

<b>Employee Handbook</b>	Authority: Approved by Council	Type: Employee
	Effective date: April 13, 2022	Revised date: April 13, 2022
	Policy No. 300-34 Criminal Record Check Policy	

**Town of Lampman**

**Policy No. 300-34**  
**Criminal Record Check Policy**

**April 13, 2022**

**1. New Employee Policy**

- 1.1** All newly hired employees shall be required to obtain a current criminal record that must be presented to the administrator of the Town of Lampman prior to the commencement of the first day of work.
  
- 1.2** Only a criminal record check that is current [must be within six (6) months] will be accepted. In the event a record is dated older than six (6) months, a new record check must be acquired.
  
- 1.3** Each new employee shall be reimbursed for the cost of the criminal record check with the presentation of a receipt.

**Document Revision History:**

Document Title	Revision Date	Approved By
Policy No. 300-34 Criminal Record Check Policy	April 13, 2022	Council