



TORONTO POLICE SERVICES BOARD

VULNERABLE SECTOR SCREENING PROGRAM – POLICE REFERENCE CHECK PROGRAM

DATE APPROVED	May 25, 1995	Minute No: P212/95
DATE(S) AMENDED	February 12, 2009 April 16, 2009 November 15, 2010 June 18, 2015	Minute No: P29/09 Minute No: P111/09 Minute No: P292/10 Minute No: P154/15
DATE REVIEWED	November 15, 2010	Minute No: P292/10
REPORTING REQUIREMENT		
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Mental Health Act</i> , R.S.O. 1990, c. M.7, ss. 16, 17, 28, 33.3.	
DERIVATION		

It is the policy of the Toronto Police Services Board that the Toronto Police Service will undertake police reference checks for the purpose of assisting agencies providing services to children and vulnerable adults to determine the suitability of potential candidates for employment and/or volunteer duties where those individuals will have direct contact with children or vulnerable persons (the “Vulnerable Sector Screening Program – Police Reference Check”).

In accordance with the foregoing, the Chief of Police will develop processes pursuant to which police reference checks under the Vulnerable Sector Screening Program may be made available to individuals who:

1. Are seeking an employment or volunteer position with an agency that has executed an agreement with the Service agreeing to the terms established by the Chief of Police upon which the Service will carry out a police reference check;
2. Execute a consent to disclosure form authorizing the reference check to be conducted for purposes consistent with the foregoing policy;

Furthermore, the Chief of Police will develop processes used for carrying out police reference checks under the Vulnerable Sector Screening Program that incorporate the following criteria:

3. Agencies wishing to participate in the Vulnerable Sector Screening Program – Police Reference Check must certify that they have participated in training on the agency’s obligations under the *Human Rights Code* with respect to evaluating, hiring and training volunteers or employees;
4. The Service will only provide disclosure of any records requested under the Vulnerable Sector Screening Program – Police Reference Check to the individual who has applied to receive such records. The Service will not disclose the results of the reference check to the agency or any other person without further consent from the applicant;
5. In response to a request for a reference check under the Vulnerable Sector Screening Program, the Service will search the Canadian Police Information Centre (CPIC), Intelligence and Identifications data banks and any Service data banks for available information about the applicant;
6. The Service will not disclose records to the applicant indicating that the applicant has had contact with the Service pursuant to the *Mental Health Act* as part of the Vulnerable Sector Screening Program – Police Reference Check under any circumstances.
7. The Service will ensure that there is a process by which individuals may discuss the results of any police reference check completed regarding themselves with a member of the Toronto Police Service - Records and Information Management unit.