



Office of the
Saskatchewan Information
and Privacy Commissioner

HUMAN RESOURCE POLICY

1.0 STAFFING

1.03 CRIMINAL RECORD CHECK

Purpose

To outline the position of the office of the Information and Privacy Commissioner (IPC) regarding the requirement of a Criminal Record Check (CRC).

Background

The IPC is committed to protecting the safety of its employees and applicants / complainants, to maintaining public confidence in the IPC, and to ensuring public funds are securely administered. In keeping with this commitment, the IPC has adopted these guidelines with respect to CRCs.

A CRC consists of a criminal record check performed by police, Canadian Corps of Commissionaires (Commissionaires), or RCMP against their records and the national database, the Canadian Police Information Centre (CPIC), maintained by the RCMP. The CRC will indicate whether or not a criminal record may exist or if there are criminal charges pending. If a CRC indicates that a criminal record “may or may not exist”, an individual shall be required to provide fingerprints to confirm their identity and satisfactorily complete their CRC requirement. Existing criminal record checks will be considered valid if dated within three months of the date the CRC is submitted to the IPC.

Application

This policy applies to all employees of the IPC.

Policy

A CRC is required before anyone can be hired, transferred, promoted or accepted as an employee. A CRC is required from all personal service contract employees.

A satisfactory CRC is an indication from the police that either no criminal records or charges exist, or that any convictions/charges reported are determined to be not relevant to the position.

Further, employees are required to report charges or convictions as soon as reasonably possible, should they occur during the course of employment with the IPC.

All IPC employees must renew their CRCs every five years.

Exceptions

Generally, a CRC should be completed and cleared prior to appointment. If the CRC is unavailable in a timely fashion, the Commissioner may allow that a conditional appointment be processed pending receipt of a satisfactory CRC.

Note: for more information please see the IPC Procedures Policy 1.03 for Criminal Record Check.

Authority

The Freedom of Information and Protection of Privacy Act, section 43.1

Influencing Sources

- Saskatchewan Public Service Human Resource Manual, Section 816
- Legislative Assembly Service Human Resource Policy 1.3
- IPC Policy 2.01 Standards of Conduct
- IPC Policy 2.05 Privacy Guidelines
- IPC Procedures for Policy 1.03 Criminal Record Check