DUBLIN POLICE DEPARTMENT

**STANDARD OPERATING PROCEDURE**

**SECTION: C-007 Applicant Privacy Rights Notification**

**POLICY AND PROCEDURES**

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#### STANDARD COVERED *CHIEF KEITH MOON*

**N/A**

**Applicant Privacy Rights Notification Policy**

**Criminal Justice Agency and Governmental Non-Criminal Justice Agency**

**Standard Operating Procedure**

**Subject:**

Applicant Notification Policy for Information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) network.

**Notification:**

The Dublin Police Department conducts or requests fingerprint-based background checks for criminal justice or governmental non-criminal justice employment through GCIC. Prior to fingerprinting, individuals must complete an application and receive a copy of the Applicant Privacy Rights and the Privacy Act Statement. The Applicant Privacy Rights and Privacy Act Statement are provided to the applicant by:

* A copy is provided as part of the application packet
* A copy is provided to the applicant at the time of fingerprinting

Once the applicant had read the Applicant Privacy Rights and the Privacy Act Statement, the applicant will sign the Applicant Privacy Rights Notification Signature form stating the notification was received.

The agency will maintain the signed document for the duration of the audit cycle, no less than three years.

**Record Challenge/Correction:**

If an applicant chooses to challenge the accuracy of the criminal history record or needs to correct or update a record, they will be given thirty (30) days to do so.

The applicant is notified that the procedures for challenging an FBI record are set forth in 28 CFR 16.30 through 16.34 and the procedures for challenging a Georgia record can be found on the GBI website.

The applicants will not be given a copy of the fingerprint-based criminal history record.

The agency is not authorized to release the name-based criminal history record.

**Appeal Process:**

The applicant is provided an opportunity to appeal an adverse decision based on the criminal history record information provided from the fingerprint-based background check. The procedures for the appeal process are as follows:

* Must notify the department within 30 days.
* Must submit a detailed explanation of the appeal.
* Must follow the guidelines of the Georgia Bureau of Investigation for challenging the criminal history record.
* The applicant must provide any requested documentation from the charging agency or jurisdiction.