

The purpose of this form is to ensure that all positions in the BC Public Service have been reviewed to determine whether security screening is required, and if so, the appropriate level of screening for the position. The security screening requirements will apply to all future hiring actions. This form is part of the overall security screening policy which is available on MyHR by clicking on this [link](#).

The form is to be used as a template. Create a copy of the form for each position to be reviewed and enter the information directly into the form.

## STEP 1 – Identify the position being designated

<b>Position Number</b>	<b>Position Title</b>
<b>Ministry</b>	
<b>Division</b>	<b>Branch/Section/Unit</b>

## STEP 2 – Reference a similar position (if applicable)

If Appendix A of this form has already been completed for another position with similar security screening requirements it is not necessary to complete this information again. Record the similar position number and title for which Appendix A of this form has already been submitted and filed with the BC Public Service Agency (BCPSA).

<b>Similar Position Number</b>	<b>Similar Position Title</b>
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**Note:** Complete Appendix A if there is no form on file for a similar position in the ministry or organization.

## STEP 3 – Indicate the requirements for security screening

Indicate the requirements for security screening below. Enter either the same requirements as the position referenced in Step 2 or the results of the completed assessment from Appendix A.

<input type="checkbox"/> Yes, this position requires the following security screening checks: <input type="checkbox"/> BC Public Service Criminal Record Check <input type="checkbox"/> Criminal Records Review Act Check <input type="checkbox"/> Enhanced Security Screening Check	<input type="checkbox"/> No, this position does not require any security screening
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## STEP 4 – Approval

Deputy Minister sign-off is not required if he/she has signed off on a similar position (as per Step 2).

<b>Hiring Manager or Director Name</b>	<b>Hiring Manager or Director Signature</b>	<b>Date</b>
<b>Deputy Minister or Equivalent Name</b>	<b>Deputy Minister or Equivalent Signature</b>	<b>Date</b>

## STEP 5 – Distribution and filing

The completed and signed form must be scanned and sent to the BCPSA using an [AskMyHR service request](#). Enter "Position Screening Designation" in the subject line. Select "I am submitting this request as or on behalf of > Myself" in the first drop down. Then, in the second drop down, select "Job Classification > Position Screening Desig. Form". Attach the scanned document. The BCPSA will enter the information in Peoplesoft and file the form in the position history file.

## Appendix A - Security Screening Assessment

The following checklist must be completed by checking either a yes or no to indicate if a particular risk factor applies to the position being assessed. The BC Public Service uses three different types of security screening to assess suitability for designated government positions.

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. Positions are designated based on one or more of the following criteria.

BC Public Service Criminal Record Check Criteria	Applicable to Position?
1. Positions responsible for law enforcement, investigations, inspections or audits, where duties involve any of the following: a. the control, care and custody of people and/or property; b. access to sensitive enforcement or investigations information; c. the administration and enforcement of the justice system and the prosecution service; d. the administration and enforcement of provincial statutes.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Positions having access to sensitive information. Sensitive information can be about government employees, government clients or others and may be held by government or administered by service providers on behalf of government. Sensitive information is any information that, if compromised, could result in serious consequences for individuals, organizations, or government.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Positions with expense authority and/or revenue authority in excess of \$500,000.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Positions with access to, control and or custody of significant assets, where damage to or loss of the asset could cause harm to the Province (e.g., warehouse operations, significant inventories).	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Positions responsible for the corporate security.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Positions responsible for and who have unrestricted access to operational, data and information management systems where the disruptions of such a system could significantly impact the services to citizens and government's financial and economic interests or reveal confidential information.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Positions with responsibilities related to government's financial and economic interests including those with access to: a. confidential budget and investment information; b. cabinet confidence (any advice, recommendations, policy considerations or draft legislation or regulations submitted or prepared for submission to the Executive Council or any of its committees); c. legal advice; d. financial, commercial, scientific, technical or other proprietary information that belongs to the government of British Columbia and that has, or is reasonably likely to have, monetary value; and, e. information about intergovernmental relations or negotiations carried on by the government of British Columbia.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Positions that require a criminal record check in order to access data necessary for service delivery to citizens of B.C.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Senior executive positions (assistant deputy minister, associate deputy minister, deputy minister, or equivalent).	<input type="checkbox"/> Yes <input type="checkbox"/> No

**If you have answered YES to one or more of the above criteria, the position must have a BC Public Service Criminal Record Check for any new employees or existing employees moving into the position.**

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 see the Ministry of Public Safety and Solicitor General's website: <http://www.pssg.gov.bc.ca/criminal-records-review/>

Criminal Records Review Act Criteria	Applicable to Position?
Working with children under 19 years of age	<input type="checkbox"/> Yes <input type="checkbox"/> No
Working with vulnerable adults	<input type="checkbox"/> Yes <input type="checkbox"/> No

**If you have answered YES to one or more of the above, the position must have a Criminal Records Review Act Check for any employee working in the position.**

3. **Enhanced Security Screening** is any security check in addition to a criminal record check. These additional checks may include fingerprinting, professional/educational verification checks, credit/financial checks, and background investigations. A business case must be developed for all current and planned enhanced security screening measures. The business case must be reviewed and endorsed 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 Justice. The business case is then submitted for approval by the Deputy Ministers Committee on the Public Service to ensure corporate consistency.

Enhanced Security Screening	Applicable to Position?
Business case for enhanced security screening for this position has been approved by the Deputy Ministers Committee on the Public Service	<input type="checkbox"/> Yes <input type="checkbox"/> No

**If you have answered YES to the above criteria, the position must have an enhanced criminal record check for any new employees or existing employees moving into the position.**