



St. John Ambulance Saint-Jean

Council for Ontario

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Conseil de l'Ontario

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DATE: January 2001

TO: Patient Care Provider Units, Therapy Dog Units, Youth Units,
Campus Response Team Units, Administrative and Auxiliary Units

c. Board of Directors, Area Commissioners, District Chairs, District Managers,
Branches

FROM: Brian Cole, Manager, Community Services

RE: **PROVINCIAL COMMISSIONER'S DIRECTIVE 01-2001**
POLICE RECORD CHECK PROCESS

Attached is Provincial Commissioner's Directive 01-2001. This directive (effective immediately) supersedes Directive 07/98 and identifies the newly revised policies and procedures for Brigade related Police Record Checks, including procedures related to ongoing criminal screening.

This directive affects all applicants/members 18 years of age and older in the Brigade and all Brigade applicants age 16 (sixteen) and 17 (seventeen) years of age, signing their own membership application form and not residing with a parent or guardian.

This directive also affects all individuals age 18 (eighteen) years of age and older who are not members of the Brigade, but who assist the St. John Ambulance Brigade in positions of trust or authority.

The following are typical positions of trust or authority:

- Situations in which someone has a significant degree of authority or decision-making power over another.
- Situations where someone has a significant degree of unsupervised access to another person and to his or her property.
- Situations where the success of the program, service or activity depends on the development of a close, personal relationship between the individuals, as in mentoring, matching, or friendly visiting programs.
- Situations in which the service being provided renders the client vulnerable, as in personal care services e.g. first aid and health care.

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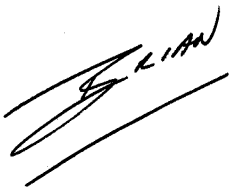
St. John Ambulance, like other organizations, has moral, ethical, and legal responsibilities to the people who use our services; the people who provide those services; and to the community at large. Through volunteer screening we try to identify and remove people who might harm those we serve, our own members and members of the community.

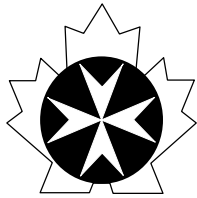
Our volunteers are often placed in positions of significant trust with vulnerable people. The wide spectrum of volunteer positions varies not only in nature but also in level of risk. Through screening, St. John Ambulance strives to provide safe, well-managed services to the community and to its volunteers.

St. John Ambulance uses a variety of screening methods such as well-designed positions and position descriptions, careful recruitment, application forms, interviews, reference checks, specialized testing, police record checks, orientation sessions, training, probationary periods, close supervision, regular evaluation and monitoring, and the pairing of experienced members with inexperienced members.

This directive should be incorporated into section 99 (Provincial Commissioner's Directives) of the Branch/Brigade Administration Manual. Directive 07/98 should be removed and destroyed. Please ensure that these new processes are explained to every member and that each member receives a copy of this memorandum and revised directive.

Should you or your members have any questions, or require clarification, please contact me at Tel. 1-800-268-7581 ext. 243.

A handwritten signature in black ink, appearing to read "S. R. IAN", is written over a horizontal line.



PROVINCIAL COMMISSIONER'S DIRECTIVE

Directive No.	01-2001
Issued	January 1, 2001
Supersedes	07/98

POLICE RECORD CHECK PROCESS

St. John Ambulance, like other organizations, has moral, ethical, and legal responsibilities to the people who use our services; the people who provide those services; and to the community at large. Through volunteer screening we try to identify and remove people who might harm those we serve, our own members and members of the community.

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Brigade members (Brigade leaders, patient care providers, therapy dog members, youth members, campus response team members, administrative and auxiliary members)

Effective **January 1, 2001** all Brigade applicants age 18 (eighteen) years of age and older and Brigade members who turn 18 (eighteen) years of age, are required to submit a police record check as a condition of their membership. New applications will not be considered unless a police record check is submitted. Brigade members who turn 18 (eighteen) years of age will have six weeks from the date of their 18th birthday to submit a police record check. Failure to do so will result in the member being suspended.

Effective **January 1, 2001** all Brigade applicants age 16 (sixteen) and 17 (seventeen) years of age, signing their own membership application form and not residing with a parent or guardian, are required to submit a police record check as part of their application to join the Brigade. New applications will not be considered unless a police record check is submitted.

As of **March 1, 2001** all current (active) Brigade members age 18 (eighteen) years of age and older must have submitted a police record check (if not previously submitted) as a condition of their membership. Failure to comply will result in the suspension of non-compliant members.

Applicants and members requiring a police check will complete a Release of Information Authorization form from their local police service, and at the applicant's, or member's cost (if any), obtain from the police service, a summary of any information discovered as part of that check, or official documentation stating that no information was discovered.

If the applicant or member receives official documentation from the police service stating that no information was discovered, this documentation should be forwarded complete and in its original form (no alterations, photocopies or faxes) in a sealed envelope marked "Confidential" to the applicant's/member's supervisor e.g. officer-in-charge.

The applicant's/member's supervisor will forward the sealed envelope with the completed "Membership Form" if applicable to the Manager, Community Services at the St. John Council for Ontario (Provincial Headquarters) for processing.

If the applicant or member receives a summary from the police service containing information, the applicant or member should provide the summary complete and in its original form (no alterations, photocopies or faxes) in a sealed envelope marked "Confidential" to the applicant's/member's supervisor.

The applicant's/member's supervisor will forward the sealed envelope with the completed "Membership Form" if applicable to the Manager, Community Services at the St. John Council for Ontario (Provincial Headquarters) for processing. Council will review the summary and determine the candidate or member's suitability for membership. Such a review will occur promptly, thoroughly, fairly and in confidence.

Membership forms for new applicants without an attached police record check will not be processed and will be returned to the applicant's supervisor for further action.

New memberships are conditionally approved by the applicant's/member's supervisor except in the case of officer appointments (below Area Commissioner), which are conditionally approved by the Area Commissioner. This conditional approval allows the individual to begin training/service as a probationary member or leader. Their membership status may be subject to change should a police record check indicate a need to change the status of the member (e.g. release). In such cases written notice outlining the particulars will be provided to the applicant/member.

The Manager, Community Services will notify the applicant's/member's supervisor when a check that requires further review is received by Provincial Headquarters. Once a determination as to the applicant's/member's status has been made, their supervisor will be notified.

Police record checks that indicate "No Record" will be processed and copies of the approved membership form, if applicable, will be returned in sequence to the applicant's/member's supervisor.

Non-Brigade individuals in positions of trust or authority within the St. John Ambulance Brigade

Effective **January 1, 2001** all individuals age 18 (eighteen) years of age and older who are not members of the Brigade, but who assist the St. John Ambulance Brigade in positions of trust or authority (e.g. supervising St. John youth at camps) must submit a police record check prior to taking part in the Brigade activity. Failure to comply will prevent the individual from participating. Individuals, who are unsure as to whether a police record check is required, should contact the Manager, Community Services, St. John Council for Ontario, for clarification.

To obtain a police record check, the individual will complete a Release of Information Authorization form available from their local police service. The individual will take the completed Authorization form to their local police service, and at the individual's cost (if any), obtain from their police service a summary of any information discovered as part of that check, or official documentation stating that no information was discovered.

If the individual receives official documentation from the police service stating that no information was discovered, this documentation should be forwarded complete and in its original form (no alterations, photocopies or faxes) in a sealed envelope marked "Confidential" to the supervisor (officer-in-charge) of the Brigade Unit. The supervisor will forward the sealed envelope with appropriate activity documentation (e.g. camp application, letter outlining activity) to the Manager, Community Services at the St. John Council for Ontario (Provincial Headquarters) for processing.

If the individual receives a summary from the police service containing information, the individual should provide the summary complete and in its original form (no alterations, photocopies or faxes) in a sealed envelope marked "Confidential" to the supervisor (officer-in-charge) of the Brigade Unit.

The supervisor will forward the sealed envelope with appropriate activity documentation (e.g. camp application, letter outlining the activity) to the Manager, Community Services at Provincial Headquarters for review and determination of the person's suitability to provide assistance. Such a review will occur promptly, thoroughly, fairly and in confidence.

The supervisor (officer-in-charge) of the Brigade Unit will be notified by the Manager, Community Services of the person's suitability.

Frequency of police record checks

Police record checks will no longer be routinely required for those who have previously submitted a police record check and are changing their membership status within the Brigade (e.g. appointments, etc.).

All individuals are, however, required to immediately notify their supervisor and the Manager, Community Services, St. John Council for Ontario, if their driver's license has been suspended or restricted for any reason, if they became the subject of any criminal investigation or if any charges were brought against them, even if the charges are pending. Such matters are to be reported promptly. These matters will be discussed with the individual at the time of reporting and will be reviewed promptly, thoroughly, fairly and in confidence.

Furthermore, all members age 18 (eighteen) years of age and older are required to annually attest in writing (using an Attestation Form) to notifying their immediate supervisor and the Manager, Community Services, St. John Council for Ontario, if, since the last attestation, their driver's license has been suspended or restricted for any reason, if they became the subject of any criminal investigation or if any charges were brought against them, even if the charges are pending.

Attestation forms will be sent out from Provincial Headquarters at the end of the calendar year to Brigade Units for completion by all Brigade members age 18 (eighteen) years of age and older. The member will complete the form by the due date specified and return the form to the member's supervisor e.g. officer-in-charge. Failure to complete and return the forms will result in the suspension of non-compliant members.

The member's supervisor will forward, by the due date specified, these completed forms in a sealed envelope marked "Confidential" to the Manager, Community Services at the St. John Council for Ontario (Provincial Headquarters) for review.

General

The St. John Council for Ontario may request a Police Record Re-check or Attestation at any time. Failure to comply will result in the suspension of non-compliant members.

Police Record Checks that are done for St. John Ambulance will be reviewed and held in confidence.

The practices of certain police services may present difficulties obtaining information related to record checks. In these circumstances, it is the responsibility of the applicant, member or individual to obtain a written original copy of the response he or she receives from the police. This response should be forwarded with applicable documentation to the Manager, Community Services at the St. John Council for Ontario (Provincial Headquarters).

General information regarding volunteer screening and police record checks can be obtained from the Community Services Department of the St. John Council for Ontario (Provincial Headquarters), Tel. 1-800-268-7581.

Authority



Provincial Commissioner