



## **POLICE INFORMATION CHECK AND VULNERABLE SECTOR SEARCH**

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Police Information Checks (PIC) including a Vulnerable Sector Search (VSS) are part of a prudent and consistent approach to Medicine Hat College's (MHC) employment process which assists in ensuring the safety of our students, employees, and the general public.

MHC protects the public interest in the delivery of services by requiring all employees to provide a satisfactory criminal record check (including a VSS as applicable) on initial employment and periodically thereafter. Employees are required to report charges or convictions on an on-going basis, as they occur.

Employees in positions working with minors or other vulnerable members of the community must also provide a VSS.

### **New Employees**

1. Successful candidates will not be permitted to work until they have produced a current PIC (issued within 90 days prior to start date.) The PIC must be submitted to Human Resources, along with the hiring paperwork.
2. The PIC must be issued by a Canadian law enforcement authority and indicate that the national records have been searched and reveals no criminal record. The original copy must be provided and must be signed in ink by the official issuing the document. An electronic verification from the official issuer is acceptable. Photocopies or facsimiles will not be accepted. Any suspicious documents will prohibit the applicant from working. A valid work visa will be accepted for foreign applicants. The PIC documents will become part of the employee's confidential personnel file.
3. The employee/applicant is responsible for obtaining and paying for the PIC prior to finalizing the offer of employment.
4. In the event the PIC indicates a possible record, the applicant may still be considered for the position. In assessing the relevancy of criminal charges/convictions, the hiring authority in consultation with the Director, Human Resources will consider the following factors:
  - (a) the relationship of the offence(s) to the level and nature of the position/assignment;
  - (b) the number and nature of the charges/convictions;
  - (c) when the offence(s) occurred; and
  - (d) what the person has done in the intervening period.

After assessing the relevancy of the criminal charges/convictions the President may authorize the hiring of the applicant.

### **Current Employees**

1. Employees have an ongoing duty to disclose any criminal charge or conviction. Non-disclosure of a criminal charge or conviction may result in disciplinary action up to and including termination of employment.
2. If an employee is charged or convicted with an offence under
  - (a) Criminal code of Canada;
  - (b) Controlled Drugs and Substances Act; and/or
  - (c) Provincial statues governing MHC.

they shall immediately report the charge or conviction to the Director, Human Resources and provide supporting documentation. The Director, Human Resources in consultation with the appropriate Vice-President will assess the relevancy of the charge or conviction to determine if any action is necessary.