

HUMAN RESOURCES

Policy 400-R2

Criminal Record Review

1. A final offer to teachers will be subject to a criminal record search. The Board of Education (Richmond) requires the applicant to authorize a criminal record search to disclose any convictions under the Criminal Code or the Narcotics Control Act for which no pardon has been granted. The applicant shall be given a Criminal Record Search Consent form, which is then submitted to the Ministry of Public safety and Solicitor General. After an extensive criminal record search of relevant offences listed in the Criminal Records Review Act has been completed, a Clearance Letter is returned to the Director of the Human Resources Department. The applicant shall be responsible for any charges incurred for the processing of the criminal record search. If a criminal record exists records shall be forwarded to and reviewed by the Board's Legal Counsel who shall inform the Director of the Human Resources Department of any impediments to the applicant being hired. In such circumstances the applicant will also receive a copy of the record.
2. In the case of an adverse decision, an applicant may pursue a complaint under the Human Rights Act. It shall be the practice of the Board to cooperate in order to expedite such a process.