

**Society of St. Vincent de Paul  
Toronto Central Council**

**Policy Manual**

**Policy:** **Criminal Reference Checks**

**Policy Number:** **7 - 06**

**Effective Date:** November 2002

**Revision Date:** April 2006

**Approved On:** April 2010

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**Statement of Intent or Purpose:**

The Society of St. Vincent de Paul Toronto Central Council (hereinafter referred to as Society), in compliance with a policy directive issued by the Ministry of Community and Social Services and in compliance with the Archdiocesan screening requirements, shall request a Criminal Reference Check for all new employees, Vincentians and Volunteers. It is understood that the Board of Directors may request employees, Vincentians and Volunteers to provide updated Police Checks as necessary to satisfy various screening requirements.

**Procedures:**

1. All employees, Vincentians and volunteers shall sign an Access to Information Waiver form for submission to their appropriate police force. This signed waiver form will entitle the Society to request that the appropriate police force conduct a Criminal Reference Check regarding that person and to inform the Society of the results. The Executive Director shall act as the Society's designated screening coordinator for purposes of receiving all such information.
2. The signed waiver form shall remain on file with the Society as required for audit purposes by the appropriate Police Force.
3. For employees, the decision to offer employment shall be reserved until the Criminal Reference Check has been completed. However, in situations where

there is a pressing need to employ an individual, a conditional offer of employment may be made. Nevertheless, employment shall not commence without the express permission of the Executive Director, and the candidate shall not be allowed unsupervised access to residents, clients or children.

Persons who are conditionally employed as set out above shall provide a copy of the completed Criminal Reference Check to the Executive Director within 30 days of the first shift to be worked. Failure to comply may result in disciplinary suspension.

Where the completed Criminal Reference Check is negative, the Executive Director will inform the Director of the program in writing that the individual may be offered employment or may be accepted as a volunteer.

4. All police check summaries are returned to the applicants.

For checks showing negative results:

- Vincentians must present their completed police check form to their conference president who will submit the form to Toronto Central Council. Employees and volunteers must present their completed form to their manager who will submit it to the Executive Director.

For checks showing positive results, the following procedures will apply:

- In the event the Criminal Reference Check proves positive, the candidate may choose either to withdraw their name from consideration for the position or agree to full disclosure of the results of the Criminal Reference Check.
- If the Society wishes to proceed with an offer of position, the Executive Director will request access to the original document issued by the Police Services for review. The Executive Director will then meet with the candidate, and on occasion the Committee Chairperson and/or the Spiritual Director to discuss the information.
- Particular attention at the time of the meeting shall be given to the nature, seriousness and frequency of the offence(s) as well as the circumstances surrounding the conviction(s). References obtained from past employers, together with other efforts including rehabilitation may also be considered.
- Following the aforementioned meeting, a decision will be reached. For employees and volunteers, program Directors will be notified in writing if the individual has successfully completed the process. For Vincentians,

conference presidents will be notified that the candidate has successfully completed the process. The nature of the charges will not be discussed outside the team of the Executive Director, Committee Chair and Spiritual Director, without the express approval of the candidate.

- It is understood that the use of information obtained through the Canadian Police Information Computer program regarding Criminal Code convictions does not contravene the provisions of the Ontario Human Rights Code.

5. For Vincentians, conference Presidents will be notified when the application file is complete and the member has met all requirements. For employees and volunteers, managers will be notified when the police check process is complete

6. All decisions regarding the suitability and placement of volunteers shall be deferred until the completion of the Criminal Reference Check.

7. Following the review of the Criminal Reference Check which may result in either a positive or negative report, the procedures as set out above concerning employee applicants shall be followed for volunteers.