

SECTION: ADMINISTRATION

SUBJECT: EMPLOYEE CRIMINAL RECORD CHECK

Original Resolution No.: 97-03-15
Revision Resolution No.: 03-11-28

It is the policy of the County of Warner No. 5 to require criminal record checks on selected candidates for employment and also a driver's abstract if considered necessary.

Guidelines

1. A successful candidate will be selected from those making application for a fulltime employment position. It is also advisable to select one alternate.
2. The candidates being interviewed will be notified before or during the interview of the requirement to supply a written criminal record check performed by law officials (R.C.M.P.). Management may also require candidates to provide a driver's abstract if deemed appropriate.
3. Any costs incurred for this criminal record check and /or driver's abstract will be the responsibility of the selected candidate for employment.
4. Before final confirmation of employment, the successful candidate shall be required to provide a written criminal record check performed by law officials which is acceptable to the County, and if deemed necessary, a driver's abstract.
5. Whether the information contained in a criminal record check or driver's abstract is deemed to be acceptable or not, is based on the hiring committee's or supervisor's sole discretion and judgement.
6. The County may request employees to provide a criminal record check or driver's abstract at any time during their term of employment if the County has reason to believe or suspect the employee is guilty of an offence that may affect their ability to perform their duties. The County will reimburse the cost, if any, for obtaining the documents requested, if they are acceptable.