


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 11.04</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: GCIC / NCIC</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as:</p>	<p>State Certification Standards:</p>		

PURPOSE

To establish guidelines to ensure the security, privacy, accuracy and completeness of dissemination of adult and juvenile record information; proper entry, maintenance and removal of all wanted/missing person and property records; and to ensure the accuracy, timeliness and completeness of all records maintained by the Rabun County Sheriff's Office.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office to comply with all rules and regulations established by the Georgia Crime Information Center (GCIC) when conducting operations that are governed by GCIC.

DISCUSSION

The rules and procedures governing the operation of the agency's GCIC and NCIC information systems are prescribed in State law (OCGA 35-3-30 to 35-3-40), the "Rules of the Georgia Crime Information Center Council," "GCIC Operations Bulletins," and the "Policies of the National Crime Information Center Advisory Board." Criminal Justice Information cannot be accessed by any employee except as authorized by controlling State and Federal Laws, relevant federal regulations, and the rules of the GCIC Council. Only employees who are GCIC Terminal Operators will have access to the agency's terminals.

DEFINITIONS

O.C.G.A. – The Official Code of Georgia Annotated

G.C.I.C. – Georgia Crime Information Center (O.C.G.A. 35.3.31)

N.C.I.C. – National Crime Information Center

Terminal Agency Coordinator (TAC) - A CJIS network agency employee, designated by the agency head, to be responsible for ensuring compliance with state and federal policies, regulations and laws, established by the Georgia Crime Information Center (GCIC), the Federal Bureau of Investigation's (FBI) Criminal Justice Information Services (CJIS) Division, and the National Law Enforcement Telecommunications System (NLETS). Responsibilities include adherence to GCIC/FBI CJIS validation program procedures for specified Georgia and FBI CJIS records.

I. STATE AND FEDERAL INFORMATION SYSTEMS

THE FOLLOWING PROCEDURES WILL BE FOLLOWED IN ACCORDANCE WITH THE GCIC COUNCIL RULES/GCIC SECURITY POLICY (A COPY OF THE GCIC RULES/POLICY CAN BE PROVIDED BY THE RECORDS SUPERVISOR OR HIS DESIGNEE). IF ANY OF THE PROCEDURES ARE VIOLATED, REMEDIAL ACTION WILL BE TAKEN.

1. The following procedures are applicable to all Rabun County Sheriff's Office desk and laptops, which have access to any State or Federal Information Systems.
2. The rules and procedures governing the operation of the Sheriff's Office GCIC and NCIC information systems are prescribed in State law (O.C.G.A. 35-3-30 to 35-3-40), the "Rules of the Georgia Crime Information Center Council," "GCIC Operations Bulletins," and the "Policies of the National Crime Information Center Advisory Board."
3. Criminal Justice Information cannot be accessed by any employee except as authorized by controlling State and Federal Laws, relevant federal regulations, and the rules of the GCIC Council. Only employees who are GCIC Terminal Operators will have access to the agency's terminals.
4. The dissemination of all criminal history information will be performed by the on-duty GCIC Terminal Operator.

5. Disseminated information will be logged with the date, purpose of the inquiry, name of person and agency requesting the information, the name and identifying data on the individual about whom the inquiry is made, and the initials of the GCIC Terminal Operator fulfilling the request.
6. Criminal history records may not be disseminated to private persons, public and private employers, public agencies or political subdivisions including state and federal licensing and regulatory agencies, except as authorized by governing directives.
7. Computerized criminal history information printouts, and/or originals or copies of any criminal history record information will be obtained only through the GCIC Terminal Operator. The request is submitted electronically, through the GCIC terminal (computer), which is located in the Rabun County Detention Center. The response from GCIC is not maintained electronically, but is automatically sent to a printer maintained in the Rabun County Detention Center. The Rabun County Sheriff's Office does not receive computerized criminal history reports.
8. If an emergency need arises after normal business hours, an on duty GCIC Terminal Operator at the Rabun County Detention Center will provide printout only. Such information will be released only to law enforcement personnel.
9. All other criminal history information requests are to be directed to the on duty GCIC Terminal Operator at the Rabun County Detention Center during normal Rabun County Sheriff's Office business hours.
10. A criminal history or driver history WILL NOT be part of a case file/incident report. All CHRI documents, when no longer needed, must be destroyed by shredding or burning.
11. Properly trained and certified Terminal Agency Coordinators and Operators will monitor the Sheriff's Office GCIC/NCIC terminals in compliance with GCIC policies and procedures.
12. Heads of each terminal agency and managers of computer interface agencies must sign a User Agreement with GCIC. The agreement states the duties and responsibilities of criminal justice agencies and GCIC concerning use of the CJIS network, training, and compliance with state and federal laws and rules.
13. All personnel employed with the Rabun County Sheriff's Office must attend GCIC Security & Integrity Class and sign a GCIC Awareness Statement. This statement ensures that all employees are aware of GCIC Rules and Regulations governing privacy and security.

II. Validations

To ensure that all computer entries, hot files and wanted/missing person's files are securely and properly maintained, accurate and complete. All records will be validated each month, within the requested time period, in accordance to GCIC/NCIC Rules and Regulations.

1. The TAC shall ensure that all record entries are reviewed in a timely manner as designated by GCIC. All information shall be compared with record entries;
2. Personnel shall consider all alternative information to complete the accuracy of the GCIC entries;
3. Personnel validating record entries shall document any discrepancies, additional information, and removals of each record entry;
4. The TAC or designee will follow current validation procedures put in place by GCIC and will complete the validation package by the specified date;
5. IQ's need to be run at initial entry, ninety day validation, and yearly validation.

III. Requests for Hit Confirmations – During/After Office Hours

1. The Rabun County Sheriff's Office is a full service terminal agency with GCIC. The Rabun County Detention Center will monitor and have access to GCIC terminals during office and non-office hours. The Rabun County Detention Center will monitor GCIC/NCIC messages for the Rabun County Sheriff's Office and any municipal law enforcement agency in Rabun County with whom the Rabun County Sheriff's Office has a current service agreement with. A copy of each current service agreement shall be maintained at the Rabun County Detention Center. The Rabun County Detention Center will have the responsibility for responding to incoming messages as required by GCIC regulations and will supply data entry for incidents which require immediate entry, i.e. missing juveniles;
2. Hard copies of documents are needed for confirmation of GCIC/NCIC entries and will be maintained in a secure location. The Rabun County Detention Center personnel shall have access to documents needed for confirmation of inquiries;
3. Upon a hit being received from GCIC on a Rabun County Sheriff's Office generated entry, the procedures are as follows:
 - A. Rabun County Detention Center will, within the required ten (10) minute limit, notify the requesting agency by sending a confirmation to the inquiry and any additional information will be forthcoming as soon as possible;

- B. The Rabun County Detention Center will confirm the information needed for reply, as soon as possible for entries made for municipal law enforcement agencies in the same manner;
- C. Under no circumstances will authorization be given to the requesting agency to make an arrest on a Rabun County Sheriff's Office entry until the validity of the entry is confirmed;
- D. The Terminal Agency Coordinator (TAC) or their designee for the Rabun County Sheriff's Office will have the responsibility for retrieving all documents related to GCIC submissions and cancellations. The TAC or their designee shall also have the responsibility for appropriate dissemination and filing of the records.

IV. Security for Protected Documents in a Natural Disaster

All protected documents will be moved to the Rabun County Government Building in the event of tornado, flood, or other natural disaster. Once removed to a secure place, security will be maintained until such time as deemed necessary.

V. System Back-Up Procedures

It is the responsibility of Rabun County Sheriff's Office IT Department or their designee to complete a back-up of the agency's computerized records system. Back-ups will be completed on a weekly and monthly basis.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County