



Employee and Labour Relations Committee

Meeting No.	7	Contact	Frances Pritchard, Manager
Meeting Date	Monday, October 22, 2012	Phone	416-392-7445
Start Time	9:30 AM	E-mail	elrc@toronto.ca
Location	Committee Room 2, City Hall	Chair	Councillor Doug Holyday

EL7.7	ACTION	Amended		Ward:All
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Police Reference Check Process

Committee Decision

The Employee and Labour Relations Committee recommends to the Executive Committee that:

1. City Council authorize City staff to enter into a renewal of the memorandum of understanding between the Toronto Police Service Board and the City to provide Vulnerable Sector Police Reference Checks in a timely manner and at no cost for employment purposes and volunteer placements.

Decision Advice and Other Information

The Employee and Labour Relations Committee requested the City Manager to review the policy on Police Reference Checks for selected applicants, and in particular, options that would provide for such applicants to cover some, if not all, of the costs of such checks.

Origin

(October 10, 2012) Report from the City Manager

Summary

This report provides information on the current status of pre-hire Police Reference Checks in the Toronto Public Service. A Police Reference Check is either a Criminal Record Check or a Vulnerable Sector Police Reference Check.

The City is in compliance with the current legislative requirements for Vulnerable Sector Police Reference Checks in designated positions in Children's Services, Long-Term Care Homes and Services, and Emergency Medical Services. In addition, City Council has previously approved the use of Vulnerable Sector Police Reference Checks for designated positions in Parks, Forestry & Recreation, and Shelter Support & Housing Administration. Each of these divisions has established processes to receive and review the Police Reference Checks from selected applicants.

New applicants for positions which require a Police Reference Check are not allowed to commence employment until the Police Reference Check has been submitted for review to the hiring division.

A city-wide Police Reference Check Policy has recently been implemented which outlines the process to be followed when a division believes there is a bona fide requirement for conducting pre-hire police reference checks for designated positions. The City needs to renew the memorandum of understanding with the Toronto Police Service to continue to provide Vulnerable Sector Police Reference Checks at no cost to selected applicants and volunteers who live in the city.

Background Information

(October 10, 2012) Report from the City Manager on Police Reference Check Process

<http://www.toronto.ca/legdocs/mmis/2012/el/bgrd/backgroundfile-50856.pdf>

Appendix 1 - Human Resources Policies - Police Reference Check

<http://www.toronto.ca/legdocs/mmis/2012/el/bgrd/backgroundfile-50857.pdf>