



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

**Index:
Revised:
Next Review:**

**POL1754
10/04/2019
10/04/2021**

**SUBJECT: Centralization of Division of Family and Children Services
Criminal History Records Information**

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 use of Criminal Background Investigations Information. The DHS Office of the Inspector General (OIG) has the responsibility and authority for the enforcement of these procedures (OCGA Code Section § 49-2-14).

A. Authority

OCGA Code Section § 49-2-14

B. References

Criminal Justice Information Services (CJIS) Security Policy Version 5.2, 2013
Georgia Crime and Information Center Policy Manual Rev. 2011
Georgia Crime Information Council Rules, October 2007

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

- FBI: Federal Bureau of Investigation
- GBI: Georgia Bureau of Investigation
- NCIC: National Crime Information Center
- GCIC: Georgia Crime Information Center
- CJIS: Criminal Justice Information System

E. Responsibilities

1. Effective September 1, 2013, the OIG will assume responsibility for criminal history records information obtained for the purpose and use of DFCS.
2. As agreed between OIG and DFCS, the security and integrity of criminal history records information obtained from September 1, 2013 will be the responsibility of OIG staff located in 16 DFCS County Offices. These OIG staff will adhere to all GBI/GCIC/FBI/NCIC mandates governing access, dissemination, maintenance, storage, and destruction of these records.
3. DFCS County Offices will continue to be responsible for the security and integrity of all criminal history records information received in their offices **PRIOR** to September 1, 2013. Therefore, they will continue to comply with

GCIC rules and regulations governing access, dissemination, storage, maintenance, and destruction of such records.

4. Failure to abide by federal and state laws, federal rules and regulations, and Georgia Crime Information Center (GCIC) rules regarding access, use and dissemination of information available via the Criminal Justice Information System (CJIS) Network may result in criminal prosecution by the Department of Human Services, Office of Inspector General, and/or administrative sanctions by the Office of Administrative Services and/or GCIC.

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.

