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| <b>SECTION:</b>   | Administration          |
| <b>TOPIC:</b>     | Criminal Records Search |
| <b>EFFECTIVE:</b> | 26 November 1990        |

| Policy Information         |                                 |
|----------------------------|---------------------------------|
| Policy No:                 | E-1.16                          |
| Approved by:               | Executive Committee             |
| Approval Date:             | November 26, 1990               |
| Amendment Date:            |                                 |
| Executive Responsible:     | VP Community & Student Services |
| Administrator Responsible: | Registrar                       |
| Date of Last Review:       |                                 |

## **POLICY:**

The College recognizes its responsibility to take reasonable precautions to protect its students and future clients of potential graduates from exposure to persons with Criminal Records in areas that might be considered harmful to their relationships. Consequently criminal record checks will be required in sensitive program areas.

Sensitive program areas are defined as those generally dealing the high proportions of children and/or disabled clients and include the following:

Early Childhood Education  
Special Education

Anyone wishing to receive credits beyond one-quarter of the requirements for the Early Childhood Education Program will be required to request a criminal record search through their local police department. New employees in sensitive program areas will also be required to submit to a criminal record check prior to commencement of employment.

Persons with convictions or unresolved criminal charges in the following areas will not be admitted/employed to/in the program:

- (a) the physical or sexual abuse of minors;
- (b) any crimes involving minors (e.g. contributing to the delinquency of a minor);
- (c) other convictions relevant to working with minors;

Persons with criminal records other than the above will be assessed using the following criteria:

- (a) number and type of charge;
- (b) time between past criminal activity and the present;
- (c) age and circumstance of offender at time of offense;
- (d) likelihood of individual repeating offense;
- (e) efforts made at rehabilitation;
- (f) accomplishments of person since receiving conviction;
- (g) the nature of the offense contained in the criminal record and job description or duties expected of the employee, volunteer or student.

## **PROCEDURE:**

1. Applicants will be informed of the criminal record search policy.
2. Prospective students and employees will receive a copy of this policy on Criminal Record Search and a "Consent to Release Information" Form.

### **Continued: Criminal Records Search**

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3. Prospective students and employees must personally take the form to their local Police Department and request a search.
4. For students and new employees, a copy of the results of the search will be mailed to the President by the Police Department.
5. All records will be confidential. Results of the criminal record search will be kept separate from the student's or employee's file.
6. The Registrar and/or President will review the information using the criteria listed above. If necessary, the Registrar will consult with the appropriate Director. The Registrar and the President will make the final decision as to the admissibility of the student and the President will determine the acceptability of staff.
7. Students whose criminal records are evaluated as acceptable will be mailed a notice of final acceptance into the program.
8. Where a criminal record prevents a student from entering the program the Registrar will inform the student that she/he is not eligible to proceed with the program due to the findings of the Criminal Record Search. The findings of the search will be reviewed with the prospective student or employee at his/her request.
9. Students and prospective employees have the right to the normal College process for appeal.

## CONSENT TO RELEASE CRIMINAL RECORD INFORMATION

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| <b>SECTION A - TO BE COMPLETED BY THE APPLICANT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |                         |
| I, the undersigned, an applicant for the position of _____ consent to a Criminal Record Search. I request that the results of the search and any records be forwarded to the President at the College of New Caledonia. The College of New Caledonia will be responsible for any costs incurred in the Criminal Record Search.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |                         |
| Applicant's Surname                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | First name | Other Surname Used      |
| Street Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            | City                    |
| Province      Postal Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Home Phone | Work Phone              |
| Birthdate (Year, Month, Day)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Birthplace | Social Insurance Number |
| <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 40%; text-align: center;">Signature of Applicant</div> <div style="border-top: 1px solid black; width: 20%; text-align: center;">Date</div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |                         |
| <p style="text-align: center;">Authorization for Fingerprinting</p> <p>If there is a requirement to verify the existence of a criminal record, the police may require my fingerprints. Should they be required, I agree to voluntarily submit my fingerprints. I understand that my fingerprints will be returned to me after this check has been completed.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%; text-align: center;">Signature of Applicant</div> <div style="border-top: 1px solid black; width: 15%; text-align: center;">Date</div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |                         |
| <b>SECTION B - PRESIDENT</b> <p>The above named person has consented to a Criminal Record Search. Please conduct this search and indicate the results below. If a record exists for this person, please attach a copy of the record and return the completed document to the President, The College of New Caledonia, marked "CONFIDENTIAL".</p> <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">         T. Weninger - President, College of New Caledonia       </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |                         |
| <b>SECTION C - POLICE USE ONLY - RESULTS OF RECORDS CHECK</b> <p>Results of records search is merely a record, or lack of official contact with Policy Agencies, NOT an affirmation of good character.</p> <p>A SEARCH OF:</p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;">1. a) _____</div> <div style="width: 70%;">The central Repository for Criminal Records of Canada</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;">b) _____</div> <div style="width: 70%;">Index of _____ Police Agency conducting check</div> </div> <p>IN THE ABOVE NAME AND BIRTHDATE SHOWS: (check applicable category)</p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;">2. a) _____</div> <div style="width: 70%;">No record</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;">b) _____</div> <div style="width: 70%;">No record exists on local index and a copy certified by the applicant is attached.</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;">c) _____</div> <div style="width: 70%;">A Central Repository Record may exist, but cannot be disclosed unless verified by fingerprint comparison.</div> </div> <p>PLEASE ATTACH A COPY OF ANY RECORD</p> <p>Comments: _____</p> <div style="border-top: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%; border-top: 1px solid black; text-align: center;">Signature</div> <div style="width: 30%; border-top: 1px solid black; text-align: center;">Badge No.</div> <div style="width: 30%; border-top: 1px solid black; text-align: center;">Date</div> </div> |            |                         |

To be returned to:      President, College of New Caledonia  
 3330 - 22nd Avenue  
 Prince George, BC V2N 1P8