APPENDIX D
Police Reference Check Guidelines

This is an important and vital aspect of our policies and procedures. Please note that the only employees required to have these checks undertaken are staff who will have direct, unsupervised contact with vulnerable persons. For our purposes vulnerable persons include children, youth, clients with mental and/or physical disabilities and seniors. This applies to paid and volunteer positions, full-time, part-time, or contractual staff. This step in the hiring process should be within a week of offering the position as part of conditions of employment.

Currently we are using the services of a third party provider, Hire Performance. The reason for this is expediency. This company will provide us with the information we seek usually within 24 hours if all the forms have been completely accurately. The forms which need to be completed are found on their website and can be downloaded, however a copy of the current forms are attached to this document. Staff are encouraged to go to the website when possible as these forms may be updated from time to time by Hire Performance and the ones attached may not be the most current.

To use the forms from the website the following procedures are applicable.

1. Go to Hire Performance's website. Currently www.hireperformance.ca.

2. Print the following forms – Service Order Form
   Form C – Criminal Information Release
   Form D – Vulnerable Release

3. Have your staff complete all questions and sign in all places that require applicant signature.
4. Ensure that all the forms are complete and then fax the completed form to Hire Performance.
5. Call or email the staff designate to inform them of the requested reference check..
6. If all the forms have been completed properly she should send you an email within 48 hours with a copy of the Police Reference check attached.
7. Download 2 copies of the form and give one to the individual and one to payroll staff for inclusion in their personnel file.
8. If convictions are reported on the file, this information will not be made available to you. Our policy states that the information will be brought to the attention of the Executive Director and she will follow agency policy as laid out in Human Resources Policy Manual.
9. Should you have any questions about this procedure contact the staff designate.