

Ontario Education Services Corporation

La corporation des services en éducation de l'Ontario

P.O. Box 520 • 31 Adelaide Street East • Toronto, ON • M5C 2J6 • Fax: 416-593-7858 • Email: oesc-cseo@opsba.org

Police Record Checks – Adjudication Guidelines

December 2004

OESC (a non-profit corporation formed by all Ontario School Boards' Associations to provide police record checks services) applies the following "test" in making its decision about issuing an Identification Card to an individual who has a police record:

"In all of the circumstances, on a balance of probabilities, does this individual represent a continuing risk to the well-being of any of the Board's students or staff?"

In making its decision, the OESC employs a panel of experienced senior administrators of school boards who have received extensive training in the adjudication process, advised by senior legal counsel.

The existence of a police record does not automatically mean that an Identification Card will not be issued.

After verification that a police record is accurate, the panel as it deems necessary will attempt to obtain from the individual as much information as required to make an informed decision. This may include a letter of explanation, a personal interview and reviewing court documents and other relevant records and information from other sources.

When considering whether the "test" is met, the panel will consider the following factors:

1. the number of offence(s) and length of time since offence(s);
2. if the offence(s) involved children and/or sexual activity and/or violence and/or acts of dishonesty;
3. the employment history;
4. the individual's attitude towards offence(s);
5. any treatment, counseling or other services received since offence(s);
6. other steps taken to rehabilitate;
7. the likelihood offence(s) will be repeated;
8. if alcohol or illegal drugs were a factor in commission of the offence(s);
9. the degree of co-operation with the adjudication investigation;
10. any other relevant information.

OESC uses a highly professional, sensitive approach to the adjudication process. Individuals are treated always with respect and in a completely confidential manner. Decisions of OESC are final.