

Enhanced Security Screening

Purpose

The following template provides guidelines for Deputy Ministers' business case presentations to the Deputy Ministers Committee on the Public Service on current and proposed enhanced security screening as required under the new Security Screening Policy effective April 29, 2010. This process applies to those ministries that currently use enhanced security screening for certain positions. This process will also be used in the future if ministries decide to implement or change their enhanced security screening requirements.

Enhanced Security Screening Defined

Enhanced security screening refers to a wide range of specialized types of pre-employment 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, RCMP conducted Background Investigations, Professional/Education Verification Checks, Financial/Credit Checks, and any personnel security screening checks required by the Government of Canada. These tests, 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.

The BC Public Service Agency and the Security Programs Division, Ministry of Public Safety and Solicitor General will facilitate the presentation of enhanced screening business cases to the Deputy Ministers Committee on the Public Service. To support this process, the following resources have been established to assess, provide advice, and endorse enhanced screening business cases:

- Assistant Deputy Minister, Ministry of Public Safety and Solicitor General
- Assistant Deputy Minister, Employee Relations, BC Public Service Agency

Their endorsement of the Head of the BC Public Service Agency and the Deputy Solicitor General must be attached to the business case presentation to the Deputy Ministers Committee on the Public Service.

Business Case Requirements

1. TIMEFRAME

Presentations should be a maximum of 30 minutes in length. An additional 30 minutes may be reserved for questions and discussion.

2. ATTENDANCE

In most cases the business case presentations should be made by the Assistant Deputy Minister, or other senior Ministry official responsible for the current or proposed enhanced security screening.

3. PRESENTATION CONTENT

Enhanced security screening business cases must demonstrate the link between the relevance and cost-effectiveness of the current and enhanced security screening related to the duties of positions. A suggested high level format for the PowerPoint presentation is set out in Appendix 1. Each ministry will approach the business case presentations differently but is encouraged to report on the outcomes in the following manner:

- Position Overview (20% of presentation)
- Risk Assessment (25% of the presentation)
- Analysis (30% of the presentation)
- Recommended Decisions, Implications, Challenges and Next Steps (25% of presentation)

4. 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 Community Safety, Ministry of Public Safety and Solicitor General will work with ministries to review and endorse enhanced security screening business cases and will make recommendations to Deputy Ministers Committee on the Public Service through the Head of the Agency, if further review or decisions are required.

5. PREPARATION

The Personnel Security Screening Office is available to work with ministries to provide support with respect to the development of your enhanced security screening business cases presentations. They will assist you with risk assessment, costing, and expertise in security screening. Please contact Fraser.Marshall@gov.bc.ca or (250) 356-0267

For assistance in determining the appropriateness and relevance of check types in relation to applicable law, policies and collective agreements, please contact Angela.Weltz@gov.bc.ca or (250) 952-6298.

APPENDIX 1 – Business Case Presentation Template

The following provides a suggested format for the presentations.

POSITION OVERVIEW (20% of presentation)

Provide an overview of the position or groups of positions which either currently require or may in the future require enhanced security screening including the reasons why a criminal record check is not adequate.

RISK ASSESSMENT (25% of presentation)

Discuss the current risks the organization faces, risks that could arise in the future, the potential impact of each risk, and the likelihood of the risk occurring (e.g., number of incidents/investigations of employee fraud, occurrences of criminal association, occurrences of misrepresentation, and potential loss).

ANALYSIS (30% of presentation)

For each position type, indicate either:

- a) what enhanced security screening is currently implemented (e.g., fingerprinting, education/professional/trade/certification checks, background investigations, credit checks); or
- b) what enhanced security screening is being proposed.

For each position type, describe:

- a) how the current or proposed enhanced security screening address the risks identified in the risk analysis and how they are relevant to the duties of the positions;
- b) what are the costs and benefits of proposed types of enhanced security screening measures, including whether third party contracted resources to conduct the screening are required; and,
- c) how current or proposed enhanced security screening practices comply with all relevant laws and policies, including privacy and human rights.

RECOMMENDED DECISIONS, IMPLICATIONS, CHALLENGES AND NEXT STEPS (25% of presentation)

Discuss what measures are recommended to:

- Implement new enhanced screening or improve the effectiveness, transparency and accountability of current enhanced security screening;
- Eliminate overlap, duplication or unnecessary procedures to conduct enhanced security screening;
- Provide an assessment of how much time and resources are required to give effect to the recommendations; and,
- Outline what will happen and when it will happen if the recommendations are put into effect.