



Police Record Check / Police Information Check

Police record checks are required where the position is considered one of trust (characterized by activities involving minors or the care, custody, counseling or legal responsibility for clients or residents in the government's care; or duties associated with the work of law enforcement). See the *Criminal Record Review Act* for details.

PISE requires all new employees, existing employees, contractors, volunteers and interns to complete and pass a police record check current within 6 months of their start date with PISE. The police department will also include a Vulnerable Sector Screen for anyone working with children.

For new employees, an offer of employment will be conditional upon completing a police record check to PISE's satisfaction. The cost of a police record check is approximately \$70 (determined by the police department and therefore subject to change without notice), to be completed at their local police department in the municipality in which the employee lives and is the responsibility of the employee. It is recommended that the police record check process is begun with your local police department at least 3 weeks in advance of your start date with PISE. All continuous contractors and their employees will be required to maintain police record checks on a three year cycle.