

Police Information Check (PIC)

Policy No. 302

Policy Statement:

A completed and “clear” Police Information Check (PIC) is required as a condition of employment for successful applicants at the commencement of employment. For clergy and current employees, police information checks must be renewed at least every 4 years.

A completed and “clear” Police Information Check (PIC) is required as a condition of volunteering in positions of medium and high risk. For current volunteers, police information checks must be renewed at least every 4 years.

Vulnerable Sector Check of the PIC is required for individuals whose position (employed or volunteer) involves one or both of the following:

- authority or trust over children or vulnerable persons
- casual contact with children or vulnerable persons with sufficient regularity that it could lead to the development of a relationship of trust.

Intent of Policy:

The Archdiocese has a moral, ethical, spiritual, and legal obligation to protect and hold from harm vulnerable persons, as well as its clergy, employees and volunteers.

Definitions:

Police Information Check (PIC) is a process that verifies whether an individual has a criminal record and provides the applicant with the detailed information that can be legally disclosed. The process may also be called a Police Record Check (PRC) or a Criminal Record Check (CRC), depending on the police jurisdiction. For the purposes of this policy, Police Information Check (PIC) refers to the process, regardless of which police service conducts it.

Vulnerable Sector Check (VSC) is a process that verifies whether an individual has a criminal record, as well as any record suspensions (formerly pardons) for sexual offences and local police records for information relevant to the check.

“**Clear**” **PIC** indicates that there is no record of criminal convictions in Canada’s National Repository for criminal records.

Intervention Record Check (IRC) is a review to determine whether an adult has an existing intervention record which indicates that the person may have caused a child to be in need of intervention.

Vulnerable persons include:

- children
- young persons under the age of 18 years
- elderly
- those with mental or physical illness/handicaps
- dependent adults
- those with addictions

Risk assessment (low, medium, or high) includes the following criteria, but may not necessarily be limited to:

- vulnerability of those served
- the nature of the service/position
- the context of the service/position
- the degree of supervision given or received

Position Risk Ranking and Criteria

(The criteria identified below are not intended to be exhaustive and other criteria may need to be considered, subject to the requirements of a position).

Low risk positions are positions that meet all of the following criteria:

- the position does not require close contact with clients or the public
- the position is supervised (directly or indirectly) at all times
- the position does not require the person to handle money
- the position does not require the person to drive and/or transport others

Medium risk positions are positions that meet any of the following criteria:

- the position requires a person to give information to clients or potential clients with a minimum of supervision
- the position requires a person to act on behalf of the organization in an unsupervised setting
- the position requires the person to handle money/funds with a minimum of supervision
- the person has access to the organization's confidential files

High Risk positions are positions that meet any of the following criteria:

- the position requires a person to be alone and unsupervised with a client or others, including vulnerable persons
- the position requires a person to develop a close, supportive relationship with a client or group of clients
- the position may require or encourage driving with a client as a passenger
- the position requires the person to be left unsupervised in a building, home, or other setting operated by the organization on a regularly scheduled basis
- the position requires the person to have access to highly confidential information (personal/medical/financial)
- the position requires the person to be entrusted with control of keys, property, and access to buildings, etc.
- the position requires the person to operate a variety of mechanical equipment

Procedure:

- a) A verbal or written offer of employment is made on condition that the applicant obtains a “clear” PIC from a local police service.
- b) If the Police Information Check is not “clear” and a criminal conviction is identified, the Office of the Chancellor must be contacted for advice and approval prior to proceeding with the hiring of the applicant. A risk assessment of the applicant must be conducted with respect to contacts with vulnerable persons, and also in relation to other employees, and/or the duties and responsibilities of the position for which the applicant is being considered. Positions may be ranked as being low, medium, or high risk.
- c) The cost of obtaining the Police Information Check will be reimbursed to
 - the successful applicant for an employment or volunteer position
 - the employee or volunteer who is required to provide an updated PIC.
- d) Employees or volunteers in positions directly in contact with children or vulnerable persons are required under the Alberta Child, Youth and Family Enhancement Act to have an Intervention Record Check (IRC) completed. The IRC form may be obtained from the local Regional Child and Family Service Authority Office, Alberta Human Services.

- e) When an employee or volunteer moves from a lower risk position to a higher level risk position, an appropriate risk assessment must be carried out. Employees or volunteers in certain positions (based upon risk assessment) may be required to obtain a PIC on an annual basis.

Refer to Policy:

No. 355 Abuse Prevention

No. 361 Volunteer Management