

**Title:** CRIMINAL RECORD SEARCH  
**Category:** Education/Student Services: Admissions/Registrar  
**Policy No.:** E2005  
**Replaces:**  
**Applicability:** Students applying to specific career programs requiring criminal record search  
**Issue Date:** June 7, 1995  
**Amended Date:**  
**Source(s):** Langara Calendar  
**Approval:** \_\_\_\_\_  
**President**

---

1. PURPOSE

2. DEFINITIONS

3. AUTHORITY

3.1 Related Acts and Regulations

[B.C Freedom of Information and Protection of Privacy Act](#)  
[B.C. College and Institute Act](#)

3.2 Related Policies

4. RELATIONSHIPS WITH COLLECTIVE AGREEMENTS

5. POLICY

Applicants to any programs with practicum settings which by legislation require absence of a criminal record must undergo a Criminal Record Search that reveals absence of a relevant criminal record before they are given final acceptance into the program.

6. GUIDELINES/STANDARDS

7. EXCEPTIONS

8. PROCEDURES

- 8.1 Applicants will be informed of the Criminal Record Search Policy.
- 8.2 At the time of conditional (academic) acceptance into the program, prospective students will receive a copy of this policy on Criminal Record Search and a "Consent to Release Criminal Record Information" Form.
- 8.3 Applicants must personally take the Form signed by the College Registrar to their local police department and request a search.
- 8.4 A copy of the results of the search will be mailed to the Registrar by the Police Department.
- 8.5 All records will be kept confidential. Results of the Criminal Record Search will be kept separate from the student's file.
- 8.6 If the Criminal Record Search Form is returned to the Registrar indicating no record has been found, the student will be mailed a notice of final acceptance into the program.
- 8.7 If the Criminal Record Search Form is returned to the Registrar indicating that a criminal record exists and listing the charge(s) or conviction(s), the Registrar will contact the applicant and request a meeting to discuss the relevance of the criminal record to the potential placement.
- 8.8 The Registrar will conduct a thorough investigation and examination of all aspects of the criminal record. This investigation of the details of the criminal record will vary depending on factors such as the nature of the offense(s) and the outcome of any charge(s). It may be necessary to contact the local police agency to obtain clarification regarding the record.
- 8.9 The Registrar will take into account the following circumstances when reviewing the charge(s), conviction(s).
  - i) How old was the applicant at the time of the charge/conviction?

Criminal Record Search

- ii) How much time had elapsed between the charge/conviction and application?
- iii) What had the individual done in the interim?
- iv) Is there anything to suggest he or she will repeat the offense, or has he/she been successfully rehabilitated?
- v) If the criminal behaviour were repeated, would it pose any threat to the clients/patients within the clinical agencies?
- vi) What were the circumstances of the conviction(s) or charge(s)?
- vii) Were there extenuating circumstances?

8.10 The Registrar may consult with relevant officials at the external agency/office requiring the Criminal Record Search, regarding the investigation and examination outlined in B.8 and B.9. The Registrar will not name the student but will review the charges.

8.11 Where a criminal record prevents an applicant from entering a program, the Registrar will inform the applicant that he/she is not eligible to enter the program owing to the findings of the Criminal Record Search. Findings of the search will be reviewed with the prospective student at the student's request.

8.12 Applicants have a right to the normal College process for appeal.

8.13 Copies of this Criminal Records Search Form may be made solely for participation in field work relating to the program in which the student is registered. Any other copying or distribution thereof must be made from the original source, that is, the relevant police department.

## 9. INQUIRIES

## 10. APPENDICES