

**Criminal Records Search**

**Policy No. 202.4R**

**REGULATIONS**

1. Subject to the regulation established in the *Criminal Records Review Act*, all employees of School District No.91 (Nechako Lakes) must provide authorization for a criminal records search.
  - 1.1. Criminal records search for employees governed by the Teacher Regulation Branch will be the responsibility of the Branch.
  - 1.2. Criminal records search for all other employees will be the responsibility of the Board.
  - 1.3. The Superintendent of Schools, or designate, is authorized to determine whether individuals who contract their services to the Board require a criminal records search.
2. With the exception of those employees governed by the Teacher Regulation Branch, the Board may remove an applicant from any interview short list for refusing to give authorization for a criminal records search.
3. In the event new employees are required to provide fingerprints as part of the criminal records search, all costs will be the responsibility of the employee.
4. If a criminal records search reveals relevant offences named in the *Act*, the Board will comply with those regulations established in the *Criminal Records Review Act*.
5. Should an employee be charged or convicted of a criminal offence after a criminal records search has been completed, that employee must report the conviction to the Board and authorize a further criminal records search.