



**Department of Human Services
Online Directives Information System**

**Index:
Revised:
Next Review:**

**POL1750
10/04/2019
10/04/2021**

**SUBJECT: Criminal History Record Information Policy for Criminal
Background Investigations for Division of Family and Children Services (DFCS)**

POLICY:

The Department of Human Services (DHS) will comply with Georgia Crime Information Center (GCIC) rules and regulations by adhering to all state and federal laws for Office of Inspector General (OIG) Background Investigations Unit (BIU) terminal operators and the Terminal Agency Coordinator (TAC). The OIG BIU has the responsibility and authority for the enforcement of these procedures.

A. Authority

OCGA Code Section § 49-2-14
(GCIC Council Rule 140-1-.02)
Public Law 92-544

B. References

None

C. Applicability

Any employee authorized by OIG to capture and/or transmit fingerprints via an electronic fingerprinting machine or who accesses the GCIC Network Terminal.

D. Definitions

- **Terminal Agency Coordinator (TAC):** The person designated by an agency head to serve as a liaison between the agency head and the GCIC for complying with GCIC and NCIC/NLETS Policies, Rules and Regulations (GCIC Council Rule 140-1-.02).
- **Local Agency Security Officer (LASO):** an individual appointed to serve as the agency Point of Contact (POC) for computer security responsibilities as it relates to criminal history records information.
- **Criminal History Record Information:** Records that include direct responses from GCIC and National Crime Information Center (NCIC) received as a result of the submission of electronic fingerprints or GCIC Query Terminal responses
- **Rap sheet:** Record of arrests and prosecutions.
- **Related Agency:** Agencies that have a commonality of purpose and (typically) congruent responsibility, authorized by federal statute or executive order, or approved state statute, pursuant to Public Law 92-544, can receive CHRI and exchange that information with each other for the authorized purpose originally requested. The agencies must have a unity of purpose and typically, concurrent regulatory responsibility.

E. Responsibilities

The GCIC has granted to the DHS OIG Background Investigations Unit the responsibility for processing criminal background investigations on a GCIC Terminal Network for DFCS for the following:

- Child Protective Services
- Non-Emergency Placements
- Emergency Placements
- DHS Employment
- Home Study/Evaluations
- Safety Resources
- Relative Placements

Dissemination

CHRI obtained pursuant to Public Law 92-544 is not available in any form for public access and may not be released by an open record request.

Criminal justice rap sheets must not be disseminated to the applicant or to the public. Agencies **cannot** disseminate CHRI:

- Outside of the state of Georgia.
- Outside of the state of Georgia for International Centre for the Prevention of Crime (ICPC) purposes.
- To another agency unless the agency is a related agency as previously defined.
- In notification letters to non-governmental entities.

Certification

The OIG BIU Criminal History Specialist operators must maintain and uphold certifications for:

- GCIC Full or Inquiry level Terminal Operators (every two years)
- GCIC Security and Integrity Training (every two years)
- GCIC Terminal Agency Coordinator Certification every five years (for BIU leads)
- GCIC Awareness Statements (every two years).

Criminal History Specialist operators must also have an NCIC fingerprint-based criminal history background check on file.

Note: All DFCS employees who request criminal history information must have fingerprints on file with the OIG BIU and receive GCIC Security & Integrity training, including recertification every two years, as required by the Georgia Bureau of Investigations. No criminal history information can be disseminated to DFCS employees who do not hold this certification.

F. History

Policy 1750, last reviewed 10/04/2019

G. Evaluation

The OIG BIU Manager/Supervisor evaluates this policy by:

1. Completing quarterly internal audits to ensure responsibilities, certification, and dissemination are performed accurately and efficiently by each employee.
2. Passing any audit with no findings.