



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

**Index:  
Revised:  
Next Review:**

**POL1759  
10/04/2019  
10/04/2021**

**SUBJECT: Background Investigations Procedures for  
Residential Child Care Licensed Facilities**

**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 for Residential Child Care facilities. The DHS Office of Inspector General (OIG) has the responsibility and authority for the enforcement of these procedures. (O.C.G.A. § 49-2-14, O.C.G.A. § 49-5-69.1)

**A. Authority**

O.C.G.A. § 49-2-14  
O.C.G.A. § 49-5-69.1

**B. References**

None

**C. Applicability**

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

**D. Definitions**

None

**E. Responsibilities:**

The OIG Background Investigations Unit (BIU) conducts fingerprint-based criminal background investigations on directors, employees and foster parents of licensed Residential Child Care facilities.

The OIG will have the responsibility for ensuring that:

- Fingerprint-based criminal background record checks are reviewed and processed for all
- Residential Child Care facilities for licensing purposes.
- The OIG Background Investigations Unit operators adhere to O.C.G.A. code sections § 49-2-14.1 and § 49-5-69.1.
- Fitness Determination letters are forwarded to all licensed facilities and Disposition letters are sent to the applicants when additional

court information is required. Fitness determination letters will not be issued to any RCC facility or applicant after one (1) year. Fitness determination letters will only indicate the status of suitability and will not confirm the existence or nonexistence of criminal history record information.

- No criminal history record information on any applicant will be released to any Residential Child Care facility or its representatives.

**F. History:**

Policy 1759, last reviewed 10/04/2019

**G. Evaluation**

The OIG BIU Manager/Supervisor evaluates this policy by:

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