



**Policy Type:** Human Resources  
**Policy #:** HR-200-11  
**Approved by Council on:** November 27, 2017

## **Human Resources – Criminal Record Background Check (CPIC)**

### **Policy**

The Town of Prescott is committed to providing effective municipal services and ensuring legislative requirements are met when hiring staff and placing volunteers who will be serving the public.

#### Vulnerable Sector

Each identified position below meets the criterion that requires a vulnerable sector Criminal Background Check. Therefore each employee in the identified positions and/or volunteer who meets the criteria will be required to obtain a Criminal Record Background Check and a Vulnerable Sector Check (CPIC) as per legislative requirements. This applies to:

(i) Town of Prescott employees 18 years of age and older in the following positions:

- Marina Manager
- Walker House – Program Manager
- Tourism and Recreation Coordinator
- Pool Supervisor
- Lifeguards

(ii) All volunteers and placement students who are 18 years of age and older, where it is deemed necessary due to the nature of their assigned duties.

All other positions not listed above will be required to provide a standard criminal record background check (CPIC) in accordance with the timeframes listed in this policy.

### **Objective**

The Town's objective in requiring a criminal record check as a condition of employment acknowledges the high volume of confidential, personal, and sensitive information dealt with by the Town and the nature of the many vulnerable populations served. By ensuring all employees and volunteers have an acceptable and satisfactory criminal record check



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and in some positions that they are declared suitable for vulnerable sector employment, the employer can be confident that it is addressing this aspect of employee/volunteer suitability consistently and thereby protecting the interests of the Town.

### **Procedure**

Any costs associated with obtaining the pre-employment/pre-volunteer criminal record background check (CPIC) are covered by the Town of Prescott.

CPICs are required only after an offer of employment has been made to an applicant. Upon the provision of a valid CPIC which is acceptable and satisfactory to the Town, the prospective employee/volunteer will be deemed to have met one of the conditions of employment/volunteering.

At the time of a conditional offer of employment, the Town will accept a CPIC that is declared suitable for vulnerable sector employment that has been conducted within the last six (6) months from the date of offer as long as the prospective employee/volunteer is prepared to sign the Criminal Record/Conviction Declaration Form (Appendix A).

The presence of a criminal record shall not necessarily be a barrier to employment or volunteer status, but in arriving at a final decision regarding the candidate's suitability for employment or volunteer status, the CAO shall take into account the following factors:

- i) the nature and number of conviction(s);
- ii) the length of time since the conviction(s);
- iii) rehabilitative efforts made by the candidate;
- iv) duties and responsibilities associated with the position and the relevance of the criminal conviction; and,
- v) the potential risk to vulnerable persons as a result of employing the candidate.

All employees are required to notify the Town using Appendix A if there is a change to their criminal record regardless of the nature and severity of the crime.



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## Human Resources – Criminal Record Background Check (CPIC) – Appendix A

### Criminal Record/Conviction Declaration

Name: \_\_\_\_\_

I DECLARE that since the last Criminal Record Background Check (CPIC) produced for myself:

#### PART A (Check applicable box)

- I have no convictions under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada); or
- I have the following convictions for offences under the Criminal Code of Canada for which a pardon has not been issued or granted under the Criminal Records Act (Canada). (List convictions in Part B below under “List of Convictions”)

#### PART B (If applicable, please complete)

List of Convictions:

(If more than two (2) convictions, please number and list the following information [a), b) and c)] on the reverse side. Additional page(s) can be added if required).

1. a) Conviction: \_\_\_\_\_  
 b) Date Registered: \_\_\_\_\_  
 c) Court Location: \_\_\_\_\_
  
2. a) Conviction: \_\_\_\_\_  
 b) Date Registered: \_\_\_\_\_  
 c) Court Location: \_\_\_\_\_



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### **PART C (Check all boxes)**

- I shall immediately notify my Employer, the Corporation of the Town of Prescott, upon any conviction(s) being registered against me under the Criminal Code of Canada, in accordance with policy; and
- I understand that my failure to fully disclose information in accordance with the above declaration may result in my employment being terminated by the Corporation of the Town of Prescott.

Signature: \_\_\_\_\_

Declared before me at \_\_\_\_\_, ON, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_.

Signature – Commissioner of Oaths