

Security Screening Summary for Hiring Managers

Requirements for BC Public Service positions

Every position in the BC Public Service must have a security screening designation. A “no” designation indicates that a position does not require any security screening prior to hiring a new employee or moving an employee into a position. A “yes” designation means that one or more security checks must be completed before an applicant or employee can be confirmed when initially hired or when moving into a new position.

Security screening and the hiring process

Position designation

A [Position Screening Designation](#) form is used to ensure consistent implementation of the security screening policy ([HR Policy#14](#)). The form contains a step-by-step process for confirming security screening requirements and form submission. It must be completed for any new positions and for any existing positions when there is any hiring action unless there is already a form on file with the BC Public Service Agency (BCPSA) or the ministry has gone through the process for designating all positions simultaneously. All approved designations are identified in the PeopleSoft system. To find out about the security screening requirements for an existing position, contact [AskMyHR](#).

Job postings

For any job posting, external or internal, transfers or other position changes, the security screening check requirement(s) for the position must be clear.

An employee may request a review of the reasons for security screening requirements with the hiring manager. The hiring manager will review the risk factors on the Position Screening Designation form, and either:

1. Explain the rationale for designating the position to the employee; or
2. Make a recommendation to the deputy minister that security screening requirements be removed from the position or updated.

Types of security checks

BC Public Service Criminal Record Check (CRC)

A CRC is required for designated positions. It is unique to the BC Public Service and is described in the Security Screening Policy ([HR Policy#14](#)). This check surfaces any charges or convictions.

Criminal Records Review Act (CRRRA) check

A CRRRA check is required for any applicant or current employee who works with children under age 19 or with vulnerable adults as defined in the CRRRA. This check applies to everyone in British Columbia working with youth and children or vulnerable adults. It is not unique to public service employees. **There are separate forms and procedures for this type of criminal record check.** For more

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information visit the [Ministry of Public Safety and Solicitor General's Criminal Records Review Act Check](#) page.

Enhanced Security Screening

This is a higher level of criminal record check that may include fingerprinting, professional/educational/credential or financial checks, screening questionnaires and any other screening required for a position. 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 BC Public Service Agency's Assistant Deputy Minister of Employee Relations and the Assistant Deputy Minister responsible for Security Programs with the Ministry of Public Safety and Solicitor General.

Security screening check processes

When to do a check

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

Who does the check

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

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The PSSO will assess any information found and make the determination as to whether it is relevant to an applicant's eligibility for employment in a position. As part of determining suitability, the PSSO may contact the applicant or hiring manager for further information.

Doing a BC Public Service Criminal Record Check (CRC)

1. The applicant completes the [criminal record check consent](#) form.
2. The applicant produces the required identification (as noted on the consent form) for verification by the hiring manager.
3. The hiring manager requests a CRC by entering the completed consent form information into the [Personnel Security Screening Office Online Service](#).
4. The hiring manager scans the first page of the consent form and sends it to the BCPSA using an [AskMyHR service request](#). (Select submitting this request as or on behalf of "A Hiring Manager", then "Hiring Process" then "CRC Consent Form" in the service list. Attach the scanned document and securely destroy the original).
5. The hiring manager makes a conditional offer of employment subject to the successful completion of the CRC.

Doing a Criminal Records Review Act (CRRRA) check

1. All applicants, except for Ministry of Children and Family Development (MCFD) applicants, complete the CRRRA check consent form (CRR010). This form will be provided by the hiring ministry. MCFD applicants use the form (CRR011) found at [Criminal Record Check Forms for the Ministry of Children](#)

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[and Family Development.](#)

2. The applicant forwards the completed consent form along with any required payment to the Ministry of Public Safety and Solicitor General as per the instructions on the form.
3. The hiring manager makes a conditional offer of employment subject to the successful completion of the CRRA and any other required checks.

Enhanced Security Screening

1. The applicant produces the required identification (as noted on the consent form) for verification by the hiring manager.
2. The hiring manager submits a request for screening to the PSSO at: [Enhanced Security Screening Service](#). The PSSO provides the consent for enhanced security screening form to the applicant for completion. The applicant submits the completed consent form (and any other required paperwork) back to the PSSO.
3. The hiring manager makes a conditional offer of employment subject to the successful completion of enhanced security screening.

Security screening results

Adjudication

For a **BC Public Service Criminal Record Check** or a **Criminal Records Review Act Check**, the PSSO will decide and notify the hiring manager whether the applicant has passed the security screening check and can be hired.

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For **Enhanced Security Screening**, the PSSO makes a recommendation to the hiring ministry regarding whether to confirm an offer of employment based on the security screening results.

Notification procedures

Clearance notification

If the applicant receives clearance for a BC Public Service Criminal Record Check, the hiring manager will receive notification and should:

1. Notify a recruiter (if one was used).
2. Confirm the applicant's offer of employment.

If the applicant receives clearance for a Criminal Records Review Act Check or Enhanced Security Screening, the hiring manager will receive notification and should:

1. Notify a recruiter (if one was used).
2. Send confirmation to [AskMyHR](#) indicating the type(s) of security screening the employee has successfully completed and the date(s) completed.
3. Confirm the applicant's offer of employment.

Non-clearance notification

If the applicant does not receive clearance for a BC Public Service Criminal Record Check, a Criminal Records Review Act Check, or Enhanced Security Screening, the hiring manager will write a letter to the applicant stating that he/she/they is/are not eligible to be confirmed in a position based on the results of the security screening.

For a **BC Public Service Criminal Record Check** or **Enhanced Security Screening** checks, the letter will direct the applicant to contact the PSSO regarding the reasons for not hiring them. The letter will also inform the applicant of the option to seek a review from the deputy minister, or designate, within 7 days of receipt of the letter.

For a **Criminal Records Review Act** check, the letter will direct the applicant to contact the PSSO regarding the reasons for not hiring them. The letter will also inform the applicant to follow the review process defined at [Ministry of Public Safety and Solicitor General Results and Reconsiderations](#).

The “not eligible” letter should be filed in the staffing competition file.

Requests to review results

If an applicant submits a written request for a review of the decision not to hire based on a **BC Public Service Criminal Record Check** or **Enhanced Security Screening**, the hiring manager will forward the request to the deputy minister (DM). The DM will review the background information provided by the hiring manager and PSSO and make a final decision on the applicant’s eligibility for the position.

If the applicant submits a written request for a review of the decision not to hire based on a **Criminal Records Review Act** check, the hiring manager will forward the request to the Criminal Records Review Program at the contact information at [Ministry of Public Safety and Solicitor General](#).

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Questions

Contact the BC Public Service Agency if you have any questions regarding the application of Human Resources Policy 14 – Security Screening and its related guidelines.