November, 2015

**Police Record Check Policy**

**Purpose**

The Ottawa Titans Water Polo Club (“Titans”) is committed to providing a high standard of service to all of its members. Carrying out police record checks (“PRC”) of potential employees and volunteers prevents the appointment of unsuitable candidates by our organization. PRC’s are also a part of a prudent and consistent approach to ensuring the safety of our current employees, volunteers, and players from those individuals with a history of workplace violence or other serious offences.

**Policy**

The Titans require persons applying for certain employment or volunteer positions (“PRC-Designated Positions”) within our organization to complete a POLICE RECORDS CHECK FOR SERVICE WITH THE VULNERABLE SECTOR and, if required, Sex Offender Checks. Failure to provide a PRC will prevent the individual from obtaining that position.

A satisfactory PRC is required upon initial appointment for all PRC-Designated Positions and it must be renewed prior to the start of the regular season play:

(a) every five (5) years thereafter in the case of current Titans board members and

(b) every three (3) years thereafter for all other positions.

All Titans employees and volunteers in PRC-Designated Positions are required to report charges or convictions of any new offence under the Criminal Code of Canada and / or the Controlled Drugs and Substances Act on an on-going basis to the Titans President.

### Policy Guidelines

A PRC consists of a criminal record name check performed by municipal police or local RCMP detachment.

The PCRC will either indicate that the individual does not have a criminal record or that a criminal record may or may not exist. If the PRC indicates that the individual may or may exist, the individual will be required to present to the police detachment and have fingerprints taken to satisfactorily complete their PRC requirements to determine that the PRC is for the correct individual or to confirm that no mistakes have been made.

The Titans Board of Directors will appoint one person to act as the Titan’s internal “Back-check Coordinator”. The Back-check Coordinator is responsible for collecting, storing and reviewing PRC’s.

All employment and volunteer positions will be evaluated to determine whether a PRC will be required for individuals who occupy or wish to occupy the position.

It will be the Titans Board of Directors sole discretion in determining which positions fall into the category of PRC-Designated Positions that will require a PRC.

When the Back-check Coordinator receives the PRC information, it will be immediately stored in a secured and confidential electronic file and kept independent from all other files. The Back-check Coordinator shall protect the personal information contained in the confidential electronic file by making reasonable security arrangements against such risks as authorized access, collection, use, disclosure or disposal. The Back-check Coordinator and the Titans President will be the only two persons who have access to the confidential electronic file containing the PRC’s.

A satisfactory CRC is either:

(a) confirmation from the police that no criminal records and / or charges exist; or

(b) that any existing convictions and / or charges are not relevant to the position, as determined by the Back-check Coordinator.

In determining whether any convictions and / or charges are relevant to the position, the Back-check Coordinator will gather information which may include telephone or personal interview with the individual and / or other persons or agencies.

The Back-check Coordinator, in making the final decision, will consider the following:

(a) relationship of the offence(s) to the nature of the position;

(b) number and nature of the charges and / or convictions;

(c) relevant offences listed in Schedule 1 of Criminal Records Review Act, R.S.B.C. 1996, c.86; (d) when the offence(s) occurred; and

(e) what the individual has done since the date of the offence.

If the Back-check Coordinator determines that the individual poses a risk and is not an appropriate candidate for the position, the Back-check Coordinator will immediately notify the individual and the Titans President in writing of the Back-check Coordinator’s decision.

All notes, information and informal materials pertaining to an individual’s PRC will be kept in a separate file by the Back-check Coordinator.

The Titans will not refuse a position to an individual because he or she has been charged with or convicted of an offence of a type which does not pose a risk to the Titans or its members, considering the duties of the position the person is seeking to occupy.

This policy is in place to protect the safety of our players as well as make our Police Record Check policy as clear as possible.

### Frequently Asked Questions.

Q - I have a Criminal Record Check or "Criminal Offence Declaration" on file with a school. Can I use that check?

A - No. We do not accept copies or declarations from other organizations.

Q - I have a Criminal Record Check or "Criminal Offence Declaration" on file with someone else ie: employer. Can I simply give you a copy?

A - No. We do not accept copies from other organizations.

Q - I am a police officer or employed by another security type company. Do I still need a Criminal Record Check?

A - Yes. We do not accept copies from other organizations. The Titans policy mandates us to obtain and have on file a Criminal Record Check regardless of professional position.

Q - I have a Police Record Check from a previous year. Do I still need a new Police Record Check?

A - No. Police Record Checks are valid

(a) every five (5) years thereafter in the case of current Titans board members and permanent staff members; and

(b) every three (3) years thereafter for all other positions

Q - My child's school also wants me to get a Criminal Record Check. Can I use the same one for Hockey?

A - Yes, ONLY if we are given the original copy first. Titans will make a copy of the original. Once the Police Record Check is copied, the original copy can be returned to the individual who submitted it to us.

If you have any further questions regarding police checks please contact the association.