



# PROCEDURE

# HR-015

## OFFENCE DECLARATION

<b>Superintendent Responsible:</b> Superintendent of Human Resources	<b>Initial Effective Date:</b> 2017/03/27
<b>Last Updated:</b> 2017/03/27	<b>Next Review Date:</b> 2023/11/06

### Purpose:

To outline the annual offence declaration process required for all Grand Erie District School Board (Grand Erie) employees in order to provide a safe and secure working and learning environment.

### Guiding Principles:

To ensure the safety of pupils, Ontario Regulation 521/01, as amended by Regulation 170/02 and Regulation 49/03, under the *Education Act*, was established.

### Requirements

- 1.0 Grand Erie shall collect an Offence Declaration from every employee by September 1 of each year in which the individual is employed by Grand Erie after that day. Failure to provide an Offence Declaration by September 1 may result in discipline.
- 2.0 All Offence Declarations must be received by the Superintendent of Human Resources, or designate, either electronically or in an envelope marked "confidential and to be opened by addressee only". For Offence Declarations with convictions, the Superintendent of Human Resources, or designate, will adjudicate these declarations as per Police Record Checks for New Employees Procedure HR-106.
- 3.0 In completing and submitting the Offence Declaration, the employee agrees and understands that any false or misrepresented statements may be grounds for discipline up to and including dismissal.
- 4.0 All Offence Declarations shall be filed in a confidential, safe and secure location in Human Resources.

### Definitions:

An Offence Declaration means, in respect of the Grand a written declaration signed by an individual listing all of the individual's convictions for offences under the *Criminal Records Act* (Canada) up to the date of the declaration that are not included in the last Police Record Check collected by the Board under this Regulation(s), and for which a pardon under Section 4.1 of the *Criminal Records Act* (Canada) has not been issued or granted.

### References(s):

- [Criminal Records Act](#)
- [Education Act, Ontario Regulation 521/01](#)

**OFFENCE DECLARATION**

**Please complete the following:**

NAME: \_\_\_\_\_  
 \_\_\_\_\_ (please print)

POSITION: \_\_\_\_\_ LOCATION: \_\_\_\_\_

**I DECLARE**, since the last Police Record Check collected by the Grand Erie District School Board, or since the last Offence Declaration completed by me for this Board, **that:**

I have **no** convictions under the *Criminal Code of Canada* for which a pardon has not been issued or granted under the *Criminal Code (Canada)*.

OR

I have been convicted of the following criminal offences under the *Criminal Code of Canada*, for which a pardon under Section 4.1 of the *Criminal Records Act (Canada)* **has not been** issued or granted to me.

*List of Offences*

1. a) Date: \_\_\_\_\_  
 b) Court Location: \_\_\_\_\_  
 c) Conviction: \_\_\_\_\_
  
2. a) Date: \_\_\_\_\_  
 b) Court Location: \_\_\_\_\_  
 c) Conviction: \_\_\_\_\_
  
3. a) Date: \_\_\_\_\_  
 b) Court Location: \_\_\_\_\_  
 c) Conviction: \_\_\_\_\_

**DATED** \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
**at** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

All Offence Declarations must be received by the Superintendent of Human Resources, or designate, in an envelope marked confidential and to be opened by addressee only.