

CRIMINAL RECORD CHECKS POLICY

Approved: June 16, 2010

All employees are required to have completed criminal record checks (CRC) in accordance with the Criminal Records Review Act (RSBC 1996) Chapter 86 (CRRRA). Criminal record checks were to have been completed before December 1, 2008 for an organization the size of Trail & District Public Library. In acknowledgement of this legal requirement, all library staff as well as volunteers who may come in contact with children, youth, and other vulnerable populations will submit to criminal record checks at the expense of the Library Board, in accordance to the Criminal Records Review Act, as a condition of their continued employment.

CRCs are required of all current employees before **September 1, 2010** and will need to be renewed every five years. These records will be reviewed by the Library Director (or the Personnel Committee in the case of the Library Director) and will then be kept in confidential personnel files with copies available to employees upon written request. Should a CRC be in question, the Library Board Personnel Committee will assess the information provided to determine if employment should be continued. Failure to comply with this requirement by September 1, 2010 will lead to immediate disciplinary action.

New applicants will be required to complete criminal record checks as a condition of employment. The Library Board shall determine the relevancy of a confirmed criminal record and reserve the right to subsequently deny the applicant an employment opportunity. The disclosure of a criminal record will not necessarily preclude a candidate from an employment opportunity. The Library Board Personnel Committee will assess the information provided to determine if the conviction(s) are related to the intended employment opportunity.