

4.15 Criminal Record Search

Policy:

The Burnaby Association for Community Inclusion is committed to the safe and trustworthy care of all individuals receiving support. BACI is responsible to ensure employees and volunteers can provide safe, quality care and therefore, pose no harm to the individuals receiving support. As a way of ensuring the individuals' safety, BACI requires that all employees and volunteers have a current and valid Criminal Record Search (CRS) which includes a vulnerable sector search.

The CRS must be completed through a local police department, the RCMP, or the appropriate government or legal authority. To protect the employee or volunteer's privacy, only the Executive Director, Senior Managers, or Manager of Human Resources are authorized to review and make decisions related to the CRS.

New Employees & Volunteers:

All new employees and volunteers must have a Criminal Record Search completed as a condition of hire. Continued employment or volunteer placement is subject to the review of the CRS. If the CRS gives an authorized person reasonable concern about the employee or volunteer's ability to provide safe, quality care to the individuals receiving services, the matter will be referred to the Executive Director who will seek further information and/or clarification.

Upon review of the information and as per the British Columbia Human Rights Code (Section 13), the Executive Director will determine if the conviction or circumstances are related to the employment or volunteer's position and ability to provide safe, quality care. This decision is at the discretion of the Executive Director. The decision about the continued employment or volunteer placement is also at the discretion of the Executive Director. The employee or volunteer will be notified of the Executive Director's decision.

Existing Employees & Volunteers:

All existing BACI employees and volunteers must have a Criminal Record Search completed every five years. An authorized person will review the CRS for all existing employees and volunteers. If the CRS gives the authorized person reasonable concern about the employee or volunteer's ability to provide safe, quality care to the individuals receiving services, the matter will be referred to the Executive Director who will seek further information and/or clarification.

Upon review of the information and as per the British Columbia Human Rights Code (Section 13), the Executive Director will determine if the conviction or circumstances are related to the employee or volunteer's position and ability to provide safe, quality care. The Executive Director will determine the appropriate action and notify the employee or volunteer.