



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

**Index:
Revised:
Next Review:**

**POL1751
10/04/2019
10/04/2021**

SUBJECT: Criminal Background Investigations Procedures on Applicants Considered for Employment

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 governing the practice of Criminal Background Investigations. The DHS Office of the Inspector General (OIG) has the responsibility and authority for the enforcement of these procedures.

A. Authority

OCGA Code Section § 42-2-14.1
O.C.G.A. Code Section § 49-2-14.1

B. References

DHS Personnel Policy #504

C. Applicability

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

D. Definitions

- Electronic Fingerprint Technician (EFT): Employee with Department of Human Services (DHS) Office of Inspector General (OIG) Background Investigations Unit (BIU) that captures fingerprints on a DHS live scan machine.
- Office of Human Resource Management and Development (OHRMD): the department designated for completing hiring process for fingerprinted employees

E. Responsibilities

The OIG Background Investigations Unit conducts fingerprint-based criminal background investigations on **applicants** considered for employment for positions in which the applicant is expected to provide direct care, treatment and/or custodial services for DHS clients (including temporary employment, volunteer activities and internships).

The Office of Inspector General will have the responsibility for ensuring that:

- The OIG Background Investigations Unit adheres to the hiring criteria in DHS

Personnel Policy #504 and O.C.G.A. code section § 49-2-14.1

- All applicants undergo a GCIC/ National Crime Information Center (NCIC) fingerprint- based criminal background record check.
- The BIU EFT Section will be responsible for capturing the applicant's fingerprints on a DHS live scan machine.
- BIU is responsible for reviewing the criminal history results for new and potential DHS employees (as specified above) and for forwarding the criminal history record summary to OHRMD for a final hiring decision.
- BIU is responsible for notifying OHRMD if no charges are found.
- BIU is responsible for notifying OHRMD if arrests/charges/dispositions are found and if further information is required from the applicant in order to complete the criminal background investigation.
- OHRMD is responsible for obtaining any disposition or other information from the applicant in order to make a hiring decision.
- OHRMD is responsible for forwarding such information to BIU so that the criminal background file can be completed.
- OHRMD staff who receive criminal history results have an GCIC Awareness Statement on file with OIG and have current Security and Integrity (S&I) certification from the Georgia Bureau of Investigation.
- OHRMD staff will shred criminal history information by cross-cut shredding or burning immediately after review.

F. History:

Policy 1751, last reviewed 10/04/2019

G. Evaluation

The OIG BIU Manager/Supervisor evaluates this policy by:

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

