

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Fingerprinting Employees		
Policy Number: 104.12	Effective Date: 1/23/2020	Page Number: 1 of 3
Authority: Commissioner	Originating Division: Administration Division (Human Resources)	Access Listing: Level I: All Access

I. Introduction and Summary:

As a condition of employment by the Georgia Department of Corrections (GDC), all employees, whether full-time or part-time, of GDC will be fingerprinted, either prior to, or immediately after, hiring. Such fingerprinting may be required even though the applicant or employee may have already undergone fingerprinting by another agency in Georgia or elsewhere. Fingerprint record searches which indicate falsification or withholding pertinent data applicable to employment requirements may result in denial of employment, adverse action, and/or prosecution.

II. Authority:

- A. GDC Board Rule: 125-2-1-.02 Employment; and
- B. ACA Standards: 2-CO-1C-18, 4-4061, and 1-CTA-1C-06.

III. Definitions:

- A. **Georgia Applicant Processing Service (GAPS)** - A new service, Georgia Applicant Processing Services (GAPS), will decrease the need for the agencies to submit hardcopy fingerprint cards and will provide electronic fingerprint submission services for applicants in the State of Georgia. GAPS will provide the ability for applicants to have fingerprint background checks processed electronically in a non-criminal justice environment. GAPS provides fixed office locations so that Georgia residents will not have to travel more than 50 miles to a GAPS office.
- B. **Live-Scan** - Technology used by law enforcement agencies and private facilities to capture fingerprints and palm prints electronically.

IV. Statement of Policy and Applicable Procedures:

Employees are required to be fingerprinted prior to, or immediately after, being hired, rehired, or transferred from another agency.

- 1. Fingerprinting responsibilities are as follows:
 - a. Applicants and employees will complete both the 1) Request of Identification Card and the 2) Criminal Driver History Consent Form as

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part of the new hire package. Once the Appointing Authority signs his or her approval, the forms will be submitted to the Corrections Human Resource Management (CHRM) representative to be registered for electronic fingerprinting (Live-Scan). The CHRM Representative will give a printed receipt for the applicant or employee to take to a Print Location. The applicant or employee may be directed to have their fingerprint based background completed at the closest Regional Office or Central Office by an authorized Human Resources employee.

- b. To find the closest location, applicants and employees will go to www.ga.cogentid.com and click Print Locations & Hours. Local Human Resources will assist applicants and employees in determining the best location to have their prints completed. The printed receipt and identification is needed for fingerprinting at any GAPS location. Prior to traveling to the Print Location, the applicant or employee should verify that the site is still a GAPS print location and that the hours of operation are accurate.
2. Once the applicant or employee has been printed, the authorized Human Resources Representative will, within 48 hours, print the GBI and FBI electronic response and forward that response to CHRM as part of the hiring packet or as otherwise required. CHRM will review the results of the background check during the hiring process and any indication of falsification or withholding of pertinent data will be reported to the Appointing Authority which may result in denial of employment, dismissal, and other adverse actions, and/or prosecution.
 3. The Appointing Authority will report any indication of falsification or withholding of information, including criminal history, for those hired for Security (Peace Officer) positions to the Georgia Corrections Academy - P.O.S.T. Certification Unit.
 4. All applicants will be asked about previous misconduct, as described in SOP 104.09 Filling a Vacancy, during the hiring process. All current employees have a continuing duty to disclose any misconduct.

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5. Appointing Authorities will ensure that all P.O.S.T. and non-P.O.S.T. certified positions have a fingerprint based Criminal History Record Check conducted every five (5) years from the date of hire.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.