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# Criminal Record Search Policy

- Purpose** To provide applicants with the rationale and procedures to obtain a Criminal Record Search for admission to designated college programs.
- Policy** Applicants to programs that place the student in a sensitive position of trust must undergo a criminal record search. This search must reveal the absence of a relevant record before they can be accepted into the program. Criminal Record Searches are required prior to being admitted to designated programs.
- The result of a criminal record search may prevent a student from entering a practicum setting. Students who cannot enter a required practicum cannot graduate from certain programs. Applicants who are not eligible to participate in a practicum are therefore not admissible to the program.
- Applicants who do not provide the results of a criminal record search will not be considered for the program.
- A Criminal Search record report is valid for one year only.
- Applies to** Applicants to programs which require a Criminal Record Search as part of the Admissions criteria.
- Procedures**
1. Applicants to the designated programs will be informed of the Criminal Record Search Policy.
  2. At the time of conditional acceptance into the program, applicants will receive a copy of the Consent to Release Criminal Record Information form,
  3. The applicant is responsible for taking the form to their local police department and requesting a search.
  4. A copy of the results of the search will be mailed to the Registrar by the Police Department.
  5. If the Criminal Record Search indicates a record “may or may not exist”, the applicant must provide

- authorization to the local police department to release this information to the College.
6. If the Criminal Record Search form is returned to the Registrar indicating no record has been found, and all other entrance requirements have been satisfied, the student can then proceed to register in their program.
  7. The Registrar may consult with the Dean of the discipline or the Dean of Student Services if there are questions about the result of the Criminal Record Search. The Registrar will not name the applicant but will review the charges. Applicants with criminal records will be assessed using the following criteria:
    - a) Number of charges or non-convictions or any charge(s) regardless of disposition
    - b) Number and type of convictions(s)
    - c) Time between past criminal convictions(s) and application to Vancouver Community College.
    - d) Age and circumstance of the offender at the time of the offence
    - e) The nature of the offence contained in the criminal record in conjunction with the role expectation of the students
  8. The Registrar may contact the applicant and request a meeting to discuss the relevance of the criminal information received.
  9. The Registrar will inform the applicant when a criminal record prevents an applicant from entering a program. *Most professional health governing bodies do not license individuals who have been convicted of an indictable offense.*  
*Examples that would exclude a student:*  
*Crimes involving physical or sexual abuse of minors or the elderly.*
  10. Findings of the decision will be reviewed with the applicant at their request.
  11. Each applicant will receive a copy of his/her Criminal Record Search.
  12. **All records are confidential. Results of the Criminal Record Search are kept separate from the student's file in the Registrar's Office.**

**Replaces**

Policy 2.4.2.5 Criminal Record Search Policy

**1. Policy Sponsor** Registrar

**2. Approvals:**

President \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair \_\_\_\_\_ Date: \_\_\_\_\_

**3. Amendments**

President \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair \_\_\_\_\_ Date: \_\_\_\_\_

**4. Review Date**