



<b>MICs GROUP OF HEALTH SERVICES...</b>  <b>MICs Board of Directors</b>  	<b>TOPIC:</b> Security Screening Check	<b>NUMBER:</b> GOV-022
	<b>CATEGORY:</b> Governance	<b>DATE:</b> December 12, 2017
	<b>DEPARTMENT:</b> Governance	<b>REVISED DATE:</b> February 15 <sup>th</sup> , 2018 March 7 <sup>th</sup> , 2018 March 20 <sup>th</sup> , 2018
	<b>AUTHORITY:</b> MICs Board Chairs	
	<b>APPROVED SIGNATURES:</b> 	<b>LAST DATE REVIEWED:</b>

## SECURITY SCREENING CHECK FOR BOARD MEMBERS

### PURPOSE

This policy applies to all individuals or organizations, including hospitals, who request police record checks to screen an individual and in particular:

- a) for the purposes of determining his or her suitability for employment, volunteer work, a license, an office, membership in any body or to provide or receive goods or services
- b) for the purposes of assessing his or her application for a position on the Board of Directors

### DEFINITION

Level 2 consists of:

- a search of local police databases for occurrences which did not result in charges (e.g. police contacts including but not limited to theft, weapons, sex offences or violent, harmful and threatening behaviour).
- a search of local police databases for criminal charges that did not result in a conviction or finding of guilt (e.g., dispositions including, but not limited to, stayed, withdrawn, dismissed, and cases of not criminally responsible by reason of mental disorder as listed on local indices).
- a search of any information or records held by all other federal or other law enforcement databases.

### PROCESS

An individual or organization requests a security screening check in respect of an individual in accordance with the following requirements:

- ✓ The request is made by completing the online Security Screening Check at:  
<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=&ENV=WWE&TIT=026-LE221E&NO=026-LE221E>
- ✓ There is no fee for individuals applying for a volunteer position.
- ✓ Two original forms of identification are required. (see Appendix A)
- ✓ The request is for “Level 2” only.
- ✓ In accordance with required management practice in healthcare, the approval of the candidate’s application is conditional on passing of a security screening check.

## **Appendix A – Accepted Identification**

To request any check, bring two original forms of identification from this list. At least one piece of ID needs to be photo identification. Acceptable forms of photo identification are:

- Driver's Licence
- BYID - Bring Your Identification, issued by the Liquor Control Board of Ontario (LCBO)
- Military Employment Card
- Canadian Citizenship Card
- Indian Status Card
- Passport
- Permanent Resident Card
- PAL (Possession & Acquisition Licence issued by the Chief Firearms Office)
- CNIB (Canadian National Institute for the Blind) Card
- Ontario Photo ID Card (issued by the MTO)
- NEXUS Card
- FAST Pass

Acceptable forms of non-photo identification:

- Birth Certificate
- Baptismal Certificate
- Hunting Licence
- Outdoors Card
- Canadian Blood Donor Card
- Immigration Papers