

Security screening requirements for BC Public Service positions

Every position in the BC Public Service must have a security screening requirements designation. The designation may be “no”, indicating that the position does not require any security screening prior to hiring a new employee or moving an employee into the position. If the designation is “yes”, it means that one or more of the following types of security checks must be completed before an applicant or employee can be confirmed prior to hiring or moving into a position.

1. **A BC Public Service Criminal Record Check** is required for designated positions. It is unique to the BC Public Service and is described in the [Security Screening Policy](#).
2. **A Criminal Records Review Act Check** is required for any applicant or current employee who works with children under 19 years of age or works with vulnerable adults as defined under the Act. This criminal records check is not unique for public service employees but applies to everyone in British Columbia working with youth and children or vulnerable adults. **There are separate forms and procedures for this type of criminal record check.** For more information see the Ministry of Justice website: <http://www.pssg.gov.bc.ca/criminal-records-review/>.
3. **Enhanced Security Screening** is any security check in addition to a criminal record check. These additional checks may include fingerprinting, professional/educational verification checks, credit/financial checks, and background investigations. A business case must be developed for all current and planned enhanced security screening measures. The business case must be reviewed and approved by the Head of the BC Public Service Agency, the Assistant Deputy Minister of Employee Relations, BC Public Service Agency and the Assistant Deputy Minister responsible for Security Programs, Ministry of Justice.

Establishing the security screening requirement for a position

A [Position Screening Designation](#) form is used to ensure consistent implementation of the security screening policy. The [Position Screening Designation](#) form contains a step by step process for confirming security screening requirements and how to submit the form for processing. A [Position Screening Designation](#) form must be completed for any new positions and for any existing positions at the time there is any hiring action if a form is not already on file with the BCPSA.

All approved designations are identified in the Peoplesoft system. To find out what the security screening requirements are for an existing position, [contact MyHR](#).

An employee may request a review of the reasons for requiring a criminal record check with the hiring manager. The hiring manager will review the risk factors on the Position Screening Designation form and either:

- a) Explain the rationale for designating the position to the employee; or
- b) Make a recommendation to the Deputy Minister that the requirement for a criminal record check be removed from the position.

Advertising an available position

For any external or internal job posting as well as any formal or informal internal transfers or other position changes, the requirement for a security screening check as a prerequisite for the position must be clear.

Interviewing for a position

Security screening can only be done for the successful applicant. Security screening cannot be used to short-list candidates.

Initiating a security screening check

If the successful applicant requires a **BC Public Service Criminal Record Check** then:

- a) The applicant completes the [criminal record check consent](#) form.
- b) The applicant produces the required identification requirements (as noted on the consent form) for verification by the hiring manager.
- c) The hiring manager requests a criminal record check by entering the completed consent form information into the [Personnel Security Screening Office Online Service](#).
- d) The hiring manager scans the first page of the consent form and sends it to the BCPSA using an [AskMyHR service request](#). (Select “Jobs and Hiring” then “Criminal Record Check Consent Form” in the service list.) Attach the scanned documents and securely destroys the originals.
- e) The hiring manager makes a conditional offer of employment subject to the successful completion of the criminal record check.

If the successful applicant requires a **Criminal Records Review Act Check** then:

- a) The applicant completes the criminal record check consent form found on the Ministry of Justice Criminal Records Review Act website: <http://www.pssg.gov.bc.ca/criminal-records-review/>.
- b) The hiring manager faxes the completed consent form with the \$20 payment on the pre-authorized credit card usage form to the Ministry of Justice using the fax number on the form.
- c) The hiring manager makes a conditional offer of employment subject to the successful completion of the criminal record check.

If the successful applicant requires **Enhanced Security Screening** then:

- a) The hiring manager will make the arrangements for the required additional screening as defined by the business case approved for

the position by the Deputy Ministers Committee on the Public Service.

- b) The hiring manager makes a conditional offer of employment subject to the successful completion of the enhanced security screening.

Conducting the security screening check and adjudicating the results

The Personnel Security Screening Office (PSSO) conducts both the **BC Public Service Criminal Record Check** and the **Criminal Records Review Act Check**. An applicant cannot take the consent form to their local police station to have the check done. All criminal record checks must be done centrally through the PSSO.

If a criminal record is found, the PSSO will assess the record and make the determination as to whether the applicant's record affects his/her eligibility for employment in the position. As part of determining whether the applicant's record is suitable, the PSSO may contact the applicant for further information about his/her record and may contact the hiring manager for further information about the duties of the position and request a copy of the [Position Screening Designation](#) form.

PSSO will notify the hiring manager of the results of the criminal record check by email.

The responsibilities for conducting **Enhanced Security Screening** and adjudicating the results are defined by the business case approved for the position by the Deputy Ministers Committee on the Public Service.

Receiving the security screening check results and notifying the applicant

For a **BC Public Service Criminal Record Check** or a **Criminal Records Review Act Check**, the Personnel Security Screening Office (PSSO) at the Ministry of Justice will notify the hiring manager that either:

- The applicant has no criminal record or the record found is not relevant to the position; or
- The applicant has a criminal record that makes him/her not eligible for the position.

If the applicant has no criminal record or the record found is not relevant to the position the hiring manager will:

- a) [Contact MyHR](#) indicating that the employee has successfully completed the criminal record check and the date completed.
- b) Confirm the applicant's offer of employment.

Security Screening Summary for Hiring Managers

If the applicant has a criminal record that makes him/her not eligible for the position the hiring manager will:

- a) Write a letter to the applicant stating that he/she is not eligible based on the results of the criminal record check.
- b) For a **BC Public Service Criminal Record Check**, the letter will direct the applicant to seek further information from PSSO regarding the reasons for not hiring. The letter will also inform the applicant of the option for seeking a review from the deputy minister within 7 days of receipt of the letter.
- c) For a **Criminal Records Review Act Check**, the letter will direct the applicant to seek further information from MPSSG regarding the reasons for not hiring. The letter will also inform the applicant to follow the adjudication and review process defined on the Ministry of Justice website: <http://www.pssq.gov.bc.ca/criminal-records-review/>.
- d) File the “not eligible” letter in the staffing competition file.

HR Services will file scanned copies of the consent form and notification from PSSO in the employee’s personnel file.

The responsibilities for notifying applicants results from an **Enhanced Security Screening** are defined by the business case approved for the position by the Deputy Ministers Committee on the Public Service.

Review of adjudication decision (only by request of the applicant)

If the applicant requests a formal review of the **BC Public Service Criminal Record Check** adjudication decision in writing, the hiring manager forwards the request to the deputy minister. The deputy minister will review the background information from the hiring manager and PSSO and make a final decision on the applicant’s eligibility for the position.

If the applicant requests a formal review of the **Criminal Records Review Act Check** adjudication decision in writing, the hiring manager forwards the request to the Criminal Records Review Program at the address listed on the Ministry of Justice website: <http://www.pssq.gov.bc.ca/criminal-records-review/>.

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