



HANOVER POLICE SERVICE

Police Record Checks in Ontario

The *Police Record Checks Reform Act 2015*, came into force **November 1, 2018** and established clear and consistent rules to govern police record checks in the province to protect public safety and strengthen individual civil liberties by removing unnecessary barriers to employment, education and volunteer opportunities.

It prevents the disclosure of unnecessary information and standardizes the process by clearly defining three types of police record checks:

- ❖ **Criminal Record Checks**
- ❖ **Criminal Record and Judicial Matters Check**
- ❖ **Vulnerable Sector Checks**

Most organizations are not legally obligated to request police record checks when screening individuals. If a record check is necessary for a position, it should only be done as the last step in the hiring process – after the standard screening tools have identified an individual as a suitable candidate for an employment or volunteer opportunity.

What other screening tools can an organization use?

Resumé

Personal reference checks

Interviews

Orientation sessions

Job shadowing

Follow up reviews

Feedback from clients

Other assessments as appropriate (e.g., some professions, such as policing and aviation, require medical examinations to assess physical and mental health).

Youth applicants or volunteers under the age of 18

As of November 1, 2018, community organizations, charities and sport groups will no longer be entitled to use police checks as a screening tool when considering youth for employment or volunteer work.

In accordance with Ontario's *Police Record Checks Reform Act* and the *Youth Criminal Justice Act*, police services can only provide Record Checks to applicants who are under the age of 18 and applying for positions with municipal, provincial or federal governments.

As a result, police are not permitted to provide record checks for youths seeking a position with non-government organizations, such as sports groups, not-for-profit agencies, charities, hospitals and school boards.

This communication is intended to educate non-government organizations about changes to Police Record Checks pertaining to youth under the age of 18.

Additional information can be found on the Ministry's website at...

www.ofm.gov.on.ca/english/police_serv/PoliceRecordsChecks