



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

**Index:
Revised:
Next Review:**

**POL1758
10/04/2019
10/04/2021**

**SUBJECT: Criminal Background Investigations and Credit Check for
Purchasing Card Holders**

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.

A. Authority

O.C.G.A. § 50-5-83

B. Reference

- 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
- DHS Purchasing Policy # 1215

C. Applicability

This policy is applicable to all divisions and offices of DHS

D. Definitions

None

E. Responsibilities

- The Department of Human Services, under the provisions of O.C.G.A. § 50-5-83, is required to conduct a criminal background investigation and a credit check in order to determine whether a DHS employee meets the criteria for being issued a Visa Purchasing Card in accordance with Georgia State law, DOAS (Department of Administrative Services) and DHS policy #1215.
- The DHS Office of Inspector General (OIG) has the responsibility and authority for the enforcement of this policy.

F. History

Policy 1758, 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.

