

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Support Services/Human Resources	Reference Number: IVO15-0003 (104.52)	Revises Previous Effective Date: 7/01/03
Subject: Criminal History Record Information		
Authority: Bryson/Dozier	Effective Date: 03/31/15	Page 1 of 2

I. POLICY:

- A. The Georgia Department of Corrections (GDC) will comply with Georgia Crime Information Center (GCIC) Council (Board of Public Safety) rules and regulations, based on state and federal laws, relative to the gathering, retention, and distribution of criminal history records. This includes GCIC Rule 140-1-.02 (amended) which requires all criminal justice agencies to comply with the following Personnel Security Standards:
1. Every employee of a criminal justice agency must sign an Awareness Statement acknowledging that the employee has been informed of the penalties for unlawfully gaining or disseminating Criminal History Record Information.
 2. All employees associated with the review, maintenance or dissemination of criminal history record information and those in proximity to GCIC terminals or reports must attend Security & Integrity of Criminal Justice Information training.
- B. GDC will also comply with the Georgia Computer Systems Protection Act O.C.G.A. § 16-9-90 which provides statutory protection for public sector and private sector computer systems, including communications links to such computer systems. This protection includes all of the databases accessible via network terminals.

II. APPLICABILITY:

All employees of the Georgia Department of Corrections.

III. RELATED DIRECTIVES:

- A. O.C.G.A.
- | | |
|-------------------------|--|
| § 16-9-90 <i>et seq</i> | Georgia Computer Systems Protection Act |
| § 35-3-31 | Establishment of Center, Staff and Equipment |
| § 35-3-38 | Unauthorized Disclosure of Criminal Record History Information |

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- B. GCIC Rule
140-1-.02(amended) General Definitions

IV. DEFINITIONS:

None

V. ATTACHMENT:

Attachment 1 -Criminal Record Disclosure Awareness Statement

VI. PROCEDURE:

- A. Immediately upon employment, each employee must be informed by the Appointing Authority or designee, of the intent and content of the regulations concerning the security and privacy of criminal history record information, and the penalties for unlawfully gaining or disseminating criminal history record information.
- B. Each new employee must sign a Criminal Record Disclosure Awareness Statement (Attachment 1) which must be submitted to the Corrections Human Resources Management (CHRM) Office as part of the hiring package.
- C. All Department employees who have contact with criminal history record information or the possibility of contact due to their proximity to GCIC terminals or reports must attend the Security & Integrity of Criminal Justice Information training upon hire and again biennially as required by GDC Rules and Regulations and the GDC Training Section.
- D. Division Directors are responsible for establishing procedures to ensure that any employee who is responsible for the maintenance or dissemination of criminal history record information receives the appropriate training from the GDC Training Section or other sources as may be necessary (i.e., certification of training to access GCIC network).
1. Employees must be properly trained before they are authorized to access criminal history record information.

VII. RECORD RETENTION:

Attachment 1 Criminal Record Disclosure Awareness Statement

Retain permanently in the official personnel file.