

**GEORGIA CRIME INFORMATION CENTER
AWARENESS STATEMENT**

Access to Criminal Justice Information (CJI), as defined in Georgia Crime Information Center (GCIC) Council Rule 140-1-.02 (amended), and dissemination of such information is governed by state and federal laws and the Rules of the GCIC Council. CJI cannot be accessed or disseminated by any personnel except as directed by superiors and as authorized by approved standard operating procedures. These standard operating procedures are based on controlling state and federal laws, relevant federal regulations, and the Rules of the GCIC Council.

O.C.G.A. §35-3-38 establishes criminal penalties for specific offenses involving obtaining, using, or disseminating criminal history record information (CHRI) except as permitted by law. The same statute establishes criminal penalties for disclosing or attempting to disclose techniques or methods employed to ensure the security and privacy of information or data contained in Georgia criminal justice information systems.

The Georgia Computer Systems Protection Act (Act), O.C.G.A. §16-9-90 et. seq., provides for the protection of public and private sector computer systems, including communications links to such computer systems. The Act establishes four criminal offenses, all major felonies, for violations of the Act: Computer Theft, Computer Trespass, Computer Invasion of Privacy, and Computer Forgery. The criminal penalties for each offense carries maximum sentences of fifteen (15) years in prison and/or fines up to \$50,000.00, as well as possible civil ramifications. The Act also establishes Computer Password Disclosure as a criminal offense with penalties of one (1) year in prison and/or a \$5,000.00 fine.

The Georgia Criminal Justice Information System (CJIS) Network is operated by the GCIC in compliance with O.C.G.A. §35-3-31. All databases accessible through CJIS Network terminals are protected by the Computer Systems Protection Act. Similar communications and computer systems operated by municipal/county governments are also protected by the Act.

By my signature below,
I acknowledge that I have read and understand this Awareness Statement.

Print Name: Vicki Ellis

Signed: 

Date: 2-21-18



TOWNS COUNTY SHERIFFS OFFICE

Sheriff Kenneth Henderson



Standard Operating Procedures Acknowledgment Receipt Form

I, Beelis do hereby acknowledge receipt of the Towns County Sheriff's Office Policy and Procedures amended information regarding: the agency's role, purpose, goal, policies, and procedures; working conditions and regulations; and responsibilities and rights of employees.

I understand that I am responsible for reading and following the policies and procedures and will contact a supervisor with any questions I may have.

GENERAL ORDER 21-002

Policy-Chapter 5

5.7 SOCIAL MEDIA/SOCIAL NETWORKING POLICY

has been amended to

PERSONEL USE OF SOCIAL NETWORKING

**NOTE

Highlighted areas indicate amended areas of the policy.

Beelis

Employee Signature

4-6-21

Date



TOWNS COUNTY SHERIFFS OFFICE



Sheriff Kenneth Henderson

Standard Operating Policy and Procedures Acknowledgment Receipt Form

I, Beck do hereby acknowledge receipt of the Towns County Sheriff's Office Standard Operating Policy and Procedures-2021 amended information regarding: the agency's role, mission, purpose, goal, policies, and procedures; working conditions and regulations; and responsibilities and rights of employees.

I understand that I am responsible for reading and following the policies and procedures and will contact a supervisor with any questions I may have.

I understand the policy is available to me at any time via the TCSO server, Public (Z): Towns County Sheriff's Office Standard Operation Policy and Procedures-2021.

I understand that in carrying out my duties and responsibilities as an employee of the Towns County Sheriff's Office/Jail my conduct and actions will be governed by these policies and procedures.

The following chapters have been amended:

1. **Chapter 2 Agency Goals-2.1 Purpose**
Mission Statement amended
2. **Chapter 5 Conduct-5.7 Social Media/Social Networking**
Amended to Personal use of Social Networking
3. **Chapter 7 Uniform & Dress Code-7.2 Uniforms, 7.3 Personal Appearance**
See highlighted areas in this chapter
4. **Chapter 27 GCIC/NCIC Operations-Acknowledgment Form**
Acknowledgment Form

****NOTE** Highlighted areas indicate amended areas of the policy.

Beck

Employee Signature

4-6-21

Date

The Georgia Bureau of Investigation Training Center

CERTIFICATE OF TRAINING

THIS CERTIFIES THAT
VICKI ELLIS

has successfully completed the GBI course:

GCIC CJS Security Awareness Training - GG18

on June 21, 2023 09:50 AM EDT



A handwritten signature in black ink, appearing to read "Rhonda Westbrook".

Rhonda Westbrook, GCIC Division Director



Georgia Bureau of Investigation Training Center

Certificate of Training

This Certifies That

Vicki Ellis

has successfully completed the GBI course:

CJIS Network Operator Certification

on: 10/21/2022 with a score of: 90

This course provides up to 5 POST credit hours. (Post code: IGB30G)

Rhonda Westbrook
Deputy Director
Georgia Crime Information Center



Georgia Bureau of Investigation Training Center

Certificate of Training

This Certifies That

Vicki Ellis

has successfully completed the GBI course:

GCIC CJIS Security Awareness Training

on: 9/26/2022 with a score of: 90

Rhonda Westbrook
Deputy Director
Georgia Crime Information Center

THE PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA

DOES HEREBY CERTIFY THAT

Vicki Ellis

HAS COMPLETED THE

OPEN RECORDS

WEBINAR
JANUARY 27, 2022
2 HOURS

Pete J. Skandalakis

PETE SKANDALAKIS
EXECUTIVE DIRECTOR
PROSECUTING ATTORNEYS' COUNCIL



PAC
Prosecuting
Attorneys'
Council of Georgia

CERTIFICATE OF TRAINING

THIS CERTIFIES THAT

Vicki Ellis

Has successfully completed
Hiring Policies and Procedures Course

On: 1/25/2021

This course provides 1 POST Credit Hours
(code: IQA01G)



William Conway, Post Instructor

TOWNS COUNTY SHERIFF'S OFFICE
Sheriff - Kenneth Henderson



June 7, 2021

Vicki Ellis has been appointed Administrative Supervisor for Towns County Sheriff's Office effective immediately.

A handwritten signature in black ink, appearing to read 'Ken Henderson', written over a horizontal line.

Sheriff Ken Henderson

Georgia Bureau of Investigation Training Center



Certificate of Training

This Certifies That

Vicki Ellis

has successfully completed the GBI course:

Terminal Agency Coordinator Refresher Class

on: 5/26/2021 with a score of: 100
Terminal Agency Coordinator Refresher = 8

Rhonda Westbrook

Deputy Director

Georgia Crime Information Center

TOWNS COUNTY SHERIFF'S OFFICE

Sheriff-Ken Henderson



Tel: (706)-896-4444

jmccoytcs0@townscountyga.com

Lt. John McCoy
Uniform Patrol Commander

DATE: May 4, 2021

SUBJECT: Employee of the Month for April 2021

I would like to nominate Officer Manager Vickie Ellis for Employee of the Month for April 2021. Vickie has been employed with Towns County Sheriff's Office for 17 years.

Vickie is a dedicated employee who shows her commitment in her everyday performance of her duties. Vickie takes care of numerous tasks daily which include but is not limited to answering phones, taking messages, greeting the public, making sure completed case files are forwarded to the District Attorney's Office, completing open records requests, maintaining employee records, back up departmental TAC, completing new hire packets, maintaining checkbooks for different Sheriff's office escrow accounts, and so much more. Vickie is always willing to help on community-oriented projects with the Towns County Sheriff's Office such as Sheriff's Christmas Parade, empty stocking fund (now shop with the Sheriff) and maintaining the Sheriff's Office website and Facebook page.

Vickie is instrumental in the daily function of the Sheriff's Office as she runs the office's day to day operations. Vickie is usually the first point of contact between the Sheriff's Office and the public when they visit the office. Vickie shows all the qualities that the Sheriff's Office wants in an employee.

Thanks for your consideration and God Bless,

Lt. John McCoy

CC: Sheriff Ken Henderson

Colonel Gene Moss

Captain Eric Woods

You are such a valuable asset to this Agency - Thank you for everything you do! *Ken*

Recognizing the Month of the Month Employee of the Month Great Job! You did it!

Vickie: you do it all!

Ken Sheriff



Georgia Bureau of Investigation Training Center

Certificate of Training

This Certifies That

Vicki Ellis

has successfully completed the GBI course:

CJIS Network Operator Test - Test/Exam Module

on: 01/11/2021 with a score of: 90

This course provides up to 5 POST credit hours. (Post code: IGB30G)

Terri Fisher
Deputy Director
Georgia Crime Information Center



Georgia Bureau of Investigation Training Center

Certificate of Training

This Certifies That

Vicki Ellis

has successfully completed the FirstNet Learning course:

Security Awareness Training and Awareness Statement

on: 02/05/2020

This course provides 1 POST credit hours. (Post code: DGB01G)

Terri Fisher
Deputy Director
Georgia Crime Information Center

Georgia Public Safety Training Center

This is to Certify that

VICKI ELLIS

(340486)

Has successfully completed a 1 hour course of study entitled

Privacy, Civil Rights, and Suspicious Activity Reporting

(VHQ01G)

In witness thereof, the seal of the State of Georgia and the signatures of duly authorized officers affixed.

Given on the 9th day of January, 2019.

[Signature]

Executive Director
Georgia Peace Officer Standards and Training Council

Melissa White

Course Coordinator



[Signature]

Director
Georgia Public Safety Training Center

[Signature]

Division Director
Instructional Services Division

Georgia Public Safety Training Center

This is to Certify that

VICKI ELLIS

(340486)

Has successfully completed a 1 hour course of study entitled

Dealing with the Mentally Ill or Persons with Diminished Capacity

(DGWOIG)


In witness thereof, the seal of the State of Georgia and the signatures of duly authorized officers affixed.
Given on the 9th day of January, 2019.



Executive Director
Georgia Peace Officer Standards and Training Council

Melissa White

Course Coordinator



Director
Georgia Public Safety Training Center



Division Director
Instructional Services Division