

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	Talent Acquisition Policy
Approval date	June 10, 2024
Effective date	June 10, 2024
Procedure owner	Vice President, People, Culture & Equity
Procedure administrator	Manager, People

Overview

NorQuest College (College) requires criminal checks, of either a police information check or a vulnerable sector check, 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.

Procedure

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

- Prior to commencing employment, Police Information Checks are required for all management positions and some administrative positions as detailed in the job advertisement; as well as, other positions in the college that deal with HR, systems security, financial, and security responsibilities.
- Vulnerable Sector Checks are required, prior to commencing employment, for all instructor and instructional assistant positions.

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.

Process Steps

- A Human Resources Business Partner or Talent Acquisition Team Member will advise the successful candidates in their offer details that, prior to their commencement date; a current, within past 30 days, Police Information Check or Vulnerable Sector Check must be provided and will be reviewed.
- Positions that require the Police Information Check or Vulnerable Sector Check will be notified through the applicant tracking system on the process of how to obtain these checks.
- The appropriate Police Information Check and Vulnerable Sector Check must be completed and uploaded to the Talent Acquisition Onboarding Portal prior to the commencement date. Failure to do so will result in a delayed commencement date or rescinded Offer of Employment.
- The Talent Acquisition Team Member will retrieve the uploaded files for filing in the employee's personnel file.
- For those employed within the Correctional Education program, the original verified Vulnerable Sector check must be provided to the Solicitor General's office as advised by the Program Manager of Correctional Education.
- When an unclear police information check or vulnerable sector check is received the Human Resources Business Partner will advise and assist the Division Head in assessing the original offer of employment

considering the role that the candidate is being hired for, and contractual agreements with the Ministry of Justice, 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. They must also complete a “Conflict of Interest Disclosure” through NorQuest’s Code of Conduct Disclosure online tool to be reviewed by their supervisor and submitted 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. (a position is one of trust or authority over children (age 18 years and below) or vulnerable persons)

Related information

NorQuest College

- [Code of Conduct Policy](#)
- [Talent Acquisition Policy](#)

External

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

Next review date

August 2028

Revision history

Date	Version Number	Action
August 2019	V1	New (replaced Criminal Check Procedure).
June 2024	V2	Minor updates to reflect online Conflict of Interest process, clarity of which criminal check is required and removal of specific faculty/department names.