

administrative regulation

Administrative
Regulation No.
4029

Classification:
General

Effective Date:
December 3, 2014

Employee Police Information Check

1 | Purpose

The purpose of this Administrative Regulation is:

- To provide guidelines for the provision and use of police information checks for CBE employees

2 | Scope

This Administrative Regulation applies to:

- All CBE employees

This Administrative Regulation does not apply to CBE students under the age of 18 years.

3 | Compliance

All employees are responsible for knowing, understanding and complying with this Administrative Regulation.

4 | Principles

The following principles apply:

- CBE strives to ensure and maintain a safe and secure working and learning environment.

5 | Definitions.

CBE: means The Calgary Board of Education.

Criminal record: means a statement of all convictions registered under any federal, provincial or local indices Act or regulation and for which an official pardon granted under section 3 of the Criminal Record Act, has not been granted.

Police Information Check: means a document prepared by the police service identifying a criminal record resulting from a search of federal, provincial or local indices. This includes a Vulnerable Sector Search Check.

Vulnerable Sector Check: means a document containing the results of a criminal record search completed by the police service using the local database and the Canadian Police Information Centre (CPIC) system which identifies the existence of any criminal record and/or a pardoned sexual offence conviction.



6 | Regulation Statement

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| Conditions of employment | <ol style="list-style-type: none">1) Employment with the Calgary Board of Education is conditional on a satisfactory Police Information Check.2) All successful applicants for positions of employment must obtain and provide the results of a Police Information Check.3) Employment with the Calgary Board of Education will not commence until the results of a Police Information Check have been provided and confirmed. |
| Employment information | <ol style="list-style-type: none">4) All applications for employment, job postings and advertisements for positions with the Calgary Board of Education must state that all applicants not currently employed by the Calgary Board of Education will be required to obtain and provide a Police Information check before employment is confirmed or commenced. |
| Criminal record declaration | <ol style="list-style-type: none">5) All applicants for employment with the Calgary Board of Education must declare any criminal record. |
| Undeclared criminal record | <ol style="list-style-type: none">6) If an applicant is being considered for employment and a Police Information Check discloses a criminal record which the applicant has not previously declared, the applicant must be offered the opportunity to explain the discrepancy. |
| Suitability for employment | <ol style="list-style-type: none">7) If an applicant who is being considered for employment discloses a criminal record, that information must be forwarded to the Superintendent of Human Resources or designate for review.8) The Superintendent of Human Resources or designate will review the applicant's suitability for employment based on the following factors:<ol style="list-style-type: none">(a) type of charge or offence;(b) the age of the charge or offence;(c) the type of work the applicant is being considered for;(d) whether the criminal record impacts on the applicant's ability to perform those duties;(e) whether the behavior associated with the offence(s) if repeated, will pose a threat of physical or sexual abuse to children or others; and(f) any other factor which the Superintendent of Human Resources, or designate determines to be relevant. |

- 9) If it is determined that the applicant is deemed unsuitable for employment, the applicant will not be offered that position.

7 | History

Approval	December 7, 1999
Next Review	December 2019.
Revision/Review Dates	February 15, 2003 July 1, 2006 November 2014

8 | Related Information

- CBE AR 4027 Employee Code of Conduct