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# POLICE DEPARTMENT BACKGROUND CLEARANCE (POL-P001)

## DCSS Police Department

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### 1.0 SCOPE:

- 1.1 To define the process utilized by the DCSS Police Department when conducting a background check of a current or potential employee, or any individual associated with DCSS that may require a background security clearance.

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### 2.0 RESPONSIBILITY:

- 2.1 Chief of Police
- 2.2 Police Officer

### 3.0 APPROVAL AUTHORITY:

- 3.1 Chief of Police

### 4.0 DEFINITIONS:

- 4.1 DCSS – Dougherty County School System
- 4.2 GCIC – Georgia Crime Information Center
- 4.3 Certified – An officer who has completed the GCIC workbook, trained, tested and certified for a period of two years through GBI.

### 5.0 PROCEDURE:

- 5.1 Upon receipt of a completed, notarized Consent Form, HRS-F013, the DCSS Police Department shall review the form for completeness, notarization, and accuracy. If any deficiencies are noted, the DCSS Police Department will work with the Human Resources Department to resolve the issue(s).
- 5.2 At this time, a DCSS Police Department employee who is certified (see definitions) to conduct background clearance checks will take the Consent Form and log into a computer system that is directly linked to the GCIC (Georgia Crime Information Center).
- 5.3 Once logged in, information such as name, birth date, social security number, and DCSS information is entered into the “Identity Information Request” screen.
- 5.4 Once entered, the system will respond as to whether or not a record exists for the individual on a state level.
- 5.5 If a record exists, the DCSS Police Department employee will log into the “Full Record Request” screen and request that a record be printed.
- 5.6 Once the background check is completed, the DCSS Police Department certified officer will stamp the Consent Form as to whether or not a record exists and the date of the clearance check.
- 5.7 A copy of the original Consent Form is forwarded to the Human Resources Department with a printed record attached, if applicable, and the original notarized Consent Form is filed in the DCSS Police Department per the Record Retention Table in this procedure.

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5.8 In cases where a certified employee (usually a teacher) is being considered as an employee of DCSS, he/she is required to submit a signed security clearance record from the state they are coming from along with a notarized Consent Form for GCIC. A background clearance check is processed on these individuals per this procedure.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Consent Form, HRS-F013
- 6.2 Background Clearance Records, as appropriate

**7.0 RECORD RETENTION TABLE:**

| Identification                        | Storage                                       | Retention    | Protection                         | Disposition |
|---------------------------------------|---|--------------|------------------------------------|-------------|
| Original<br>Notarized<br>Consent Form | Hard copy in the<br>DCSS Police<br>Department | Indefinitely | Maintained in a<br>secure location | N/A         |

**8.0 REVISION HISTORY:**

| Date:     | Rev. | Description of Revision:  |
|-----------|------|---|
| 12-Mar-03 | A    | Initial Release   |
| 17-Mar-05 | B    | Changes in section 1.1, deleted section 4.3, deleted the later part of section 5.4 and made changes in section 5.5.   |
| 09-Nov-05 | C    | Throughout the document Security Department was changed to DCSS Police Department. Changes in section 2.0 Responsibility. Change in section 3.1 to Chief of Police. |
| 10-May-07 | D    | Addition in section 4.0 and changed wording in section 5.6.   |

**\*\*\* End of Procedure \*\*\***