

BONFIELD PUBLIC LIBRARY

Policy Title: CPIC Level II (Canadian Police Information Centre) Security Clearance Check/Vulnerable Sector Screening and Offence Declarations

Policy Number: 2016-58

Policy Approval Date: November 7, 2016

Policy Review Date:

Purpose and Scope

The purpose of the CPIC Level II security clearance check is to help create and maintain a safe environment for vulnerable people using library services, including children, youth, and patrons with disabilities.

This policy applies to all employees and volunteers of the Bonfield Public Library.

Policy

For all employees and volunteers, the Bonfield Public Library requires a current and original CPIC Level II Security Clearance Check which includes a Vulnerable Sector Screening as a condition of employment. All offers of employment are conditional on the applicant supplying a valid CPIC Level II Security Clearance Check/Vulnerable Sector Screening that is satisfactory to the Board prior to being assigned duties.

The presence of any criminal conviction in a CPIC Level II Security Clearance Check/ Vulnerable Sector Screening indicating a behaviour or pattern of behaviour that may put at risk the safety and wellbeing of library users would disqualify a candidate from working for the Bonfield Public Library.

All employees or volunteers are required to provide an Offence Declaration by June 30 of each year in which the employee or volunteer is employed by the Bonfield Public Library. (*See attached Offence Declaration form*).

Employees or volunteers who fail to provide an Offence Declaration by June 30 will be suspended without pay. These individuals will be required to submit a new CPIC Level II – Security Clearance Check which includes a Vulnerable Sector Screening at their expense in order to return to work.

Report Provided by XpressChek Inc. 3080 Yonge Street, Suite 4068 M4N 3N1 Toronto, ON 12345

Offence Declaration

Please complete the following 3 sections:

Section 1
Name: (please print clearly using ink)

First Name Last Name

Position

Section 2

I DECLARE, since the last criminal record check collected by the Bonfield Public Library, or since the last Offence Declaration given by me to the Bonfield Public Library, that:

I have **no** convictions under the *Criminal Code of Canada* up to and including the date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act (Canada)*

OR

I have been convicted of the following criminal offences under the *Criminal Code of Canada* for which a pardon under Section 4.1 of the *Criminal Records Act (Canada)* has **not** been issued or granted to me.

List of Offences:

1 a) Date: _____
b) Court Location: _____
c) Conviction: _____

2 a) Date: _____
b) Court Location: _____
c) Conviction: _____

(Use additional page if necessary)

Section 3

DATED at _____ this _____ day of _____, _____

(City) (Day) (Month) (Year)

Staff/Volunteer Signature: _____