

Criminal Record Review

Number:	1.3.4
Responsible Executive:	President
Approval Authority:	Senior Leadership Team
Effective Date:	May 14, 2025
Next Review Date:	May 13, 2030
Revised Date:	
Category:	Administration

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 without the consent of the employee.

PROCEDURES

6. All criminal record checks will be updated every five years through the Teacher's Regulation Branch.
7. Staff and instructors who are not covered under the Teacher's Regulation Branch are required to complete the online criminal record check form.
8. To apply for a criminal record check online, staff must either have a BC Services Card Log-In or provide two (2) pieces of government issued ID to the Human Resources Coordinator to confirm their identity.
9. Records relating to criminal record checks will be reviewed monthly. Individuals requiring an updated check will be notified by Human Resources.
10. The President is informed by the Ministry of Justice of any criminal record.
11. All results are filed in the Human Resources office.
12. If an employee is charged with or convicted of an offence subsequent to their initial criminal record check, they must inform the 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 RESOURCES

- [Criminal Records Review Act](#), RSBC 1996, c 86