

## KELOWNA AND DISTRICT SOCIETY FOR COMMUNITY LIVING

### **POLICY: CRIMINAL RECORD CHECK**

**Applies to:** All Personnel and Volunteers

Prospective employees, students or volunteers must have a criminal record search completed by the RCMP at the person's own expense prior to commencing employment or a position with the organization. Criminal record checks that are less than 3 months old may be accepted. KDSCL will pay for volunteers upon completion of 25 hours of volunteer work.

Prospective employees, students or volunteers will not be permitted to commence employment until they have provided KDSCL management with the completed criminal record check search form.

Any applicant with a record of sexual abuse, sexual assault or violence will not be considered for employment with KDSCL.

The executive director and/or designate will review any other criminal record uncovered to determine if employment is an option using the following guidelines:

- Likelihood of individual repeating offense.
- Number and type of offense.
- Time between offense and present time.
- Age and circumstance of individual at time of offense.
- Efforts made toward rehabilitation.
- Accomplishments of individual since charge and conviction.
- The nature of the offense contained in the criminal record and the duties expected of the employee.

The executive director and/or designate will discuss the criminal record with the individual to assist in the assessment of the record.

A volunteer's or employee's record will not be shared with any other agency or individual without the person's consent or knowledge.

Employee, student or volunteer who are charged with a criminal offence, must promptly notify the executive director, who will apprise the Board president or his/her designate.

Depending on the nature and severity of the charges and pending the outcome:

- An employee may be suspended with or without pay and not be permitted on the Society's facilities unless required to attend a meeting with the executive director and/or designate.
- A volunteer or student will not be permitted on the Society's facilities unless required to attend a meeting with the executive director and/or designate.

If found guilty:

- An employee may be subject to further disciplinary action up to and including termination as deemed appropriate by the Employer and as per the Collective Agreement and to meet the intent of the Community Care Facilities Act and Regulations or any other such Acts and Regulations;
- A volunteer or student will be refused further entry to all Society facilities.

If acquitted:

- An employee who may have been suspended without pay will be reinstated with full back pay.
- A volunteer or student may resume previous position.

Current employees or volunteers will be asked periodically to provide an up-to-date criminal records check search. The costs to obtain will be paid for by the Society.

Effective/Revision Date

1993  
April 28, 2003  
March 27, 2006

Board Approval

1993

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