



M. D. OF GREENVIEW NO. 16
POLICY & PROCEDURES MANUAL

Section:
**ENGINEERING &
ENVIRONMENTAL
SERVICES**

POLICY NUMBER: EES 29

**POLICY TITLE: EMERGENCY RESPONDER DRIVER'S ABSTRACT AND
CRIMINAL RECORD CHECKS** **Page 1 of 2**

Date Adopted by Council / Motion Number: 12.03.183

PURPOSE:

To ensure that Driver's Abstracts and Criminal Record checks are completed on Emergency Responders.

POLICY:

It is the policy of the Protective Services Department to obtain a Driver's Abstract and Criminal Record check on all new Emergency Responders to service, due to the nature of services provided by the Department. These records will be kept confidential and only reviewed by the Manager of Protective Services and Fire Chief. It is a Provincial requirement to keep Driver's Abstracts on file for each driver or potential driver. The Driver's Abstract and Criminal Record checks will be included with the Recruit Application package.

1. It is the responsibility of the recruit to ensure these forms are completed and submitted prior to commencement with the Department.
2. All costs associated with these checks will be paid for by the Department, where the recruit will be joining.
3. One of the deciding factors to allow the recruit to join the Department will be based on the results of these background checks. Final approval will be at the discretion of the Fire Department.
4. Once accepted into the Department, it is the responsibility of each Emergency Responder to notify the Manager of Protective Services or the Fire Chief of any infractions or charges brought up against them that could either affect their driving or criminal records. Driving and criminal records are stored at the Fire Departments in a locked personnel file.
5. Driver's Abstracts will be renewed every year for all members of the Fire Services Department.
6. Criminal Records will be renewed at the most every five years, but can be completed sooner at the request of either the Manager of Protective Services or the Fire Chief.
7. Failure to complete the required forms or failure to notify the Manager of Protective Services and the Fire Chief of an infraction / charge could result in the Emergency Responders dismissal from the Fire Department.

(Original signed copy on file)
REEVE

C.A.O.