

## POLICY AND PROCEDURES

POLICY NAME: <b>Criminal Record Review</b>	POLICY NUMBER: 1.3.4	CATEGORY: Administration and Operations
RESPONSIBLE EXECUTIVE: Vice-President	APPROVAL AUTHORITY: Executive Council	EFFECTIVE DATE: September 1, 2020
NEXT FULL REVIEW DATE: August 31, 2025	REVISED: August 30, 2022	REPLACES:

### Purpose

The purpose of this policy is to outline Coquitlam College (the College) legislative responsibility and process for managing criminal record checks.

### Scope

This policy applies to all staff, partners or other associated stakeholders of College.

This policy is guided by the Criminal Record Review Act (the Act) and other applicable legislation.

### Policy Statements

1. The College follows the requirements of the Act to ensure that mandatory criminal record checks and criminal record check verifications are carried out as required.
2. The College will confirm that any partners and other associated stakeholders have a valid criminal record check at the time of hiring.
3. Criminal record checks for staff members are updated every 5 years.
4. The College accepts the information contained in a criminal record check or criminal record check verification as true and accurate.
5. The College will not release the findings of an employee's criminal record check to any outside parties.

### Procedures

1. All criminal record checks will be updated every five years through either the British Columbia College of Teachers (BCCT) or the Office of the Inspector of Independent Schools (OIIS) every five years.
2. Staff and instructors who are not members of the BCCT are required to complete the online criminal record check form.
3. Records relating to criminal record checks will be reviewed each semester. Individuals requiring an updated check will be notified.
4. The Vice-President is informed by the Ministry of Justice of any criminal record.
5. All results are filed in the Registrar's Office.
6. If an employee is charged with or convicted of an offence subsequent to their initial criminal record check, they must inform the Vice-President immediately. They will be required to submit a new criminal record check verification authorization.

### Definitions

Criminal Records Review Act: The legislation outlining the requirements for criminal record checks to be done on individuals working with children and/or vulnerable adults.

Criminal Record Check: The process of applying to the Ministry of Justice as per instructions provided by the College Office of the Registrar, for a review of all past criminal activity.

### Related Documents

- [Criminal Records Review Act](#)