



POLICY No. 2009-01 POLICE CHECKS POLICY

Originating Department Human Resources

SMT Approval: 2013-05-03

Council in Committee:

Recommendation #:

Council Approval:

Resolution #:

Revision History:

[Click here for revision history](#)

1. **Policy:**

An appropriate police check is required for specific positions at Haldimand County.

A Police Vulnerable Sector Check shall be provided by employees and persons 18 years of age and over who are selected to positions that provide service to or interact with a vulnerable person or persons

A Police Criminal Record Check shall be provided by employees and persons 18 years of age and over who are selected to positions that:

- handle cash over the amount of \$250 on behalf of the County; or
- have access to critical infrastructure or control equipment within County facilities (for example, mechanical rooms, server rooms, etc.)

2. **Purpose:**

To take reasonable precaution to ensure the safety of County assets and the well-being of County employees and persons who receive services provided by the County while at the same time to respect the privacy of candidates.

3. **Scope:**

This policy applies to all persons 18 years of age or over who are offered employment in positions designated by the Senior Management Team as requiring a Police Check.

4. **Definitions:**

A Police Check is either a Police Vulnerable Sector Check or Police Criminal Record Check conducted by the Ontario Provincial Police (OPP) Cayuga Detachment or the police service in the successful candidate's home location.

A Police Vulnerable Sector Check (Attachment A) is a police check used to verify the possible existence of a criminal record and a sexual offence conviction for which an individual has not received a pardon.

A Vulnerable Person is a person, who because of their age, a disability or other circumstances, whether temporary or permanent, are:

- (a) in a position of dependence on others or
- (b) are otherwise at greater risk than the general population of being harmed by a person in a position of authority or trust relative to them, pursuant to the *Criminal Records Act*.

A Police Criminal Record Check (Attachment B) is a police check used to verify the possible existence of a criminal record for which an individual has not received a pardon.

5. Responsibility:

5.1 The hiring Manager shall ensure that:

- Any person presented an offer of employment for a position requiring a Police Check has submitted an appropriate Police Check as required for the position being filled;
- An appropriate decision is made in consultation with the General Manager and Manager, Human Resources regarding employment based on the findings of the Police Check;
- Any Police Check documentation presented to a Manager / Supervisor is treated with strict confidentiality and forwarded to the Human Resources Division for retention

5.2 The Manager, Human Resources shall ensure that:

- A current list of positions identified by the Senior Management Team as requiring a Police Check is available at all times;
- Police Check documentation received in the Human Resources Division is treated as private and confidential information and placed on the employee's personnel file in the Human Resources Division;
- Hiring Managers are informed as appropriate when Police Check documentation is received;

5.3 An employee charged with a criminal offence shall contact their respective Manager or the Manager, Human Resources immediately to discuss the charge and its possible impact on their employment at Haldimand County.

5.4 Employees being considered for a position, different from their current position, that requires a Police Check shall provide an appropriate Police Check that has been completed within the past six months prior to the date on the conditional offer of employment. If the employee has submitted an appropriate Police Check since being hired, the employee may either complete Attachment F declaring that he / she does not have a criminal record or submit an appropriate Police Check.

5.5 Candidates from outside the County being considered for positions requiring a Police Check shall provide an appropriate Police Check that has been completed within the past six months prior to the date on the conditional offer of employment.

5.6 Managers responsible for the recruitment of volunteers will ensure that a police check policy and procedure consistent with this policy and covering the following points is developed and administered within their respective Division:

- Volunteer positions requiring a Police Check are identified;
- Responsibilities of persons involved in the process are identified;
- A procedure ensuring that a satisfactory Police Check is required and obtained before the person begins to volunteer; and
- All related documentation is stored in a manner that respects privacy.

5.3 The Manager, Emergency Services / Fire Chief will ensure that all Paramedics employed by Haldimand County provide a Police Check in accordance with Provincial legislative requirements and that all related documentation for Paramedics is administered by the Emergency Services Division in accordance with the principles of this policy.

6. Procedure

6.1 Job postings, external advertisements and job documents for those positions identified as requiring a Police Check shall reflect the appropriate requirement as a condition of employment.

6.2 An offer of employment for a position identified as requiring a Police Check shall be made conditional on the candidate providing a satisfactory Police Criminal Record Check or Police Vulnerable Sector Check, as appropriate, to the Human Resources Division prior to their start date.

6.3 A Vulnerable Sector Check requires the following documents:

- Agency Letter (Attachment C)
- Two forms of acceptable identification including one photo ID (see Attachment D)

If the candidate lives in Haldimand County, he / she shall take this information to the OPP Cayuga Detachment Office to initiate the Police Check.

If the candidate does not live in Haldimand County, he / she shall take this information to the police services office in their home location to initiate the Police Check.

6.4 A Police Criminal Record Check requires the following documents:

- Agency Letter (Attachment C)
- Two forms of acceptable identification including one photo ID (see Attachment D)

If the candidate lives in Haldimand County, he / she shall take this information to the OPP Cayuga Detachment Office to initiate the Police Check.

If the candidate does not live in Haldimand County, he / she shall take this information to the police services office in their home area to initiate the Police Check.

6.5 Any cost for obtaining a required Police Check is the responsibility of the candidate.

6.6 If the Police Check does not indicate any cause for concern relative to the position being filled, the Human Resources Division will inform the hiring Manager.

- 6.7 If the Police Check does indicate cause for concern relative to the position, the hiring Manager and their General Manager will consult with the Manager, Human Resources, and confirm in writing to the candidate their decision regarding employment.
- 6.8 If a Police Check is not provided within two weeks from the date of the conditional offer of employment without an explanation acceptable to the hiring Manager, the conditional offer may be withdrawn in writing by the hiring Manager and other candidates will be considered.
- 6.9 An offer of employment shall be confirmed in writing with the candidate once the Police Check and any other required information / documentation are received by the Human Resources Division and that documentation is deemed appropriate.
- 6.10 Although a successful candidate to any position designated as requiring a Police Check must submit an appropriate Police Check, an exception to the requirement to provide that Police Check prior to start date may be approved by the hiring Manager's General Manager or the Chief Administrative Officer.
- 6.11 When an exception is granted in conjunction with Section 6.10, the candidate will complete Attachment E declaring that he / she has requested the required Police Check and will return the completed declaration to the hiring Manager.
- 6.12 All Police Check documentation received by the County shall be treated as private and confidential information and placed only on the selection file maintained in the Human Resources Division or the successful candidate's personnel file in the Human Resources Division.

7. References:

Criminal Records Act
 Freedom of Information and Protection of Privacy Act
 Ontario Human Rights Code
 Haldimand County Code of Conduct
 Ministerial Directive Concerning the Release of Criminal Record Information by the Royal Canadian Mounted Police effective August 4, 2010

Attachments

Attachment A Sample of OPP Form LE220E - Vulnerable Sector Check
 Attachment B Sample of OPP Form LE219E - Criminal Record Check / Police Record Check
 Attachment C Agency Letter
 Attachment D List of Acceptable Identification accepted by the Ontario Provincial Police – Cayuga Detachment
 Attachment E Declaration Form – External Hire

Topical Index	Corporate Services
Policy Number	09-01
Short Title	Police Check (formerly Criminal Reference Check)
SMT Approval Date	January 16, 2009
Council in Committee	September 14, 2009 Recommendation # 31
Council Approval Date	September 21, 2009 Resolution # 281-09
Originating Department	CS-HR-09-2009
Revisions	
#1	Policy title change from Criminal Reference Check to Police Check Policy SMT Approval Date: May 26, 2011
#2	Policy revisions and housekeeping changes incorporated as per April 18,2013 e-mail from Jim Dover to SMT SMT Approval Date: May 3, 2013



Ontario
Provincial
Police

Vulnerable Sector Check

Personal information contained on this form is collected pursuant to the *Police Services Act*, s.41 and Federal and Provincial privacy legislation and is collected for the purpose of processing this Vulnerable Sector Check. Information related to this check will be retained for two years. Questions concerning this collection should be directed to your local OPP detachment.

This check is to be used by applicants seeking a paid or volunteer position with vulnerable persons. "Vulnerable person" means a person who, because of their age, a disability or other circumstances, whether temporary or permanent, are (a) in a position of dependence on others; or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them, pursuant to the *Criminal Records Act*.

This check will include the following information as it exists on the date of the search:

- RCMP National repository of Criminal Records, including the Pardoned Sex Offender Database - Pardoned criminal convictions as per the Schedule of the *Criminal Records Act*, including non sex offences, identified as a result of a Vulnerable Sector Verification search and authorized for release by the Minister of Public Safety and Emergency Preparedness
- Canadian Police Information Centre (CPIC) (Intelligence and Investigative Databanks)
- Outstanding entries, such as charges and warrants, judicial orders, Family court restraining orders, Peace Bonds, Probation and Prohibition orders
- Absolute and Conditional Discharges (1-3 years) from local police databases
- Criminal charges resulting in dispositions and non-conviction including, but not limited to: Stayed, Withdrawn, Dismissed, Not Guilty, and cases of not criminally responsible by reason of mental disorder as listed on local police indices
- Police contacts including but not limited to theft, weapons, sex offences, or violent, harmful or threatening behavior which may or may not have involved a mental health incident where no charges were laid

Applicant information							
Last Name, First Name, and Middle Names						Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Maiden Name or other Last Names used				Name commonly used or other First Names			
Street Number and Name or Lot, Conc. And Township		Apt. No.	City, Town or Village		Province/State	Postal/ZIP Code	
Date of Birth (YYYY/MM/DD)	Country of Birth	Telephone		E-mail address			
Addresses for the last five (5) years (if different from above)							
Street Number and Name or Lot, Conc. And Township	Apt. No.	City, Town or Village		Province/State	Postal/ZIP Code	From (MM/YY)	To (MM/YY)
Street Number and Name or Lot, Conc. And Township	Apt. No.	City, Town or Village		Province/State	Postal/ZIP Code	From (MM/YY)	To (MM/YY)
Street Number and Name or Lot, Conc. And Township	Apt. No.	City, Town or Village		Province/State	Postal/ZIP Code	From (MM/YY)	To (MM/YY)
Street Number and Name or Lot, Conc. And Township	Apt. No.	City, Town or Village		Province/State	Postal/ZIP Code	From (MM/YY)	To (MM/YY)
Street Number and Name or Lot, Conc. And Township	Apt. No.	City, Town or Village		Province/State	Postal/ZIP Code	From (MM/YY)	To (MM/YY)
Purpose of the record check							
I am an applicant for a <input type="checkbox"/> paid OR <input type="checkbox"/> volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.						<input type="checkbox"/> Agency/organization stamp affixed or letter attached	
Title of employment/volunteer position:							
Description and details regarding the responsibilities towards children or vulnerable person(s)							
Identification							
<input checked="" type="checkbox"/> Identity of applicant has been verified		Name of organization/agency					
Telephone 905-		Signature of organization/agency witness				Date (yyyy/mm/dd)	

LE220E (05/2012)

Release and discharge

I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons. I hereby consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon for, any of the sexual offences listed in Schedule 2 of the *Criminal Records Act*. I understand, as a result of giving this consent, if my date of birth and gender is a possible match to a person in a criminal record for one of the sexual offences listed in Schedule 2 of the *Criminal Records Act* in respect of which a pardon was granted or issued, I will be requested to provide fingerprints to confirm that record and that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

I hereby certify that the information provided above is true and correct to the best of my knowledge and belief. I hereby authorize the OPP to conduct such searches as are deemed necessary and as I have authorized herein, to obtain the information required to complete this check and disclose such information to me or, if I have so requested, to the third party described above.

I hereby release and forever discharge Her Majesty the Queen in Right of Ontario, the Commissioner of the OPP and all members, agents, and employees of the OPP from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the collection and/or disclosure or information by the OPP. Furthermore, I waive all rights, present and future, relating to the disclosure of the information set out herein, and I understand that upon disclosure of such information, the OPP and all the aforesaid waive any responsibility for the use, application and/or dissemination of same by me.

This release and discharge shall apply to and be binding on my heirs, administrators, executors and assigns.

<input type="checkbox"/> Form LE229 - Declaration of Criminal Record attached	Signature of Applicant	Date (yyyy/mm/dd)
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POLICE USE ONLY

<input checked="" type="checkbox"/> Checked for completeness by:	Member ID	Location Code	Receipt Number	Fee received:
		6C00		<input type="checkbox"/> \$

RESULTS FOR NAME-BASED CRIMINAL RECORD VERIFICATION

<input type="checkbox"/>	NEGATIVE	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records, including pardoned sex offender records, did NOT identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
<input type="checkbox"/>	INCOMPLETE	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records, including pardoned sex offender records, could NOT be completed. Positive identification that a criminal record does or does not exist requires the applicant to SUBMIT FINGERPRINTS to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
<input type="checkbox"/>	Confirmation of a criminal record <i>(See attached page(s) for details)</i>	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records, including pardoned sex offender records, has resulted in a POSSIBLE match to a registered criminal record. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. As such, the criminal record information declared by the applicant does NOT constitute a Certified Criminal Record by the RCMP. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

RESULTS OF FINGERPRINT COMPARISON SEARCH WITH THE NATIONAL REPOSITORY OF CRIMINAL RECORDS

<input type="checkbox"/>	NEGATIVE - See Attached
<input type="checkbox"/>	POSITIVE - See Attached

RESULTS OF INVESTIGATIVE DATABANK AND LOCAL INDICES RESULTS

<input type="checkbox"/>	NEGATIVE - No information was revealed that can be disclosed in accordance with federal laws and RCMP policies
<input type="checkbox"/>	POSSIBLE - There may be records held by a local police service that are relevant to screening the applicant. The applicant should contact the police service to determine if the record(s) are relevant to the screening process. Police service _____
<input type="checkbox"/>	POSITIVE - See attached results letter

RESULTS OF POLICE VULNERABLE SECTOR SCREENING ONLY

<input type="checkbox"/>	A search of pardoned sex offenders was conducted. No information to release.
<input type="checkbox"/>	A search of pardoned sex offenders was conducted. Information authorized for release.
<input type="checkbox"/>	A search of pardoned sex offenders was <u>not</u> conducted.

Date of Search (yyyy/mm/dd)	Member ID and Signature	Total number of pages attached to this form
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Not valid unless embossed by Ontario Provincial Police seal



Ontario
Provincial
Police

Criminal Record Check Police Record Check

Personal information contained on this form is collected pursuant to the *Police Services Act*, s.41 and federal and provincial privacy legislation and is collected for the purpose of processing this Police and/or Criminal Record Check(s). Information related to these checks will be retained for two years. Questions concerning this collection should be directed to your local OPP detachment.
Please indicate the check you are requesting below:

<input type="checkbox"/> Criminal Record Name Check This check will include the following information as it exists on the date of the search: Criminal convictions from RCMP National Repository of Criminal Records (Identification Databank), Canadian Police Information Centre (Intelligence and Investigative Databank), and local police databases where applicant resides Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition orders Absolute and Conditional Discharges (1-3 years) from local databases only This check will not include: <i>Convictions where a pardon has been granted</i> <i>Convictions under provincial statutes</i> <i>Local police contacts</i> <i>Family court restraining orders</i> <i>Foreign information</i> <i>A Vulnerable Sector Verification search</i>	<input type="checkbox"/> Police Record Name Check This check will include the following information as it exists on the date of the search: Criminal convictions from RCMP National Repository of Criminal Records (Identification Databank), Canadian Police Information Centre (Intelligence and Investigative Databank), and local police databases where applicant resides Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition orders Absolute and Conditional Discharges (1-3 years) from local databases only Family court restraining orders Criminal charges resulting in dispositions including, but not limited to, Stayed, Withdrawn, Dismissed, and cases of not criminally responsible by reason of mental disorder as listed on local indices Police contacts including but not limited to theft, weapons, sex offences, or violent, harmful and threatening behaviour This check will not include: <i>A Vulnerable Sector Verification search</i>
Applicant information	
Last Name, First Name, and Middle Names	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Maiden Name or other Last Names used	Name commonly used or other First Names
Street Number and Name or Lot, Conc. And Township	Apt. No. City, Town or Village Province/State Postal/ZIP Code
Date of Birth (YYYY/MM/DD)	Country of Birth Telephone E-mail address
Your residence addresses for the past five (5) years (if different from above)	
Street Number and Name or Lot, Conc. And Township	Apt. No. City, Town or Village Province/State Postal/ZIP Code From (MM/YY) To (MM/YY)
Street Number and Name or Lot, Conc. And Township	Apt. No. City, Town or Village Province/State Postal/ZIP Code From (MM/YY) To (MM/YY)
Street Number and Name or Lot, Conc. And Township	Apt. No. City, Town or Village Province/State Postal/ZIP Code From (MM/YY) To (MM/YY)
Street Number and Name or Lot, Conc. And Township	Apt. No. City, Town or Village Province/State Postal/ZIP Code From (MM/YY) To (MM/YY)
Street Number and Name or Lot, Conc. And Township	Apt. No. City, Town or Village Province/State Postal/ZIP Code From (MM/YY) To (MM/YY)
Purpose of the record check (if other, please specify)	
<input type="checkbox"/> Volunteer work <input type="checkbox"/> Employment <input type="checkbox"/> Student placement <input type="checkbox"/> Immigration/Citizenship <input type="checkbox"/> Office of the Children's Lawyer <input type="checkbox"/> Adoption <input type="checkbox"/> U.S. Waiver <input type="checkbox"/> Legal name change <input type="checkbox"/> Visa <input type="checkbox"/> Other: _____	
Description of employment/volunteer position:	
<input type="checkbox"/> Agency/organization/client stamp affixed or letter attached	
Extra copy (additional fee may apply)	Reason for each copy requested if different from above:
<input type="checkbox"/> quantity:	

LE219E (05/2012)

Third Party Disclosure (if applicable)

I hereby consent to full disclosure, by the OPP to the person(s) listed below, of all police record information. This consent includes the release of records listed at the top of this form. This consent is given pursuant to s.42(b) of the *Freedom of Information and Protection of Privacy Act*.

Last Name, First Name _____ Title _____

Name of organization/agency _____

Release and Discharge

I hereby certify that the information provided above is true and correct to the best of my knowledge and belief. I hereby authorize the OPP to conduct such searches as are deemed necessary and as I have authorized herein, to obtain the information required to complete this check and disclose such information to me or, if I have so requested, to the third party described above.

I hereby release and forever discharge Her Majesty the Queen in Right of Ontario, the Commissioner of the OPP and all members, agents, and employees of the OPP from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the collection and/or disclosure or information by the OPP. Furthermore, I waive all rights, present and future, relating to the disclosure of the information set out herein, and I understand that upon disclosure of such information, the OPP and all the aforesaid waive any responsibility for the use, application and/or dissemination of same by me.

This release and discharge shall apply to and be binding on my heirs, administrators, executors and assigns.

Form LE229 - Declaration of Criminal Record attached
 Signature of Applicant _____ Date (yyyy/mm/dd) _____

Identification

Identity of applicant has been verified
 Name of organization/agency/client
Haldimand County O.P.P.

Telephone: 905-772-3322
 Signature of organization/agency/client witness _____ Date (yyyy/mm/dd) _____

POLICE USE ONLY

Checked for completeness by: _____ Member ID _____ Receipt Number _____ Fee received: \$ _____

RESULTS FOR NAME-BASED CRIMINAL RECORD VERIFICATION

<input type="checkbox"/>	NEGATIVE	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did NOT identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
<input type="checkbox"/>	INCOMPLETE	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records could NOT be completed. Positive identification that a criminal record does or does not exist requires the applicant to SUBMIT FINGERPRINTS to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
<input type="checkbox"/>	Confirmation of a criminal record <i>(See attached page(s) for details)</i>	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records has resulted in a POSSIBLE match to a registered criminal record. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by FINGERPRINT comparison. As such, the criminal record information declared by the applicant does NOT constitute a Certified Criminal Record by the RCMP. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.

RESULTS OF FINGERPRINT COMPARISON SEARCH WITH THE NATIONAL REPOSITORY OF CRIMINAL RECORDS

NEGATIVE - See attached results letter
 POSITIVE - See attached results letter

RESULTS OF INVESTIGATIVE DATABANK AND LOCAL INDICES RESULTS

NEGATIVE - No information was revealed that can be disclosed in accordance with federal laws and RCMP policies
 POSSIBLE - There may be records held by a local police service that are relevant to screening the applicant. The applicant should contact the police service to determine if the record(s) are relevant to the screening process. Police service _____
 POSITIVE - See attached results letter

Date of Search (yyyy/mm/dd) _____ Member ID and Signature _____ Total number of pages attached to this form _____

Not valid unless embossed by Ontario Provincial Police seal

LE219E (05/2012)



TO: Ontario Provincial Police
OR
 Police Services Provider other than OPP - (Name)

Vulnerable Sector Clearance Request

As the authorized representative of a person or organization that is responsible for the well-being of one or more children or vulnerable persons, as defined in Section 6.3(1) of the *Criminal Records Act*, I hereby request that the above-identified police services:

- Conduct a search
- Do not conduct a search (Person Under Age of 18 and / or not in direct contract with vulnerable persons)

Pursuant to Section 6.3 of the Act with respect to the following individual and / or positions(s):

Applicant Name

Position

Check one:

- This is a non-compensated position
- This is a compensated (paid) position

Required for: (check one)

- Employment
- Volunteer
- College / University student placement

Name of contact at Haldimand County:

_____ (Hiring Supervisor)

_____ (Position)

Date: _____

Agency Letter 2013Feb11

Attachment D – List of Acceptable Identification Accepted by OPP - Cayuga Detachment

*Applicant shall provide two forms of ID including one photo ID

- ✓ Driver's License
- ✓ Passport
- ✓ Fishing / Hunting License
- ✓ Birth Certificate
- ✓ Canadian Citizenship
- ✓ Status Card
- ✓ Canadian Blood Donor Card
- ✓ PAL Card
- ✓ FAC Card
- ✓ Age of Majority Card
- ✓ Baptismal Certificate
- ✓ Government Employment Card
- ✓ Military Employment Card
- ✓ Immigration Papers

Attachment E – DECLARATION FORM – External Hire



DECLARATION REGARDING REQUIREMENT FOR POLICE CHECKS – EXTERNAL HIRE

Police Checks Policy 2009-01 requires that a satisfactory current Criminal Record Name Check or Vulnerable Sector Check (within the past six months prior to the date on the conditional offer of employment letter) be provided by potential employees and persons 18 years of age and over who are selected for positions that:

- provide service to or interact with a vulnerable person or persons, OR
- handle cash over the amount of \$250 on behalf on the County, OR
- have access to critical infrastructure or control equipment within County facilities (for example, mechanical rooms, sever rooms, etc.).

I, (name of candidate) _____, have been offered the position of _____ in the _____ Division, and declare that:

- I do not have a criminal record
- I do have a criminal record for which I have not been pardoned

Date of Incident(s): _____

Nature of Criminal Charge(s):

On (date) _____, I requested (name of police service) _____ to provide me with a completed:

(Note: Hiring Supervisor to check which form is required by the Candidate for the position noted above)

- Criminal Record Name Check OR Vulnerable Sector Check.

I agree to provide this Police Check to Haldimand County immediately upon receipt. I understand that the information provided on this Declaration and the completed Police Check will be used solely for the purpose of making an employment selection decision and that a false Declaration will be just cause for the immediate termination of my employment.

Candidate's Signature

Date

Attachment F – DECLARATION FORM – COUNTY EMPLOYEE



DECLARATION REGARDING REQUIREMENT FOR POLICE CHECKS – COUNTY EMPLOYEE

Police Checks Policy 2009-01 requires that a satisfactory current Criminal Record Name Check or Vulnerable Sector Check (within the past six months prior to the date on the conditional offer of employment letter) be provided by potential employees and persons 18 years of age and over who are selected for positions that:

- provide service to or interact with a vulnerable person or persons, OR
- handle cash over the amount of \$250 on behalf on the County, OR
- have access to critical infrastructure or control equipment within County facilities (for example, mechanical rooms, sever rooms, etc.).

I, (name of employee) _____, have been offered the position of _____ in the _____ Division, and declare that:

- I provided a current Police Check to Haldimand County on _____(date).
- I do not have a criminal record
- I do have a criminal record for which I have not been pardoned

I understand that the information provided on this Declaration will be used solely for the purpose of making an employment selection decision and that a false Declaration will be just cause for the immediate termination of my employment.

Employee's Signature

Date