

## Enhanced Security Screening

### Purpose

The following template provides guidance for the preparation of enhanced security screening business cases as required under the Security Screening policy. This process applies to those ministry organizations that use or wish to implement enhanced security screening for certain positions. This process is also used if a ministry decides to make changes to their previously approved enhanced security screening business case.

### Enhanced Security Screening Defined

Enhanced security screening refers to a wide range of specialized types of background and screening tests available to the employer to assess and confirm a prospective employee's suitability for employment beyond a criminal record check. Examples of enhanced security screening may include: fingerprinting, background checks, professional/educational verification checks, financial checks, screening questionnaires and any other screening checks required for the position. These checks, when directly related to the functions of a position, provide the employer with a high level of confidence and assurance of an individual's suitability for employment.

While each organization's enhanced security screening business needs will reflect the unique nature of the workplace and operations, they must:

- Be consistent with applicable law, policies and collective agreements; and
- Reflect clear accountabilities for implementation aligned to government-wide policies, priorities and strategic direction.

A business case must be developed for all enhanced security screening measures. The business case must be reviewed and approved by the Assistant Deputy Minister of Employee Relations, BC Public Service Agency and the Assistant Deputy Minister, Policing and Security Branch, Ministry of Public Safety and Solicitor General.

### Business Case Requirements

#### 1. BUSINESS CASE CONTENT

Enhanced security screening business cases must demonstrate the link between the relevance and cost-effectiveness of enhanced security screening related to the duties of positions. A suggested table of contents for the business case is set out below.

- Executive Summary
- Background
- Rationale for Enhanced Security Screening
- Enhanced Security Screening Currently Undertaken
- Cost Analysis
- Recommendations

**2. REVIEW OF YOUR BUSINESS CASE BY THE BC PUBLIC SERVICE AGENCY AND  
MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL**

The Assistant Deputy Minister, Employee Relations, BC Public Service Agency and the Assistant Deputy Minister, Policing and Security Branch, Ministry of Public Safety and Solicitor General review and approve all enhanced security screening business cases.

**3. PREPARATION AND IMPLEMENTATION**

The BC Public Service Agency and the Ministry of Public Safety and Solicitor General are available to support ministries on developing and implementing enhanced security screening business cases. For assistance in preparing your business case and determining the appropriateness and relevance of enhanced screening in relation to applicable law, policies and collective agreements, please contact [Ken.Forman@gov.bc.ca](mailto:Ken.Forman@gov.bc.ca) or (778) 698-7885. For questions on enhanced screening for existing business cases or implementing a new approved business case, please contact [Dianne.Small@gov.bc.ca](mailto:Dianne.Small@gov.bc.ca) or (250) 356-1509.