

# Security Screening Summary for Hiring Managers



## 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 \(HR Policy#14\)](#).
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 visit [Ministry of Public Safety and Solicitor General Criminal Records Review Act Check](#).
3. **Enhanced Security Screening** includes a higher level of criminal record check plus additional checks that may include fingerprinting, background checks, professional/educational verification checks, financial checks, screening questionnaires and any other screening checks required for the 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 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 Public Safety and Solicitor General.

## 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 unless there is already a form on file with the 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 what the security screening requirements are for an existing position, [contact AskMyHR](#).

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](#). In the first drop down, select "I am submitting this request as or on behalf of > A Hiring Manager". In the second drop down, select "Hiring Process > CRC Consent Form". Attach the scanned document and securely destroy the original.
- 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) All applicants complete the criminal record check consent form (CRR010) found at [Provincial Vulnerable Sector Criminal Record Check Forms for Employees](#) except MCFD applicants use form (CRR011) found at [Criminal Record Check Forms for the Ministry of Children and Family Development](#)
- b) 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.
- c) The hiring manager makes a conditional offer of employment subject to the successful completion of the Criminal Record Review Act check.

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

- a) The applicant produces the required identification requirements (as noted on the consent form) for verification by the hiring manager.
- b) The hiring manager emails the Personnel Security Screening Office (PSSO) at [PSSO@gov.bc.ca](mailto:PSSO@gov.bc.ca) with the applicant contact information and confirmation that the applicants identity has been confirmed.
- c) 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.
- d) The hiring manager makes a conditional offer of employment subject to the successful completion of enhanced security screening.

## Conducting the security screening check and adjudicating the results

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 centrally through the PSSO.

The PSSO will assess any information found and make the determination as to whether it is relevant to his/her eligibility for employment in the position. As part of making a determination of suitability, the PSSO may contact the applicant for further information and may contact the hiring manager for further information about the duties of the position.

For a **BC Public Service Criminal Record Check** or a **Criminal Records Review Act Check**, the PSSO will make a decision and notify the hiring manager whether or not the applicant has passed the security screening check and can be hired.

For **Enhanced Security Screening** the PSSO makes a recommendation to the hiring ministry regarding whether or not to confirm an offer of employment based on the security screening results.

## Receiving the security screening check results and notifying the applicant

If the applicant passes the security screening for a **BC Public Service Criminal Record Check** or a **Criminal Records Review Act Check** or **Enhanced Security Screening** the hiring manager will:

- a) Send confirmation to [AskMyHR](#) indicating the type(s) of security screening the employee has successfully completed and the date(s) completed.
- b) Confirm the applicant's offer of employment.

If the applicant does not pass the security screening for a **BC Public Service Criminal Record Check** or a **Criminal Records Review Act Check** or **Enhanced Security Screening** the hiring manager will:

- a) Write a letter to the applicant stating that he/she is not eligible based on the results of the security screening.
  1. 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.
  2. For a **Criminal Records Review Act Check**, the letter will direct the applicant to seek further information from the PSSO regarding the reasons for not hiring. The letter will also inform the applicant to follow the review process defined at [Ministry of Public Safety and Solicitor General Results and Reconsiderations](#)
  3. For **Enhanced Security Screening**, the letter will direct the applicant to seek further information from the hiring manager or designate regarding the reasons for not hiring. The letter will also inform the applicant of the option for seeking a review from the deputy minister or designate within 7 days of receipt of the letter.
- b) File the “not eligible” letter in the staffing competition file.

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

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 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 submits a written request for a review of the decision not to hire based on a **Criminal Records Review Act Check**, the hiring manager forwards the request to the Criminal Records Review Program at the contact information at [Ministry of Public Safety and Solicitor General Contact page](#)

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