

# Moose Jaw Gamers, Inc.

## Criminal Record Check Policy

### **Purpose**

Criminal record checks (CRCs) are part of a prudent and consistent approach to Moose Jaw Gamers Inc. process which helps:

- Maintain public confidence in the organization;
- Ensure the safety of our members, guests and executive; and
- Ensure that corporate funds are securely administered.

### **Policy Guidelines**

#### *Positions requiring a Criminal Record Check*

1. Anyone who holds a Director position;
2. Members/Volunteers who will be in contact with vulnerable sector persons; and
3. Members/Volunteers who will be handling money.

#### *Satisfactory Criminal Record Check*

A satisfactory CRC is either:

- An indication from the police that no criminal record/charges exist or;
- An indication from the police that a criminal record/charge does exist and has been assessed and determined by the Moose Jaw Gamers Executive, in consultation with legal counsel and others as required, to be not relevant to the position.

#### *Assessing relevance of criminal convictions or charges identified on the Criminal Record Check*

In assessing the relevance of criminal convictions or charges identified on the CRC prior to appointment, the Moose Jaw Gamers President, Vice-President and Secretary, in consultation with legal counsel and others as required, will consider the following factors:

- The relationship of the offence(s) to the level and nature of the position assignment;
- The number and nature of the charges/convictions;
- When the offence(s) occurred; and
- What the person has done in the intervening period.

A two-thirds vote of the above named Moose Jaw Gamers executive is required to approve an individual who has received a positive indication of a criminal record.

As soon as a volunteer/member becomes aware that s/he is charged with an offence under:

- The Criminal Code of Canada; or
- The Controlled Drugs and Substances Act;

They shall report such charge, before performing any duties for or in association to the Moose Jaw Gamers Inc., through the normal chain of command.

Further, if a volunteer/member is convicted of an offence at any time, the volunteer/member is required to report such conviction, as soon as reasonably possible, to the Moose Jaw Gamers Inc. through the normal chain of command. The executive will review the details and assess the relevance of the conviction. The review will follow the same process as if a criminal record check was returned with a positive result.

Failure to report the charge or conviction as soon as reasonably possible may result in disciplinary action up to, and including dismissal as a volunteer and/or Director.

### **Privacy**

CRC information will only be collected for, used by, or disclosed to the Moose Jaw Gamers Inc. Executive. The amount of information collected and disclosed shall be limited to that which is reasonably required to achieve the purpose. Individuals who have been given access to the information are responsible to:

- Treat the information as confidential and shall not further disclose the information to any other party;
- Use the information only for purposes of making a decision under this Policy; and
- Safeguard the information from further access (whether intentional or unintentional).

The Moose Jaw Gamers Inc. President shall be responsible for collecting, recording and safeguarding the CRC information. In the event the President is not capable or available to perform these duties, the Vice- President shall be responsible.

### **Storage of Records**

Any CRC records collected by Moose Jaw Gamers Inc. shall be considered "Protected B" information.

- No copies, digital or physical shall be made of the documents at any time.
- Originals shall be housed by the Moose Jaw Gamers Inc. legal representative
- No access to the originals shall be allowed by anyone with the exception of the President, Vice-President, and Legal Counsel.
- Records for persons who are no longer members or associated with Moose Jaw Gamers Inc. shall be destroyed using a secure document destruction service two years after such persons are no longer members.