repeals	RD/16/05/18 (26)	Board Resolution #	RD/16/06/11

Amended	September 10, 2020	Board Resolution #	RD/20/09/28
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Repealed		Board Resolution #	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 Position:* refers to a position within the PRRD that:

- a) works directly or indirectly with the vulnerable sector(s);
- b) has access to a resident’s home or property as part of their work assignment;
- c) is involved with providing Emergency Social Services (ESS); or
- d) 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:

- a) works with children (18) eighteen years of age or younger;
- b) 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*;



- c) is involved in the provision of Emergency Social Services (ESS), 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.*