

**STATE OF GEORGIA  
COUNTY OF HENRY  
CITY OF STOCKBRIDGE**

**RESOLUTION NO. R 13-553**

**A RESOLUTION AUTHORIZING THE CITY OF STOCKBRIDGE (“CITY”) TO EXECUTE AN AGREEMENT BETWEEN THE CITY AND THE GEORGIA CRIME INFORMATION CENTER (“GCIC”), NATIONAL CRIME INFORMATION CENTER (“NCIC”), AND CRIMINAL JUSTICE INFORMATION SYSTEM (“CJIS”) REGARDING GUIDELINES TO ENSURE SECURITY, PRIVACY, ACCURACY, AND COMPLETENESS OF CRIMINAL HISTORY CHECKS; APPROVING THE SAME AGREEMENT AS ADOPTED BY HENRY COUNTY, GEORGIA; AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY TO EFFECTUATE THE PURPOSES OF THIS RESOLUTION; AUTHORIZING THE CITY CLERK TO ATTEST SIGNATURES AND AFFIX THE OFFICIAL SEAL OF THE CITY, AS NECESSARY; PROVIDING FOR SEVERABILITY; REPEALING INCONSISTENT RESOLUTIONS; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

**WHEREAS,** the City of Stockbridge (“City”) is a municipal corporation located within Henry County, Georgia duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents located within the corporate limits of the City; and

**WHEREAS,** the City operates and manages a municipal court system to enforce ordinances and state criminal laws; and

**WHEREAS,** in order to properly operate and manage its municipal court system, the City must have access to criminal history records as can be located through the GCIC, the NCIC, and the CJIS; and

**WHEREAS**, in order to have access to criminal history records, the City must enter into a user agreement with the GCIC, the NCIC, and the CJIS which establishes guidelines that ensure the security, privacy, accuracy, and completeness of the dissemination of criminal history record information, a copy of said agreement being attached hereto as Exhibit "A" and made a part hereof; and

**WHEREAS**, in order to allow Henry County Police Officers access to the same criminal history records, the City must also adopt the Henry County user agreement with the GCIC, NCIC, and CJIS which establishes guidelines for the Henry County Police Department that ensure the security, privacy, accuracy, and completeness of the dissemination of criminal history record information, a copy of said Henry County agreement being attached hereto as Exhibit "B" and made a part hereof; and

**WHEREAS**, the Mayor and City Council of the City of Stockbridge, Georgia wish to authorize the City to enter into and recognize the attached agreements so as to promote the health, welfare, and safety of its citizens; and

**WHEREAS**, the Mayor and City Council wish to authorize the Mayor to execute the agreement attached as Exhibit "A" hereto on behalf of the City of Stockbridge.

NOW THEREFORE, THE COUNCIL OF THE CITY OF STOCKBRIDGE  
HEREBY RESOLVES AS FOLLOWS;

Section 1. **Approval** – On behalf of the City of Stockbridge, the Mayor is hereby authorized to execute the attached user agreement between the City and the GCIC, NCIC, and CJIS, a copy of which is attached hereto as Exhibit "A". The Mayor and City Council hereby approve the Henry County user agreement attached hereto as Exhibit "B" for purposes of criminal history records by Henry County police officers in the City's municipal court.

Section 2. **Approval of Execution** - The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

Section 3. **Documents** – The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

Section 4. **Severability** - To the extent any portion of this Resolution is declared to be invalid, unenforceable, or non-binding, that shall not affect the remaining portions of this Resolution.

Section 5. **Repeal of Conflicting Provisions** - All City resolutions inconsistent with this Resolution are hereby repealed.

Section 6. **Effective Date** - This Resolution shall be effective on the date of its approval by the City Council and Mayor as provided in the City Charter.

SO RESOLVED, this the 9th day of September, 2013.

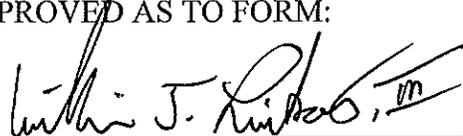
**CITY OF STOCKBRIDGE, GEORGIA**

  
\_\_\_\_\_  
MARK A. ALARCON, MAYOR

ATTEST:

  
\_\_\_\_\_  
RHONDA A. BLACKMON, CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
WILLIAM J. LINKOUS, III, CITY ATTORNEY

6898.00001/841338v1

## City of Stockbridge

TYPE OF COMMUNICATION: General Order

DISSEMINATION: Department

DESTINATION: Directives Manual

PAGE: 1 Of 13

TOPIC: GCIC/NCIC

EFFECTIVE: 09/09/2013

APPROVED BY: City Council

The purpose of this procedure is to establish guidelines to ensure security, privacy, accuracy and completeness of dissemination of record information, proper entry, maintenance and removal of all wanted/missing persons, entries and inquires on the drivers' histories, criminal histories, hit procedures, guns, articles, boats and securities. And to ensure to the accuracy, timeliness and completeness of all records maintained by personnel of the City of Stockbridge.

### 802.00 POLICY

This policy applies to all sworn and non-sworn personnel of the City of Stockbridge.

### 802.01 DEFINITIONS

CHRI: Criminal History Record Information

GCIC: Georgia Crime Information Center

NCIC: National Crime Information Center

CJIS: Criminal Justice Information Center

SID: State Identification Number

FBI: Federal Bureau Investigation Identification Number

PUR/C: Purpose Code

NLETS: National Law Enforcement Telecommunications System

**HIT:** Message come back that item is stolen or person wanted. A "hit" has to be verified.

**LEDS:** Law Enforcement Data System

**SRN Number:** System Record Number (number received after LEDS accepts entry)

**NIC Number:** NCIC Number (received after NCIC accepts entry)

**BOLO:** Be on the lookout

802.02

## **CRIMINAL HISTORIES/DRIVERS HISTORIES**

Criminal History Record Information (CHRI) and Driver's History Record Information records shall be maintained in a secure area within the department and shall not be accessed by or disseminated to those who are not authorized to access or receive said information according to departmental policy, state law, or by rules and regulations of the Georgia Crime Information Center (GCIC).

- A. Authorized personnel will ensure that security measures are followed to provide maximum security of criminal history information. Unauthorized personnel and/or persons will not be allowed to frequent areas where such information is maintained, stored, collected or processed.
- B. All inquiries of GCIC/NCIC files are processed in accordance with departmental policy and state and federal laws, rules and regulations.
- C. Ensure that personnel are aware of the laws, rules and regulations governing criminal history information and that the information is not provided to individuals and/or businesses unlawfully and that personnel are aware of the penalties for illegally disseminating restricted information.
- D. Ensure that personnel have reviewed, understand, and have signed the Awareness Statement Form.
- E. Criminal histories run for court purposes are matched to the court calendar. This information may not be disseminated to individuals.
- F. Ensure that all computer printouts containing criminal history/driver history or other law enforcement related information are destroyed by shredding or burning. \*\*At no time shall history information be left lying around on tables, in vehicles, in trash cans, or given or sold to unauthorized personnel. \*\*
- G. Report all unresolved problems to TAC.

- H. When a request is made for criminal history of an individual and a signed notarized consent form is received, the consent form (or a copy of) shall be kept on file in court records and a log maintained. All histories shall be placed in a file folder and kept in a locked file cabinet maintained in court records.

### 802.03

#### **INFORMATION MAY BE DISSEMINATED TO INDIVIDUALS AS FOLLOWS:**

- A. To Criminal Justice Agencies for the administration of criminal justice, all CHRI including first offender complete information. PUR/C-For Criminal Justice Employment (PUR Code J)
- B. To the Federal Bureau of Investigation, Defense Investigative Service, State Department, Central Intelligence Agency, and Office of Personnel Management for national security purposes, without a signed notarized consent form or fingerprints of the person being checked all CHRI except first offender complete information.
- C. To personnel of the Department of Family and Children's Services in connection with child abuse investigations, all CHRI located in the Georgia files. Purpose Code C shall be used when accessing GCIC files.
- D. To Fire Chiefs or applicants for employment with a signed notarized consent form or fingerprints of the person being checked, all CHRI except first offender complete information. Purpose Code E shall be used.
- E. Request by prospective employers must furnish the clerk with a signed notarized consent form from the individual whose record is being checked. The clerk if needed shall provide blank forms. Purpose Code E shall be used.
- F. All criminal history reports must be logged and signed for under any purpose code.
- G. Anyone requesting driver history shall be referred to the Department of Driver Services or the local Sheriff's Department where they can sign a consent form and pay a fee to receive that information.

### 802.04

#### **TAC RESPONSIBILITIES**

- A. The administration of training for all sworn and non-sworn department personnel related to privacy and security, the dissemination of CHRI, proper use of the GCIC and NCIC procedure books and other related training.

- B. The administration of terminal operations training and certification and are-certification testing programs required and developed by GCIC.
- C. Ensure that department personnel properly maintain CHRI logs.
- D. Receive training, testing and certification as mandated by GCIC.

**802.05**

**NATURAL AND/OR MAN-MADE DISASTERS**

In the event of a natural or man-made disaster, the Support Services Division Commander or Records Supervisor shall have the responsibility of ensuring that records maintained by the department are secured and not in danger of being damaged or destroyed.

In the event that department records are not secured or have been damaged and/or destroyed, the Support Services Division Commander or Records Supervisor shall make immediate notification to the affected division supervisor and advise them of the situation. If necessary, a police officer(s) responds. Affected areas include Records, Courtroom and City Marshal Office.

The affected division supervisor shall be responsible for taking the necessary steps to ensure that all records are secured on site or that said records are removed to another location where they can be secured until such time that they can be returned and secured within the department.

**802.06**

**COMPLIANCE TO GCIC RULES AND GCIC CJIS SECURITY POLICY\***

The use and operation of any computer, telephonic, or electronic device which enables City of Stockbridge personnel to interact with any or all parts or portions of the Georgia Crime Information Center will be in strict compliance to the operational rules established by the GCIC Council and GCIC Security Policy.

City of Stockbridge personnel who are found to be in violation of the rules governing the use of the GCIC system or of the GCIC CJIS Security Policy will be subject to the established Disciplinary Policy of the department, which may include, but not be limited to suspension or termination.

Additionally, any City of Stockbridge personnel who have been found to be in violation of the GCIC Rules or GCIC CJIS Security Policy may be subject to criminal prosecution. A copy of the GCIC Rules and the GCIC CJIS Security Policy is made available to all personnel who have attained official GCIC certification.

**Georgia Crime Information Center  
Criminal Justice Information System  
User Agreement**

This document constitutes an agreement between the Georgia Crime Information Center (GCIC), State Administrator of the Georgia Criminal Justice Information System (CJIS) and

**AGENCY:** \_\_\_\_\_ **ORI:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

A bona-fide criminal justice agency herein after referred to as the User Agency.

User Agency Type:  Non Terminal  Terminal/Inquiry Only  Terminal/Full Service

**General Provisions**

GCIC agrees to maintain, operate and manage an electronic data processing criminal justice information system on a 24-hour, 7 day per week basis. GCIC further agrees to serve as the State CJIS Systems Agency (CSA) to facilitate the exchange of information between the User Agency and other User Agencies, the National Crime Information Center (NCIC), the Georgia Department of Driver Services (DDS), the Georgia Department of Revenue (DOR) and the National Law Enforcement Telecommunication System (NLETS).

The User Agency shall abide by all laws of the United States and the State of Georgia, GCIC Council Rules and all operational policies of NCIC, NLETS and GCIC that regulate the collection, storage, processing, retrieval, validation and dissemination of criminal justice information.

The User Agency shall establish a written discipline policy for violations of GCIC Council Rules and the GCIC CJIS Security Policy as amended [(Rule 140-2-095(5))] and advise its employees of the penalties for illegal actions with regard to criminal justice information, as defined in O.C.G.A. §16-9-90 et. Seq. O.C.G.A. §35-3-38 and GCIC Rule 140-1-05 (Amended).

As specified by GCIC Council Rules, GCIC reserves the right to impose administrative sanctions, including termination of this agreement, with or without notice upon determining that the User Agency has violated the terms of this agreement, GCIC Council Rules, or the laws governing the operation of the CJIS network; such termination shall be pursuant to GCIC Council Rules.

**Non-Terminal Agency Provisions**

\_\_\_\_\_ (Agency Head Initials)

GCIC agrees to provide CJIS network service for the User Agency via a designated terminal agency. Unless otherwise restricted by GCIC, the User Agency is authorized full access to all CJIS network services and files.

The User Agency agrees to enter into a *Holder of Record Agreement* or *Network Service Agreement* with the terminal agency providing CJIS network service for all entries of wanted/missing persons and/or stolen/abandoned property records, unless otherwise restricted.

**Restrictions:** \_\_\_\_\_  
(No entry of wanted/missing person and/or stolen abandoned property records.)(None.)

**Terminal Agency Provisions**

\_\_\_\_\_ (Agency Head Initials)

GCIC reserves the right to approve the location of any terminal(s) at a User Agency, in advance of such placement. Upon completion of the installation of a CJIS network terminal, the User Agency agrees that its equipment is compatible with GCIC data communication interconnection standards, GCIC, or its authorized designee, will make the final determination. The User Agency agrees to assume responsibility for all costs associated with the installation and operation of its terminal(s). The User Agency further agrees to maintain current maintenance contracts with appropriate vendor for the terminals, modem, router, servers and diagnostic devices that connect to the CJIS network.

GCIC will provide training material, guidelines and instructions for CJIS network terminal operators to the User Agency which is responsible for ensuring that all CJIS related training is provided as described in GCIC Council Rule 140-2-.16 (Amended).

The User Agency agrees to appoint a Terminal Agency Coordinator (TAC) and to require the TAC and all terminal operators to be trained and certified as required by GCIC Council Rule 140-2-16 (Amended).

The User Agency agrees to enter data via codes, procedures and techniques established GCIC, GCIC agrees to provide assistance to the User Agency to assure timely, efficient and accurate CJIS network operations via terminals assigned to the User Agency by GCIC.

The User Agency agrees to provide non-terminal criminal justice agencies upon request, the necessary assistance to process criminal justice information and communications through record inquiries, message transmittals and/or record entries in accordance with GCIC and FBI/NCIC standards. When furnishing assistance to criminal justice agencies in Georgia the User Agency will limit access of information, including criminal history record information (CHRI) to those agencies and their employees that already have User Agreements on file with GCIC and to agencies authorized to receive such information.

**Restrictions:** \_\_\_\_\_  
(No entry of wanted/missing person and/or stolen abandoned property records.)(None.)

**Regional Dispatch Centers**

The User Agency shall provide to criminal justice agencies such assistance as they may request in criminal justice information processing and communications through record inquiries, message transmittals, or record entries using **the ORI of the requesting agency** in keeping with GCIC standards. Service Agreements shall be executed as required by GCIC Council Rule 140-2-.13.

"P" Ending ORI \_\_\_\_\_ (Agency Head Initials)

The User Agency agrees not to access, collect, store, or disseminate CHRI.

The User Agency agrees to access and disseminate driver history (DDS) and vehicle registration (DOR) information only for law enforcement and criminal justice purposes as outlined in DDS and DOR law, rules and regulations concerning access, dissemination and logging of such.

"N" Ending ORI \_\_\_\_\_ (Agency Head Initials)

The User Agency agrees to limit access to CHRI to those criminal justice officials and agencies entitled to such access and only access CHRI using the ORI number of the requesting agency. Further, the User Agency agrees to access and disseminate CHRI only in accordance with the Rules of the GCIC Council and Georgia statutes implemented by the Rules and NCIC policy.

The User Agency agrees to access and disseminate driver history (DDS) and vehicle registration (DOR) information only for law enforcement and criminal justice purposes as outlined in DDS and DOR law, rules and regulations concerning access, dissemination and logging of such.

The User Agency agrees to disseminate CHRI to those private companies or corporations that can legally receive it. Private probation companies must have an approved contract with the court they service to enable them to obtain full CHRWI as allowed by GCIC policy.

**Restrictions:** \_\_\_\_\_

Requests from non-criminal justice agencies will be processed in strict compliance with GCIC Council Rules. GCIC reserves the right to restrict the type and scope of data to which the User Agency may have access.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date set forth below:

User Agency Head

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Deputy Director for GCIC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

EXHIBIT \_\_\_\_\_  
Page \_\_\_\_\_ of \_\_\_\_\_

## **CJIS NETWORK CAPABILITIES**

**INTRODUCTION** – First, the introduction chapter explains the design of the GCIC Operations Manual, what to do with communications failure, maintenance contracts, how to order lines and equipment, and LEMS (law enforcement message switch) functions.

**ADMINISTRATIVE MESSAGES** – CJIS (criminal justice information system) users will have the capability to send messages to other criminal justice agencies in Georgia, criminal justice agencies in other states, and criminal justice agencies in other countries including Canada. You will also be able to send broadcasts (BOLOs) within Georgia and throughout the nation.

**RETRIEVAL PROGRAM** – You will have the capability to retrieve messages sent or received by your terminal within the past 48 hours.

**NLETS HELP FILES** – CJIS users will have access to HELP files to assist in interpreting information from out of state agencies and which states have HELP file on NLETS (National Law Enforcement Telecommunications System which is located in Phoenix Arizona).

**HAZARDOUS MATERIALS** – CJIS users will be able to obtain information on the dangers and handling of hazardous materials.

**WEATHER CONDITIONS** - CJIS users will be able to obtain information regarding severe weather conditions and travelers advisories throughout the nation.

**GA TERMINAL CODE INQUIRY**- CJIS users can obtain a Georgia agency's name and ORI by entering their four-character terminal identifier.

**AGENCY PHONE AND ADDRESS** – CJIS user can obtain an agency's telephone number (for purposes of hit confirmation etc.), address and name based on the agency's ORI.

**AGENCY NAME BY ORI** – CJIS users can obtain an agency's name by entering their ORI.

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**AGENCY ORI, NAME, ADDRESS, AND PHONE NUMBER BY LOCATION OR ORI –**

CJIS users can obtain an agency's ORI, name, address, and telephone number when you know the state and either:

1. The city or county where the agency is located
2. The ORI of the agency

**VEHICLE REGISTRATION** – CJIS users can search the vehicle registration files for ownership, vehicle identification, lien holder and legal owner information and determine if the vehicle is stolen or the owner is wanted or missing. Additional information is county where the tag was issued, title information, date of birth, color of vehicle, social security and driver's license number. Vehicle registration information is also available from other countries and Canada.

**BOAT REGISTRATION** – CJIS user can search boat registration files for information regarding ownership and identification and determine if the boat is stolen. Boat registration information is also available from other countries and Canada.

**DRIVERS LICENSE REGISTRATION AND HISTORY** – CJIS users can access driver's license registration and history information on persons licensed to operate a vehicle in Georgia. This file also cross checks the GCIC/NCIC wanted/missing persons file, probation and parole, protection order, and violent gang and terrorist organization file. Driver license registration information and history is also available for other states, other countries and Canada.

**VEHICLE FILE** – CJIS user can enter stolen vehicles, felony vehicles, recovered/abandoned vehicles, stolen license plates, boat trailers, and vehicle parts into this file. The NICB (National Insurance Crime Bureau) can also be accessed for assisting law enforcement in the prevention, detection, and prosecution of the financial crimes of theft, fraud, and arson relating to personal property.

**PERSONS FILE** – CJIS users enter persons for whom outstanding arrest warrants have been issued that contain sufficient information and that cannot be served, and missing persons who are disabled, endangered, involuntarily missing, catastrophe victims and unidentified deceased persons. Juveniles for whom apprehension orders have been issued and who are missing but not disabled, involuntarily missing, disaster victim or endangered are also entered into this file.

**CRIMINAL HISTORY** – CJIS users have access to criminal history record information; it consists of individuals' identifiable descriptions, arrests, detentions, indictments or other formal criminal charges, and dispositions of those charges. This information has been collected by criminal justice agencies and may be obtained from Georgia, other states, and federal agencies.

**GUNS** – CJIS users enter serial numbered weapons which use an explosive, compressed air, or carbon dioxide to propel a projectile which have been stolen or recovered are entered in this file.

**ARTILCE/EXPLOSIVES** – CJIS users enter unrecovered or stolen property which has a serial number or an owner applied number in the GCIC/NCIC file. Explosives are also entered into the GCIC file. An explosive is any chemical compound or other substance or mechanical system that is intended for the purpose of producing an explosion capable of causing injury to persons or damage to property.

**BOATS** – CJIS users enter any unrecovered stolen boat in the NCIC Boat file. You may also enter stolen boat parts in this file after boat record has been entered.

**SECURITIES** – CJIS users enter securities identified by unique serial numbers which have been stolen, embezzled, counterfeited, or are missing.

**PAWN SHOPS** – CJIS users enter local pawn ticket information into a centralized pawn shop system. This information is available to all Georgia law enforcement agencies who have full authority and are authorized to access Criminal History information. The law enforcement agency must sign an agreement with GCIC.

**SEXUALLY VIOLENT OFFENDER REGISTRY** – CJIS users have access to information pertaining to sex offenders who are released from prison or placed on probation, parole, or supervised release.

**PROTECTION ORDER FILE** – Protection Orders include an injunction or any other order issued for the purpose of preventing violent or threatening acts or harassment against, or contact or communication with, or physical proximity to, another person.

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**INS LAW ENFORCEMENT SUPPORT CENTER** – The purpose of the Immigration and Naturalization Service’s Law Enforcement Support Center is to provide timely information on aliens suspected of criminal activity and the status information of aliens under arrest.

**OUT-OF-STATE PAROLE, PROBATION, AND CORRECTIONS** – CJIS users have the authority to request out-of-state parole, probation and corrections information on subjects.

**VIOLENT GANG AND TERRORIST ORGANIZATIONS FILE** – The NCIC Violent Gang and Terrorist Organizations File is designed to provide law enforcement agencies with identifying information about violent criminal gangs and their members.

## **Basic Operational/Audit Requirements and Responsibilities of CJIS Terminal Agency**

### **Agency Chief Executives**

Chief executives are responsible for their agencies' compliance with laws and policies regulating the operation of the CJIS network. The agency chief executive must ensure that:

- A Terminal Agency Coordinator (TAC) is appointed and certified within 60 days of CJIS Access
- Agreements and Statements required by GCIC are current and signed by all involved parties.
- All agency employees sign Awareness Statements (Keep in Employee File)
- Agency employees adhere to all GCIC/NCIC policies
- Written policies and procedures are established in order to comply with CJIS network operation policies.
- All agency employees who contribute, modify and/or use CJIS network data are appropriately trained.

### **Terminal Agency Coordinators**

A TAC is agency employee designated by the agency head to serve as liaison between the agency head and GCIC for CJIS network related matters. TACs must successfully complete the TAC Certification Course, administered by GCIC, within 60 days of their appointment.

TACs assist agency heads in managing CJIS network related operations to ensure compliance with relevant laws, regulations and policies. TACs should have sufficient authority to establish and enforce agency policies and procedures related to the CJIS network. TACs will also administer the GCIC terminal operator training program within the agency, and provide appropriate training for all other agency employees.

### **Terminal Operator**

A full-time or part-time employee hired by a CJIS network terminal agency to perform communications service duties which include the operation of a CJIS network terminal. A terminal operator must be certified within six months of appointment. Afterwards, the terminal operator must be re-certified every two years.

### **Practitioners**

Any employee who occasionally operates a CJIS network terminal or uses CJIS data must be trained in the property use of the CJIS network as related to the individual's use of the network

### **Physical Security and Maintenance**

Special attention should be paid to the planned location of the CJIS Network device in regards to security. A secure area, out of the view of the public and unauthorized personnel, must be provided.

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## GCIC Audit Procedures

GCIC auditors conduct periodic checks of CJIS network terminal agencies to assess compliance with Georgia law and the GCIC Council Rules. The results of audits are reported to the audited agency and the GCIC Director.

### Regional/Governmental Dispatch Centers: ("P" or "N" Ending ORI Numbers)

Agency must sign a **MANAGEMENT CONTROL AGREEMENT** with the **Major** law enforcement agency in the county.

### All Agencies with a Criminal Justice ORI Number or a "N" Ending ORI Number:

Ensure that personnel are aware of the correct procedures for completing the inquiry screens for **Identification and Full Rap Sheet**.

### All Agencies making entries in the Wanted and Stolen Files:

- Entries must be made using the Law Enforcement Agencies' ORI responsible for the record entry.
- Entries are **Complete** (all known data are entered) & **Accurate**.
- Current Manuals, Rules, and Operations Bulletins are used.
- All record entries are made **within 12 hours**.
- Record entries for missing juveniles are made **immediately**.
- All record entries are supported by an incident report and/or warrant.
- Supporting documentation is retained in the **active** files as long as the record entry remain in the GCIC/NCIC "Hot" files.
- A **Second Person** checks all record entries for **Completeness and Accuracy**.
- Record entries are **removed** when the record is no longer valid.
- Requests for Confirmation of Record Entries (**Hit Confirmation**) are responded to within the permitted time limits.

The agency has established **Written Validation Procedures** to ensure the accuracy and completeness of all record entries requiring validation.

## HENRY COUNTY POLICE DEPARTMENT

*Committee to the protection of life and property, through excellence in the fields of prevention, enforcement, and apprehension, guided by the principles of integrity, professionalism, cooperation and concern for human dignity*

TYPE OF COMMUNICATION	DISSEMINATION	DESTINATION	NUMBER	PAGE(S)
General Order	Department	Directives Manual	802.00	1 of 5
TOPIC	EFFECTIVE	CERTIFICATION	APPROVED BY	NEW XX AMENDS RESCINDS
GCIC/NCIC	02/13/2007		Col. R.S. Abernathy	

The purpose of this procedure is to establish guidelines to ensure security, privacy, accuracy and completeness of dissemination of record information, proper entry, maintenance and removal of all wanted/missing persons, entries and inquires on the drivers' histories, criminal histories, hit procedures, funs, articles, boats and securities. And to ensure to the accuracy, timeliness and completeness of all records maintained by personnel of the Henry County Police Department.

**802.00      POLICY**

This policy applies to all sworn and non-sworn personnel of the Henry County Police Department.

**802.01      DEFINITIONS**

**CHRI: Criminal History Record Information**

**GCIC:** Georgia Crime Information Center

**NCIC:** National Crime Information System

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**SID:** State Identification Number

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**PUR/C:** Purpose Code

**NLETS:** National Law Enforcement Telecommunications System

**HIT:** Message come back that item is stolen or person is wanted. A "Hit" has to be verified.

**LEDS:** Law Enforcement Data System (Georgia)

**SRN NUMBER:** System Record Number (Number received after LEDS accepts entry)

**NIC NUMBER:** NCIC Number (received after NCIC system accepts entry)

**BOLO:** Be on Lookout

## 802.02

### **CRIMINAL HISTORIES/DRIVERS HISTORIES**

Criminal History Record Information (CHRI) and Driver's History Record Information records shall be maintained in a secure area within the department and shall not be accessed by or disseminated to those who are not authorized to access or receive said information according to departmental policy, state law, or by rules and regulations of the Georgia Crime Information Center (GCIC).

- A. Authorized personnel will ensure that security measures are followed to provide maximum security of criminal history/driver history information. Unauthorized personnel and/or persons will not be allowed to frequent areas where such information is maintained, stored, collected or processed.
- B. All inquiries of GCIC/NCIC files are processed in accordance departmental policy and state and federal laws, rules and regulations.
- C. Ensure that personnel are aware of the laws, rules and regulations governing criminal history information and that the information is not provided to individuals and/or businesses unlawfully and that personnel are aware of the penalties for illegally disseminating restricted information.
- D. Ensure that personnel have reviewed, understand and have signed the Awareness Statement Form.
- E. Maintain a log of all transactions for Driver/Criminal Histories.

Logs shall include but not limited to, the date of request, type of request, name, date of birth, race, sex, social security number, person making

request, the operator accessing the computer for the information and the SID or FBI number assigned.

Ensure that all computer printouts containing criminal history/driver history or other law enforcement related information is destroyed by shredding or burning.

- G. Report all irresolvable problem to the TAC
- H. When a request is made for a criminal history of any individual and a signed notarized consent form is received, the consent form (or a copy of) shall be kept on file in Records.
- I. When authorized personnel request driver or criminal histories, the information shall be placed in a file folder and kept in the file cabinet, maintained in Records. All histories must be signed for by the requesting person.

\*At no time shall history information be left lying around on tables, in vehicles, in trashcans or given to unauthorized personnel.

### 802.03

#### INFORMATION MAY BE DISSEMINATED TO INDIVIDUALS AS FOLLOWS:

- A. To Criminal Justice Agencies for the administration of criminal justice, all CHRI including first offender complete information. PUR/C – For Criminal Justice Employment (PUR Code J).
- B. To the Federal Bureau of Investigation, Defense Investigative Service, State Department, Central Intelligence Agency, and Office of Personnel Management for national security purposes, without a signed notarized consent form or fingerprints of the person being checked, all CHRI except first offender complete information.
- C. To personnel of the Department of Family and Children Services in connection with child abuse investigations, all CHRI located in Georgia files. Purpose Code C shall be used when accessing GCIC files.
- D. To Fire Chief on applicants for employment with a signed notarized consent form or fingerprints of the person being checked, all CHRI except first offender complete information. Purpose Code E shall be used.
- E. Request by prospective employers must furnish the clerk with a signed notarized consent form from the individual whose record is being checked.

The clerk if needed shall provide blank forms. Purpose Code E shall be used.

- F. All criminal history reports must be logged and signed for under any purpose code.

#### **802.04 TAC RESPONSIBILITIES**

- A. The administration of training for all sworn and non-sworn department personnel related to privacy and security, the dissemination of CHRI, proper use of the GCIC and NCIC procedure books and other related training.
- B. The administration of terminal operators training and certification and re-certification testing programs required and developed by GCIC.
- C. Ensure that department personnel properly maintain CHRI logs.
- D. Receive training, testing and certification as mandated by GCIC.

#### **802.05 NATURAL AND/OR MAN-MADE DISASTERS**

In the event of a natural or man-made disaster, the Support Services Division Commander or Records Supervisor shall have the responsibility of ensuring that records maintained by the department are secured and not in danger of being damaged or destroyed.

In the event that department records are not secured or have been damaged and/or destroyed, the Support Services Division Commander or Records Supervisor shall make immediate notification to the affected division supervisor and advise them of the situation. If necessary, a police officer(s) responds. Affected areas include Records, Courtroom and City Marshal Office.

The affected division supervisor shall be responsible for taking the necessary steps to ensure that all records are secured on site or that said records are removed to another location where they can be secured until such time that they can be returned and secured within the department.

#### **802.6 COMPLIANCE TO GCIC RULES AND GCIC CJIS SECURITY POLICY\***

The use and operation of any computer, telephonic, or electronic device which enables Henry County Police Department personnel to interact with any or all parts or portions of the Georgia Crime Information Center will be in strict compliance to the operational rules established by the GCIC Council and GCIC Security Policy.

Henry County Police Department personnel who are found to be in violation of the rules governing the use of the GCIC system or of the GCIC CJIS Security Policy will be subject to the established Disciplinary Policy of the department, which may include, but not be limited to suspension or termination.

The affected division supervisor shall be responsible for taking the necessary steps to ensure that all records are secured on site or that said records are removed to another location where they can be secured until such time that they can be returned and secured within the department.

Additionally, any Henry County Police Department personnel who have been found to be in violation of the GCIC Rules or GCIC CJIS Security Policy may be subject to criminal prosecution. A copy of the GCIC Rules and the GCIC CJIS Security Policy is made available to all personnel who have attained official GCIC certification.

*\*Amended to policy to comply with GCIC audit of 2-13-2007*

## **NATURAL OR MAN MADE DISASTERS**

In the event of a natural or man-made disaster, the TAC shall have the responsibility of ensuring that the records maintained by the Stockbridge Municipal Court are secured and not in danger of being damaged or destroyed.

In the event that the Court records are not secured or have been damaged and/or destroyed, the TAC shall make immediate notification to the City Manager and GCIC and advise them of the situation. If necessary, a police officer(s) shall be stationed in the area to secure said records until the TAC responds. Affected areas include the TAC office, the Court Clerk's office, the Court Room and the Vault.

The TAC shall be responsible for taking the necessary step to ensure that all records are secured on site or that said records are removed to another location where they can be secured until such time that they can be returned and secured within the Stockbridge Municipal Court.

## **COMPLIANCE WITH GCIC RULES AND GCIC CJIS SECURITY POLICY**

The use and operation of any computer, telephonic or electronic device which enables Stockbridge Municipal Court personnel to interact with any or all parts or portions of the Georgia Crime Information Center will be in strict compliance with the operational rules established by the GCIC Council and the GCIC Security Policy.

Stockbridge Municipal Court personnel who are found to be in violation of the rules governing the use of the GCIC system or of the GCIC CJIS Security Policy will be subject to the established Disciplinary Policy of the City of Stockbridge, which may include, but not limited to suspension or termination.

Additionally, any Stockbridge Municipal Court personnel who have been found to be in violation of the GCIC Rules or GCIC CJIS Security Policy may be subject to criminal prosecution. A copy of the GCIC Rules and the GCIC CJIS Security Policy is made available to all personnel who have attained official GCIC certification.