

	POLICY	
	4.01.02 - Police Checks	
	Ref. By-law –	
	Original Date	Last Revision Date
	March 26, 2022	

Policy

The CCGA C&A requires that all Executive, Managers, and Directors, elected or appointed after the 26th of March 2022, shall provide a level 1 Police records check before they are accepted by the nominating committee.

Reason for Policy

To ensure members on the Management Board are the best persons to represent CCGA C&A.

Procedure

Records Checks with Infractions

- Records checks submitted to the Nominating Committee indicating that there are infractions will be referred to the Ethics Committee for review. The Ethics Committee will decide whether infractions should have any bearing on the applicant's nomination. The results of this review will be forwarded to the Nominating Committee.
- A nominee that has not been accepted because of a Police check showing an infraction will be notified immediately.
- A nominee that has not been accepted because of a Police check showing an infraction has the right to appeal the decision to the Board. The Board's decision will be final.
- Management Board members shall indicate in writing, yearly to the Board, if there has been any change in their status in regard to the police check.
- All information relating to Police records checks will remain confidential. Information for those that were unsuccessful in gaining a position will be returned to the member.
- All other information relating to Police records checks will remain on file for active Management Board members and will be destroyed when the member is no longer active on the Management Board.
- All costs incurred with obtaining a Police records check are the responsibility of the member.
- Successful candidates will be eligible to have the cost of the police check reimbursed.