

Policy Name:	Police Information Checks	Policy #:	E5
Version History: Approval July 23, 2002; Revised September 16, 2010; May 19, 2011; Sep 18, 2025			

Purpose

The purpose of this policy is to ensure that all individuals employed by or volunteering with Port Moody Public Library (PMPL) have successfully completed the required criminal record check(s) appropriate to their role. This supports PMPL’s commitment to providing a safe and secure environment for all patrons and staff, particularly children and vulnerable adults.

Scope

This policy applies to all PMPL employees, contractors, and volunteers, including internal and external applicants, particularly those who work with children or vulnerable adults or who occupy positions of trust or authority.

Underlying Principles

- Safety – prioritizing the protection of children, vulnerable adults, and the public.
- Compliance – aligning with the *Criminal Records Review Act*, the *Criminal Records Act*, and *Freedom of Information and Protection of Privacy Act*.
- Fairness and Transparency – ensuring checks are conducted consistently and transparently.
- Confidentiality – handling all personal information in accordance with privacy legislation.
- Risk Management – minimizing potential harm through proactive screening.
- Accountability – clearly defining responsibilities for criminal record check administration.

Definitions

Children are individuals under 19 years of age.

Vulnerable adults are individuals 19 years or older receiving support from prescribed services or facilities.

Working with children or vulnerable adults includes direct engagement or unsupervised access during the course of employment or volunteer duties.

Policy Statement

1. Requirements

- 1.1. All current and new employees are required to complete a Police Information Check with Vulnerable Sector screening (PIC-VS) as soon as practicable because of the potential to have unsupervised access to children or vulnerable adults.

- 1.2. All contractors and volunteers working with children or vulnerable adults are required to complete a PIC-VS.
- 1.3. Individuals subject to this policy are responsible for: a) providing consent for criminal record checks; b) completing all required documentation accurately and promptly; c) disclosing any new criminal charges or convictions during their tenure that may impact their ability to remain as an employee or volunteer.
- 1.4. All checks must be completed prior to the start date and renewed every five (5) years thereafter.
- 1.5. When an employee moves from one appointment to another, there is no requirement to renew their check provided that the move occurs within the renewal period.
- 1.6. PMPL provides reimbursement for a PIC-VS in the following scenarios:
 - 1.6.1. When a candidate is offered a position
 - 1.6.2. When employees are renewing their PIC-VS
 - 1.6.3. When a volunteer role involving work with children or vulnerable adults is accepted
2. Administration
 - 2.1. The City of Port Moody's Human Resources Department's (HR) will facilitate PIC-VS screenings/checks for PMPL employees.
 - 2.2. All screenings/checks will be processed through the individual's local police service based on their jurisdiction of residence.
 - 2.3. The relevant police jurisdiction will notify HR of clearance or denial, without sharing full record details.
3. PIC-VS Outcomes
 - 3.1. Individuals denied or delayed clearance will be subject to employment termination or withdrawal of an offer.
4. Records and Privacy
 - 4.1. All information collected through the PIC-VS process will be treated as confidential and will be collected, used, and disclosed in accordance with the *Freedom of Information and Protection of Privacy Act*.
 - 4.2. Access will be limited to designated personnel.
 - 4.3. Retention and destruction will follow applicable records management guidelines and legal requirements.

- 4.4. Volunteer records will be securely stored by the Director of Library Services or designate. Employee records will be managed by HR.