

# SECURITY CLEARANCE POLICY

## 1. GENERAL

- A. A high level of public trust is placed in those who perform and support policing activities, and are provided with access to information and assets which are confidential and sensitive in nature, in order to carry out their role. Therefore, all persons entrusted with such access through positions of employment with Halifax Regional Police (HRP), or positions with Halifax Regional Municipality (HRM) that provide a service to HRP, must attain an appropriate level of security clearance.
- B. The purpose of this policy is to ensure that HRP conducts the process of granting or denying a security clearance in a way that is effective, rigorous, consistent, and fair, to provide reasonable assurance that persons granted a security clearance can be trusted to safeguard HRP information and assets, and demonstrate personal and professional behaviours consistent with organizational values.
- C. This policy shall apply to all persons applying for a position of permanent or temporary employment with HRP, including seasonal, casual, on-the-job training, and volunteer positions, and existing HRM employees in positions which provide a support service to HRP.

## 2. POLICY

- A. All applications for a security clearance with HRP will be initiated by Human Resources (HR) and processed by the Background and Security Clearance Unit (BaSCU).
- B. The applicant's completed Personal Disclosure Form and Security Clearance Questionnaire shall be provided electronically to the BaSCU by HR. These documents and all supporting material gathered during the security clearance process shall be stored within electronic folders, to which only the BaSCU staff members shall have access. When a staff member leaves the BaSCU, either permanently or temporarily, their access to those folders shall be removed immediately.
- C. Details of actions, issues, recommendations, decisions, and their rationale, which are generated throughout the security clearance process, shall be documented.
- D. The Divisional Inspector shall determine whether an applicant is to be granted a security clearance and will communicate the decision to the HR Superintendent.

- E. HRP shall respect the human rights of applicants throughout the security clearance process by ensuring they are not discriminated against on the basis of individual personal characteristics such as race, gender, religion, disability, or sexual orientation.
- F. Where an applicant is denied a security clearance, they must wait a minimum period of 12 months before re-applying.

#### PROCEDURE

##### G. The BaSCU INVESTIGATOR shall:

- i. Upon assignment of an application by the BaSCU Sergeant, review the completed Personal Disclosure Form and Security Clearance Questionnaire.
- ii. Complete checks on the applicant's details against databases containing law enforcement and intelligence records.
- iii. Complete checks to assess and verify the accuracy of information provided by the applicant, including their level of education, professional experience and qualifications, social media and online presence, driving history, financial history, and any other checks as relevant to the position.
- iv. Complete a minimum of five reference checks, and as many as are required to ensure a confident knowledge of the applicant's background.
- v. Complete a security clearance interview with the applicant, which shall be recorded by means of an audio-recording device.
- vi. Following completion of the above, document the results and information obtained, and submit to the BaSCU Sergeant for their review and recommendation.

##### H. BaSCU SERGEANT

The BaSCU Sergeant shall:

- i. Review the completed Personal Disclosure Form and Security Clearance Questionnaire upon receipt from HR, and form a recommendation as to whether the applicant should proceed through the security clearance process:
  - 1. If the recommendation is that the applicant should not proceed, this shall be documented and communicated to the Divisional Inspector for their review and final decision.

2. If the recommendation is that the applicant should proceed, the application shall be assigned to a BaSCU Investigator.
  - ii. Following completion of the security clearance process, review the information submitted by the BaSCU Investigator and form a recommendation as to whether the applicant should be granted a security clearance. This recommendation, together with rationale and supporting details, shall be documented and communicated to the Divisional Inspector for their review and final decision.
  - iii. Assist with or carry out the functions of the BaSCU Investigator, as required.
- I. The DIVISIONAL INSPECTOR shall:
  - i. Review the recommendation and supporting information submitted by the BaSCU Sergeant, and make the decision as to whether the applicant will be granted or denied a security clearance.
  - ii. Document the decision and communicate it to the Superintendent of Administration.

### 3. DEFINITIONS

- A. **Applicant:** A person applying for a permanent or temporary position of employment with HRP, or an existing HRM employee in a position supporting HRP applying for a security clearance.
- B. **Security Clearance:** A security status assigned to a person which grants authorization to access organizational information and assets.
- C. **Security Clearance Process:** The process through which a security clearance is granted or denied to a person following the collection of personal information, with their informed consent, together with information from law enforcement and intelligence sources, and other sources and methods.
- D. **Security Clearance Interview:** An interview of the applicant by the BaSCU Investigator to validate and assess information provided by them and others during the security clearance process, for reliability, accuracy, and compatibility with organizational values.

<b>Effective Date of Last Revision</b>	February 15, 2024
<b>Policy Owner</b>	Chief Don MacLean

**By Order Of:**



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**Chief Don MacLean**  
**Chief of Police**

