

## Criminal Notification Procedures

This document outlines the notification procedures for employees to report to the Personnel Security Screening Office where there is an arrest, charge or conviction of an employee.

### Employee Responsibility

Employees must notify the Personnel Security Screening Office if they are arrested, charged or convicted of any criminal offence or any other federal or provincial statutory offence (“the incident”). This would include any suspension of driving privileges but exclude any ticket-only driving infractions or municipal by-law contraventions. Employees must provide the following information about the incident:

- ▶ Employee’s name, title, duties, ministry and contact information
- ▶ Supervisor’s name, title, ministry and contact information
- ▶ A description of the action, conduct, events or circumstances of the incident, including the dates of the incident

To report an incident either:

- ▶ Call 1-855-587-0185 and select the menu option for self-reporting an incident; or
- ▶ Email [sgspdra@gov.bc.ca](mailto:sgspdra@gov.bc.ca)

### Role of the Personnel Security Screening Office

The Personnel Security Screening Office provides a single point of accountability for receiving notification from employees and ensuring that reports are handled in a timely, systematic and effective manner.

Upon being notified by an employee, the Personnel Security Screening Office will immediately assess the relevance of the incident and determine whether or not it is work related as follows:

- ▶ If not relevant to the employee’s duties, the employee will be notified that no action is being taken. There will be no record of notification on the employee’s personnel file.
- ▶ If relevant to the employee’s duties, the Personnel Security Screening Office will prepare a report and recommendations for the Head of the BC Public Service Agency and the Deputy Minister
- ▶ The Head of the Agency and the Deputy Minister will undertake further investigation or discipline only where required.

## Assessing Relevance

The factors used to assess relevance include:

- ▶ **Risk/Impact to the Workplace** – Does the employee’s presence in the workplace create concerns regarding employee or client safety or security of government assets?
- ▶ **Competence** – Can the employee continue the current work assignment?
- ▶ **Type of Work** – Is the incident related to the employee’s current duties?
- ▶ **Reputation and Public Confidence** – Does the conduct affect the reputation of the public service and public confidence?