

	POLICY / PROCEDURE		No.	4.24
	Vulnerable Sector Screening & Criminal Record Check Policy		Effective Date	Feb 02,2023
			Revision Letter	
			Council Approval	2023-17-13

1.0 Purpose

Many positions at the District of Fort St James are safety or security sensitive, or for other reasons, require the District to place a high degree of trust in the integrity of its employees.

To minimize its risk, the District has implemented a policy on police background checks for all employees, students, volunteers, and contractors.

Dependent upon the nature of the position and identified risks associated with the position, the employee will be required to provide either a criminal record check (CRC) or a vulnerable sector screening (VSS) before commencement of employment, or during existing employment, or before being permitted to volunteer for the District.

Employees may be required to provide a renewed police check if required by law at designated intervals.

2.0 Scope

This policy applies to all District employees, including but not limited to regular, temporary, contract, volunteers, and students. Where warranted, this policy may apply to individuals or groups renting District facilities.

This policy applies to employees who are being assigned to a new position or promoted to a position requiring vulnerable sector screening if it was not required or submitted at the commencement of their employment.

This policy is intended to supplement any other requirements imposed by applicable legislation and is consistent with the *British Columbia Human Rights Code*, the *Freedom of Information and Protection of Privacy Act* and the *Criminal Code*.

3.0 Procedure

At the time of adopting this policy, at the start of employment, on reassignment, or on promotion:

- 3.1. The District determines which positions require a criminal record check or a vulnerable sector screening.
- 3.2. The District determines the frequency each position requires either criminal record check or a vulnerable sector screening check.

- 3.3. Job descriptions and related job postings should clearly indicate that in accordance with the District of Fort St James Vulnerable Sector Screening & Criminal Record Check Policy, the position requires that the individuals provide at the District's cost, a criminal record check or vulnerable sector screening as a condition of employment.
- 3.4. Individuals requiring these checks are responsible for applying, submitting the results of all criminal police checks and vulnerable sector screening to Human Resources or to their direct supervisor.
- 3.5. Current employees being assigned, promoted or evaluated and requiring a CRC or VSS will apply and forward results to District Human Resources or direct supervisor.
- 3.6. Individuals failing to provide a CRC or VSS when asked to do so will not be considered for employment, volunteer opportunities, or present employment. No individual will be placed in or remain in employment until the required CRC, VSS have been completed and received as a clear/clean submission outcome.

4.0 Definitions

CRC means a criminal record check.

VSS means a vulnerable sector screening.

Employee means a person employed by the District, or a contractor of the District, or a volunteer of the District.

5.0 Responsibilities

- 5.1. The chief administrative officer is responsible for maintaining and updating this policy.
- 5.2. Human Resources is responsible for maintaining Human Resource employee data related to CRCs and VSSs as needed.

7.0 Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Owner	Chief Administrative Officer	John Simcock		
Reviewer	Corporate Officer	Gwendolyn Kennedy		
Final Approver	Mayor and Council	Martin Elphee		February 2, 2023

8.0 Revision History

Effective Date	Rev Letter	Document Author	Description of Change
Feb 02 2023	N/A	CAO	New Document