



## DISTRICT PRACTICE 4000

### CRIMINAL RECORD REVIEW

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#### **DISTRICT PRACTICE:**

##### **1. NEW EMPLOYEES – NON-TEACHING**

- 1.1 All new successful applicants will provide a signed authorization for a criminal record review.
- 1.2 New employees will not commence any appointment without a satisfactory result from a criminal record review.

##### **2. CURRENT EMPLOYEES – NON-TEACHING**

- 2.1 Employees in year four of a current criminal record check shall be notified by the Human Resources Department prior to May 1 of the current school year
- 2.2 Current employees will be allowed 30 business days (June 15) after receiving notice as described in 2.1 to provide signed authorization for a criminal record review to the Human Resources Department in order for the School District to provide uninterrupted work for the employee.
- 2.3 Should an employee refuse to sign an authorization for a criminal record review, employment may be terminated.
- 2.4 The cost of all aspects of the criminal record review will be borne by the School District unless the criminal record review results in charges pending or convictions for a related offense.

##### **3. VOLUNTEERS**

- 3.1 All volunteers shall be considered to have potentially unsupervised access to children.
- 3.2 Criminal background check applications shall be available through the office of all school sites.
- 3.3 Volunteers will have a satisfactory criminal background check completed prior to discharging any volunteer duties for the School District.
- 3.4 The District will redact the Date of Birth on all Criminal Record Check clearance letters to maintain the security of personal information.

##### **4. PRESENTERS**

- 4.1 Presenters of cultural, language, or artistic programs are not considered to be volunteers of Rocky Mountain School District.
- 4.2 Presenters are always under the direct supervision of district staff and do not work alone with students.
- 4.3 Unlike contractors, presenters do not have free and unsupervised movement through schools and sites.
- 4.4 While it is preferred practice, it is not essential for presenters to have cleared criminal records check to present to students and staff.

[POLICY 4000 CRIMINAL RECORD REVIEW](#)

REFERENCES: [Criminal Records Review Act](#)  
[Criminal Records Review Program](#)

ADOPTED: June 1997

Amended: September 2006, April 2012, December 2020, December 2024



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#### 5. CONTRACTORS

- 5.1 All contractors entering school buildings during periods schools are normally in session will be considered to have potentially unsupervised access to children.
- 5.2 All contractors will sign an acknowledgement of the School District criminal record check policy, and provide assurance of cleared criminal record checks for all its employees on school sites, as part of entering into any agreement with the School District to provide services or deliverables while schools are normally in session.
- 5.3 All costs associated with criminal record reviews will be borne by the contractor.

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#### 6. FINGERPRINTS

- 5.1 Any employee, volunteer, or contractor who is required to undergo additional fingerprinting as part of the criminal record check review process will:
- (a) Comply with the request to undergo fingerprinting within a period of 10 business days from receiving notice.
  - (b) Notify the Human Resources Department immediately upon receiving notification of fingerprinting.
- 5.2 Any employee who fails to comply with a request for fingerprinting will be placed on unpaid leave until a further conversation with a Human Resources representative can occur.
- (a) Should extenuating circumstances prevent an employee from completing fingerprinting within the 10 business day window, the employee will bring these circumstances to the attention of Human Resources. Human Resources will reasonably accommodate extenuating circumstances.

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