

## Police Reference Check Program

---

<b>Date Approved:</b>	June 9, 1999	<b>Approved by:</b>	City Council
<b>Date Revised:</b>	May 14, 2004	<b>Source:</b>	Parks and Recreation
		<b>Category:</b>	Parks, Forestry and Recreation
		<b>Sub-cat:</b>	Recreation

### Policy Statement

Police reference checks ( PRCs) are conducted on all successful new candidates for specific part-time positions of employment in the Parks and Recreation Division where the primary duty requires direct contact with children and/or vulnerable adults. A Police Reference check is the final condition used to assist in determining suitability for employment and must be satisfied before a final offer of employment is made. Police Reference Checks are conducted by Toronto Police Services (TPS).

### Definitions

**Child** – any person who is under the age of 18 years

**Vulnerable Adult** – A person who, because of their physical or mental disability or because the person is otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them, is in a relationship of dependency where the person has ceded power to the other and is hence, literally, "at the mercy" of the other.

### Positions Requiring PRCs

Part-time Recreation Worker positions where the primary duty requires direct contact with children and/or vulnerable adults. Refer to the district-specific part-time position list to determine which positions require a PRC. PRCs are done only on new hires which is defined as:

- An individual who has never worked for the City of Toronto or,
- An individual who has worked for the City of Toronto but not in the previous 12 months and has been terminated.

### Cost

- There is no cost to candidates who reside in the City of Toronto and who get their PRC through the City following receipt of a conditional offer of employment.
- Candidates who reside outside Toronto must have their local police service conduct the PRC and pay the required cost. That cost is non-refundable by the City of Toronto if the candidate becomes a part-time employee with Parks and Recreation.

## Process and Procedures

Once the candidate has successfully completed the interview stage, the hiring person/team will:

1. Notify the successful candidate of the job offer and that it is conditional on the receipt of a clear Police Reference Check.
2. Notify the Recruitment Coordinator of successful candidates to whom a conditional offer of employment has been made.
3. Send the candidate the following forms:
  - Toronto Police Service Form: **PRC Program – Consent to Disclosure of Personal Information** ( must be signed, witnessed and returned by candidate)
  - **PRC Program Information Bulletin** ( for information only)  
Inform the candidate to keep a copy of the signed PRC consent form for his/her records.

### Note:

- Candidates who do not live in Toronto are required to obtain a PRC from the police service in his/her municipality and to forward the original PRC result to the Staff Support Supervisor. The hiring person/team informs Staff Support that the candidate has been instructed to do so.
  - Candidates who have had PRCs done (within 6 months) are to be informed to send the results to the Staff Support Supervisor.
4. Forward the signed PRC consent form along with hiring documentation package to Staff Support. ( do not keep a copy of the consent form).
  5. Staff Support forwards the original signed PRC consent form to TPS. The signed copy of the consent form is retained in a locked cabinet in the Staff Support Office with restricted access.

## Results of PRC Search

### "No Information"

**No information indicates that the search failed to reveal a police record**

1. Where the Police Reference Check was conducted by TPS, TPS stamps the original consent form "No information" and sends back to Staff Support Supervisor. Where the PRC was conducted by an out-of-town police service, the Staff Support Supervisor will receive the results from either the candidate or the out-of-town police.
2. Staff Support informs the hiring person/team that the candidate can start work and issues an employee number.
3. Police report is retained in a sealed envelope and locked in a cabinet in the Staff Support Office.
4. Hiring person/team confirms employment with the candidate.

## Results of PRC Search

### "Findings"

### **Findings indicate that the search revealed a police record**

1. Police sends the candidate the details of the PRC search outlining the information on file.
2. Police informs the Staff Support Supervisor that there are findings or that the candidate declined to provide the consent to the submission of fingerprints for identification/verification purposes.
3. The candidate has five business days to contact the Staff Support Supervisor to arrange an interview to discuss the results and any mitigating circumstances or to withdraw from the hiring process.
4. If the candidate does not respond within five business days of receipt of the PRC summary, the Staff Support Supervisor informs the candidate in writing that the offer of employment is withdrawn.
5. Staff Support Supervisor notifies the hiring person/team of the withdrawn offer.
6. Staff Support Supervisor retains the letter from TPS (or the out-of-town police service) indicating that there were "findings" as well as a copy of the letter withdrawing the offer of employment. Sealed envelope is in a locked cabinet in the Staff Support Office.

### **Candidate Requests Interview**

#### **"Interview requested to discuss mitigating circumstances"**

1. Staff Support Supervisor requests the candidate complete the Consent to Verification of Police Reference Check Information form.
2. Staff Support Supervisor confirms interview with the candidate and states that failure to attend will result in the withdrawal of the conditional offer of employment.
3. Candidate provides Staff Support Supervisor the following items prior to the interview:
  - Original PRC Summary of Findings
  - Letters of reference and documentation to substantiate rehabilitative activities and mitigating circumstances
4. The Findings Review Team meets with the candidate. This group is comprised of the Staff Support Supervisor and a district Parks and Recreation Management Representative.
5. The Findings Review Team makes the decision to hire or not.
6. If the decision is to **HIRE**: Staff Support Supervisor contacts the candidate to confirm employment and informs the Recruitment Co-ordinator to proceed with the hiring process.
7. If the decision is **NOT TO HIRE**: Staff Support Supervisor notifies the candidate in writing that the job offer is withdrawn and informs the hiring person/team.
8. The Staff Support Supervisor retains all PRC documentation in a sealed envelope locked in a cabinet in the Staff Support office.

### **Exceptional Hiring with PRC Not Complete**

1. The district managerial representative on the Findings Review Team will be the designate to determine if PRCs need to be rushed through for processing with the Staff Support Units.
2. Part-time staff can only be hired while the PRC is pending with the approval of the District Director. This exceptional hiring is limited to the

following urgent situations:

- Staff hired last minute (within 20 days of program start date) due to resignations of existing staff close to program start dates.
- Suitable candidate cannot be confirmed until the last minute (within 20 days of program start date) due to shortage of qualified applications.

In these situations, if there are findings that determine the employee not to be suitable for employment in Parks and Recreation the employee will be terminated.

## Forms

The following forms are used in the documentation package:

1. **PRC Program – Consent to Disclosure of Personal Information**  
Toronto Police Service Form; signed by client and returned
2. **PRC Program Information Bulletin** – for information only  
**Note:** The information bulletin needs to be customized for each district by adding to the bottom; district and your district's staff support supervisor name and phone number.

The following form is used for the Exceptional Hiring situations:

3. The form **Approval To Hire Recreation Worker with Police Reference Check Pending** is used to document the District Directors approval to allow a candidate to work while the PRC is still pending. After Directors approval and signature, the form is sent to the Recruitment Coordinator in the Staff Support Units.