

Introduction

Thank you for your interest in working for the Toronto Shelter and Support Services Division. This document has information concerning the use of police reference checks (PRC) as part of the hiring process in this division. City Council authorized the use of a PRC as an assessment tool when hiring people or placing volunteers/students to work directly with homeless individuals and families.

For certain employment, or volunteer/student placements with our division, we require you to obtain a PRC. This only applies to external applicants. All information about your PRC is strictly confidential.

A PRC that results in “findings” (e.g., record of conviction or offence) does not mean that you will not be hired for the position. The information in your PRC may not be applicable in our assessment of your suitability for the position that you have applied. If your PRC results raise any questions about your suitability, you will have an opportunity to meet with us to discuss your PRC results.

The PRC and the Application Process

There is a competitive process in place for all employment, volunteer and student placement opportunities with the City of Toronto.

You cannot start your work or placement with our division until the PRC has been reviewed by us. We recommend that you begin the process to obtain your PRC as soon as you are given the go ahead to do so.

A criminal record check will reveal any criminal convictions you may have, under the Criminal Code. A police reference check includes more information, such as outstanding charges, terms of peace bonds, probation or parole orders.

For more information on PRC, please refer to the police service website where you live.

For Toronto residents, the website address is:

<https://www.torontopolice.on.ca/background-checks/vulnerable-sector-screening.php>

How do I get a PRC?

You must apply for a PRC (specifically a vulnerable sector screening) at the police service where you currently live. Each police service has different forms and procedures, so you need to check with them and follow their rules.

You are responsible for all costs associated with obtaining a PRC and will not be reimbursed by the City of Toronto.

How long does it take to get a PRC?

This will depend on many things beyond your control. However, because the process can be complex, it can take several weeks or up to several months to get your PRC results. Contact your police service for more up-to-date information.

If you have a current PRC (conducted within the last 6 months), notify the Hiring Manager and we may be able to accept those results as valid for your current application.

What happens once I receive my PRC results?

Once you receive a Conditional Offer of employment or placement, follow the instructions in the offer letter. It will have complete information on how to share your PRC results with us.

If you do not want to share the results of your PRC with us, let us know that you do not wish to continue to pursue the job or placement opportunity.

Conditional Offers are time sensitive!

It is important to follow-up quickly to satisfy the PRC condition. Bring your PRC results to us as soon as possible, and no later than five business days of receiving your PRC result. If you are having any difficulty getting your PRC, it is important to contact us to let us know.

If we do not hear from you within the time stated in the offer letter, your offer of employment or placement will lapse, and a letter will be sent to you notifying you that the offer is rescinded or cancelled.

Summary – PRC and Hiring Process

1. New applicant (non-city employee) follows normal application process as directed in the job posting or volunteer/student placement posting.
2. Qualified applicants are assessed through a standard process that may include an interview and/or written assignment.
3. Applicant's references are contacted and if the reference check is successful, a Conditional Offer of employment or placement is made.
4. Applicant must provide an original or notarized copy of the police reference check to Toronto Shelter and Support Services, as per the Conditional Offer.
5. PRC results in no "findings": The Conditional Offer become firm. Applicant accepts offer and arrangements are made to start work or placement.
6. PRC results in "findings": Applicant may withdraw from the hiring process, or a review of the findings takes place, which may involve a meeting between the applicant and a Manager in Toronto Shelter and Support Services.
7. The Findings Review Process results in decision to uphold the Conditional Offer or withdraw the Conditional Offer.

Applicant – Checklist

- ✓ Check the job or placement description to see if PRC is require and apply as directed.
- ✓ Attend al assessment processes and submit references.
- ✓ If you receive a Conditional Offer (of employment/placement) follow all directions contained in the letter.
- ✓ Apply to your police service for your PRC (vulnerable sector screening) as soon as you receive a Conditional Offer.

- ✓ Submit your PRC as soon as possible and no later than five (5) business days after receiving your PRC results. If you cannot meet this time frame, please contact us and explain the situation.
- ✓ If you do not wish to share your PRC results or you are no longer interested in pursuing the job opportunity, notify us as soon as possible.
- ✓ If you have questions or concerns regarding how a PRC is used in the hiring process, contact People Services at TSSSPeopleServices@toronto.ca.

Employment Equity

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to employment equity by following this link:

https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US