

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: CRIMINAL RECORD CHECK**

Applies to: All Personnel, Volunteers and Home Share Contractors

Original Approval Date: 1993

Date Approved: September 23, 2024

Replaces Procedure Dated: February 26, 2024

1. All relevant applicants (employees, volunteers and contractors) are informed that a satisfactory criminal record check is a requirement of employment, volunteering or contracting, and Pathways will initiate this process. All criminal record checks must be completed through the BC Ministry of Justice (not the RCMP) and must be specific to the vulnerable adults sector.
  
2. Pathways has five key contacts who can initiate criminal record checks through the online system. If you are unaware who these contacts are, ask the Executive Director. The key contact who is completing the criminal record check:
  - Verifies the person's ID in person and takes a photocopy.
  - Logs onto the Criminal Records Review Program online system at <https://justice.gov.bc.ca/screening/crrp/home>.
  - Selects "Request a New Criminal Record Check".
  - Clicks "Add Request" and enters the person's information into all fields. For existing employees who have passed probation, the organization pays for the criminal record check. For new employees who are still in probation, the employee may pay for their own criminal record check, and have it reimbursed once they pass probation (pending they submit their receipt), or the organization may pay for the criminal record check, deduct the cost from the employee's pay cheque, and they will be reimbursed once they pass their probation. For these instances, the finance manager must receive a copy of the payment receipt.
  - Clicks "Send Criminal Record Check" and clicks "Yes" to the vulnerable sector agreement.
  - Notifies the person that a criminal record check request has been sent to their email and instructs them to complete their information as soon as possible. Their link will expire after 14 days. If the link expires, any key contact can simply cancel the initial request and submit a new one.
  
3. The employee, volunteer or contractor:
  - Clicks the link they received via email from the Criminal Records Review Program, and follows the steps to complete their criminal record check through the online system.
  
4. Pathways key contacts can check the statuses of pending criminal record checks by logging into the online system at <https://justice.gov.bc.ca/screening/crrp/home>. Applicants who have not yet completed their information will show up under "Criminal Record Checks", and applicants who have completed their information will show up under "Application Statuses".

5. Once the criminal record check is complete, the clearance letter is sent to the Executive Director via email. The Executive Director forwards the clearance letter to all departments. The person responsible for that employee replies to all, indicating that they will be filing the criminal record check.

6. Once the completed criminal record check is received:

- Employees Bargaining unit: The People and Culture Manager or designate saves the criminal record clearance letter in the employee's electronic file, as per the Employee, Volunteers, and Tenant Files and Information Policy and Procedure.
- Employees Other: The People and Culture Manager or designate saves the criminal record clearance letter in the employee's electronic file, as per the Employee, Volunteers, and Tenant Files and Information Policy and Procedure.
- Volunteers (excluding the board of directors): The volunteer coordinator or designate files the criminal record clearance letter in the volunteer's file, as per the Employee, Volunteers, and Tenant Files and Information Policy and Procedure.
- Volunteers Board of Directors: The Executive Director or designate places the criminal record check clearance letter in the Board of Directors binder.
- Home Share Contractors: The Home Share Coordination Manager saves the criminal record clearance letter in the home share contractor's electronic file, as per the Home Sharing Administration Procedure.

### **Current Employees, Volunteers and Home Share Contractors**

1. If a current employee, volunteer or home share contractor is charged with a criminal offence, they must promptly report the information to the executive director, who will apprise the Board president or their designate.

2. 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 will not be permitted on the society's facilities unless required to attend a meeting with the executive director and/or designate.
- A home share contractor may be put on notice, and the person residing with them is placed in respite.

3. 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 will be refused further entry to all Society facilities.
- A home share contractor may have their contract terminated.

4. If acquitted:

- Employees who may have been suspended without pay will be reinstated with full back pay.
- A volunteer may resume their previous position.
- A home share contractor resumes supporting the person and may be back-paid (if applicable).

5. Periodically and/or minimally, employees and volunteers will be asked to provide an updated satisfactory Criminal Record Check form at no cost to the employee.

### **Employees, Volunteers and Home Share Providers Leaving Pathways**

1. When bargaining unit employees leave, the criminal record check is removed from the binder and is filed in the appropriate year past employee file.

2. All others are kept in their consolidated file and filed accordingly.

### **Adding Key or Removing Key Contacts to the Online Criminal Record Review Platform (Charisse to complete)**

1. Login to <https://justice.gov.bc.ca/screening/>. Select Business BCeID Account.

2. Select Pathways Abilities Society Volunteer Account.

3. Select User Management.

4. Select the Add User green box at the top of the screen.

5. Add the Users information. If removing a User, select Remove.

6. Send the new User the information to login. They will receive prompting them to activate usage.