


Office of Inspector General
Background Investigations Unit (BIU)

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The Department of Human Services (DHS) will comply with Georgia Crime Information Center’s (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. (OCGA Code Section § 42-2-14.1)

Responsibilities

The OIG Background Investigations Unit (BIU) 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:

1. 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.
2. All applicants undergo a GCIC/National Crime Information Center (NCIC) fingerprint-based criminal background record check.
3. The BIU Electronic Fingerprint Technicians (EFT) will be responsible for capturing the applicant’s fingerprints on a DHS Live Scan machine.
4. BIU is responsible for reviewing the criminal history results for new and potential DHS employees (as specified above) and forwarding a notice of eligibility to DHS’ Office of Human Resources (OHR) for a final hiring decision.
5. BIU is responsible for notifying OHR if no charges are found.
6. If arrests/charges/dispositions are found and if further information is required from the applicant to complete the criminal background investigation, BIU will notify OHR of the pending review.
7. BIU is responsible for obtaining any disposition or other information from the applicant to make an eligibility decision. **Only OHR will make a final decision on hiring.**