

# Strengthening the Caring Community

---

## - Step 7, Criminal Record Check Procedures -

### Responsibility for Criminal Record Checking

The volunteer applicant is required to comply with obtaining the Criminal Record Check report.

### Who must provide a Criminal Records Check report?

All parishioners in high risk volunteer ministry positions

### The Criminal Record Check

- Given the time and cost of conducting a criminal records check, it is appropriate that it be conducted at the final stages of the screening process.
- Always maintain confidentiality of the applicant's private information.
- **Total Security Management Services Inc. (TSM)** is the agency handling Criminal Record Check reports for the Archdiocese of Toronto.
- A current and original Criminal Record Check report is obtained before the person begins their ministry work and is valid for 5 years.
- A Criminal Record Check report that is on file cannot be used for other purposes.
- Cost of the Criminal Record Checks is shared between the Archdiocese of Toronto and the Parish. At the discretion of the Pastor the screening cost can be recovered from the applicants.
- Do not make exceptions for anyone.

### Action to be taken

- Provide the applicant with the applicant package (The Applicant Instruction Sheet & Consent to Disclosure of Personal Information) and have them complete the Consent to Disclosure of Personal Information form.
- Obtain 2 pieces of ID photocopy:
  - 1 piece of Government issued Photo ID (i.e. Drivers License, Photo Health Card, Passport) and
  - 1 other piece of identification:
    - **Acceptable other ID:** Birth Certificate, Baptismal Certificate, Hunting License, Fishing License, Outdoors Card, Hospital Card, Canadian Blood Donor Card, Immigration Paper.
    - **Health Cards and Social Insurance Number (SIN) are NOT acceptable as ID**
- Have the Pastor sign the Consent to Disclosure of Personal Information form while the applicant is present. If it is not possible to have the Pastor sign while the applicant is present, obtain the Pastors signature ASAP and provide him the photocopies of the ID which were shown.

- Collect as many applications (with copies of IDs) as you can throughout the week and on a designated day, fax them to TSM along with the “Request for Criminal Record Check” form.
- The Parish Volunteer Screening Committee is responsible for providing the Pastor with a list of those persons for which he will be getting a Criminal Record Check report.
- TSM will then mail back within 1 week to the Pastor, the individual reports for each applicant along with the “Request for Criminal Record Check” form stating whether the applicants report was “*Negative*” or “*a Criminal Record may or may not exist and can only be confirmed by way of fingerprint comparison*”.
  - A ***Negative*** report indicates that no convictions were found where as a ***Positive*** report will state the convictions. Only Negative reports will be sent to the Pastor. All other reports will be sent to the Advisor of Volunteer Screening who will then contact the Pastor to discuss the situation.
- As soon as the Pastor receives the reports he is responsible for checking the reports and if he was advised of any reports where the volunteer would need to get fingerprints he is to have a conversation with those persons.
- Once the Criminal Record Check report has been dealt with and to ensure that no one else has access to this report, the Pastor will;
  - notify the Parish Volunteer Screening Committee whether or not they may continue with the Orientation of the person without revealing anything regarding the content of the Criminal Record Check
  - put the Criminal Record Check report in an **envelope, seal** the envelope and **sign** the seal of the envelope. Pass it along to the Screening Committee to file in the volunteers secure file.

#### **What to do When You Get a Criminal Report with convictions/charges/etc.**

- The Pastor will speak with the person about the issue and have them attend their local Police Services for finger printing and to receive another report in order to continue in their high risk ministry.
- Once the second report is given to the Pastor from the person and if it comes back Negative then he is to follow the earlier mentioned process. If the report comes back Positive the Pastor will have another conversation with the person and determine whether or not it is relevant to the positioning which they wish to be involved. The Pastor and the person wanting to volunteer may then decide that;
  - the information may prove to be entirely irrelevant to the ministry position.
  - or, the volunteer will have a probationary period with close supervision and evaluations will be documented.
  - or, an alternate person may need to be found for this particular volunteer ministry position. An appropriate volunteer ministry position may be found for this person.

**Decisions about a person's suitability for a position will be based on:**

- The nature of the program, activities and services provided.
- The character and degree of vulnerability of the participant group served and the duty of care to the participants, volunteers, staff, community and to the Archdiocese.
- The relevant ethical, spiritual and legal issues and principles involved.
- The potential risks involved in the ministry position that the person wishes to do, based on the nature of the ministry, its activities, the setting and the way in which it is supervised.
- The nature of the conviction if there is one and its impact on the parish ministry applied for.

**If a Volunteer Refuses to Obtain a Criminal Record Check Report**

- Explain that it is the policy and procedure of the Archdiocese of Toronto that all volunteers in high risk ministry must obtain a Criminal Record Check and that it is not a question of their credibility.
- If the volunteer chooses not to obtain a Criminal Record Check then they will have to volunteer in a different ministry of general risk level.

**How to Register a Pastor as Authorized Personnel with TSM**

Have the Pastor/Administrator complete the "Authorized Personnel" form and fax it to TSM at 416-412-2765.