

POLICE INFORMATION CHECK PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Human Resources
Parent Policy:	Recruitment and Selection Policy
Approval Date:	August 23, 2019
Effective Date:	September 1, 2019
Procedure Owner:	Vice President, People
Procedure Administrator:	Senior Manager, Talent

Overview:

NorQuest College (College) requires criminal checks to verify that applicants for employment in specific positions or existing employees changing positions do not have a history of activity that would make them unsuitable for the position for which they are being considered.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegate's authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

Criminal checks for employment with the college for placement in specific roles or situations are required as follows:

- Police Information checks are required for some administrative positions as detailed in the job advertisement and instructional assistant positions in all faculty areas and all instructor positions.
- Prior to commencing employment, Police Information checks are required for some administrative positions and all teaching, instructional assistant positions and managerial positions; as well as, other positions in the college that deal with HR, financial, security and systems security responsibilities.
- Police information checks and a Vulnerable Sector check are required, prior to commencing employment, for instructor and instructional assistant positions within the Business, Environment and Technology, Skills and Foundational Learning and Health Sciences divisions which include the following departments who support the instruction and clinical placement:
 - Business and careers, and Environment programs.
 - Language Instruction for Newcomers to Canada (LINC), ESL, Academic Upgrading, Correctional Education and other foundational program areas.
 - Nursing, Healthcare Aide, Physical Therapy Assistant diploma program, Pharmacy Technician program, Hospital Unit Clerk program, Therapeutic Recreation program, Mental Health program, Social Work program, and the Community Support Worker program.

The presence of a criminal record will not automatically disqualify an applicant. Rather, the college has the discretion to determine whether a record is unsatisfactory and to consider the risk and relevance of a particular criminal offence to the performance of position responsibilities and to the safety and security of the organization and its clients.

Actions

- An HR consultant will advise successful candidates in their offer details that, prior to their commencement date; a current (within past 30 days police information check and/or vulnerable sector check must be provided and will be reviewed. Failure to provide these will result in a delayed commencement date.
- Position requirements as listed above that require the Police Information Check and/or Vulnerable Sector check will be notified through the applicant tracking system iCIMS of how to obtain these checks.
- The appropriate police information check and vulnerable sector check must be completed and uploaded to the iCIMS onboarding portal prior to the commencement date. Failure to do so will result in a delayed commencement date.
- The HR Talent team will retrieve the uploaded files and place in the employee's personnel file.
- For those employed within the Correctional Education program the original verified Police Information and Vulnerable Sectors check must be provided to the Solicitor General's office as advised by the Program Manager of Correctional Education.
- Only when an unclear police information check and/or vulnerable sector check is received the HR Consultant will advise and assist the Division Head in assessing the original offer of employment due to the contractual agreements with the Solicitor General, Alberta Health Services, and NorQuest College.
- This review will be assessed on a case-by-case basis (nature of offence, nature of position, age of conviction, rehabilitation) and commencement dates will not start until the review has been completed.
- Current employees are required to immediately inform the College if they have been charged with a criminal offence and advise their supervisor of this and complete a "Conflict of Interest Disclosure" to be signed by their supervisor and sent to their respective HR Consultant for review.
- Failure to do so may result in disciplinary action and up to and including termination.

Definitions:

Division Head: means anyone who manages a division. Division Head is responsible for a division reporting directly to an Executive and normally includes Deans and Directors.

Employee: includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.

Police Information Check: lists all criminal convictions, and will list all upcoming court appearances in Alberta in addition to any Edmonton Police Service records.

Vulnerable Sector Check: for those working or volunteering with vulnerable members of society this check is designed to protect vulnerable Canadians from dangerous offenders by uncovering the existence of a criminal record and/or a pardoned sexual offence conviction. The results of the check can help to determine whether an individual is suitable to work in positions where they will be in close contact with vulnerable people.

Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

- [Code of Conduct Policy](#)
- [Recruitment and Selection Policy](#)

- [Alberta Human Rights Act](#)
- [Criminal Code of Canada](#)
- [Freedom of Information and Protection of Privacy Act](#)

May 2023

August 2019: new replaced Criminal Check Procedure