

## EXPLANATION SHEET FOR SECURING CRIMINAL RECORDS CHECKS FOR RELATIVE CAREGIVERS

The Department of Family and Children Services, along with any approved comprehensive child and family assessment providers designated by the department to assist in preparing Relative Care Assessments (RCA) on relative caregivers whereas, children may be placed has the statutory authority to obtain conviction data from the Federal Bureau of Investigation (FBI) and the Georgia Bureau of Investigation (GBI) on all prospective relative caregivers (O.C.G.A. 49-2-14) and other adult persons living in the home. Such information shall be for the exclusive purpose of making placement decisions for children in the custody of the department. The department in accordance with State and Federal laws and the rules and regulations of the FBI and the Georgia Crime Information Center (GCIC) will maintain the record results.

### INSTRUCTIONS:

1. The applicant will sign a **Consent to Criminal Record Check** (Form 404) to initiate the process.
2. The county department will provide each applicant (and any other adult living in the home) with the location of where to obtain the Live Scan Criminal Records Check.
3. The applicant will have a Live Scan completed at an authorized location including the following locations:
  - ☐ The local law enforcement agency (identify); or
  - ☐ The local DFCS office (only where trained staff are available to complete the Live Scan)
4. Department of Family and children's Services (DFCS) social services may request a Criminal History check on all parties 18 or older, who are determined to be in a caretaker role for the child.
  - ☐ The SSCM provides the relative caregivers; **Name, Race, Sex, Date of Birth, Social Security**, (if Known) Always with the **Case Manager's Name, Agency, telephone number, and e-mail address**.
  - ☐ The Social Service Case Manager will receive notification if there is any history or if there is no history. *According to GCIC Policy, if the Caseworker has NOT had Security and Integrity*

*Training the specific Criminal History Information cannot be disclosed.*

- ❑ However, the OIS investigators can tell the Case Manager whether or not the person has a criminal history that would preclude placement of the child or children in the home.
- ❑ If the child is then placed in the home, all adults who were subject to criminal history checks must be fingerprinted within (15) days from the date of the criminal history check. The Case Manager must contact Criminal History Specialist in the Office of Investigative Services (OIS) to schedule the Live Scan follow-up. If, for any reason, the subjects refuse to have a Live Scan completed, the child must be immediately removed from the home and the OIS officer must be notified of the reason for refusal so the GCIC Log can be completed. Contact.

**5. The results of the Live Scan Criminal Records Check will be returned to the agency. If you have question about the process, please contact (insert name of Case Manager).**