



## Rural Municipality of Corman Park No. 344 Policy

Policy # HR-015

### Policy Title: Criminal Record Check Policy

**Policy Objective:**

To ensure the Rural Municipality takes due care during the recruitment process and continuing to provide a safe workplace for all employees of the R.M. of Corman Park.

**Authority:** (Bylaw#, Resolution date/#)  
Resolution #32, May 6, 2013

**Policy:**

The RM of Corman Park is required to take due process in supplying a safe workplace for all employees as part of this; criminal record checks should be completed before hire.

Criminal Record Checks must be completed before a job offer is presented or have it explicitly stated the position is contingent upon a Criminal Record check; this is applicable for all office staff, as well as union and students hires.

If the Criminal Record check does not come back clear, the Administrator, and Human Resources will look into factors such as time since the conviction, the type of conviction and the type of position being filled. They will also be required to look at the surrounding circumstances of the conviction, offer the applicant the chance to explain and make follow-up inquiries to evaluate the applicant's credibility. An unclear criminal record check does not mean we will not hire that applicant.