

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Support Services/ Communications Center	Reference Number: IVF01-0006	Revises Previous Effective Date: 4/01/02
Subject: Communication Center GCIC User Agreement		
Authority: Owens/Smith	Effective Date: 9/15/10	Page 1 of 2

I. POLICY:

To establish responsibility for coordination of the User Agreement for services provided by the Georgia Crime Information Center's Criminal Justice Information System.

II. APPLICABILITY:

Users of the GCIC network.

III. RELATED DIRECTIVES:

GCIC Manual.

IV. DEFINITIONS:

NONE

V. ATTACHMENTS:

NONE

VI. PROCEDURE:

A. As set forth in GCIC rules, regulations and policy manual; the Commissioner of the Georgia Department of Corrections will execute a User Agreement providing for agency access to the information contained on the GCIC network. The Commissioner shall appoint a Terminal Agency Coordinator who will be the point of contact for purposes of coordination with the GCIC and for assuring compliance with GCIC procedures.

B. The agency's Terminal Agency Coordinator (Agency TAC) will be the individual assigned to Operations, Planning &

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Training Division having supervisory responsibility for the GDC Communications Center. Two alternates from the Communications Center will be appointed to represent Facilities and Probations to support those units with GCIC related training and functions. Additional individuals assigned to Corrections Division can be appointed as TAC's to work directly with facilities and Probations Offices at the discretion of the Agency TAC.

- C. The appointed alternates will achieve TAC certification as required by GCIC. They may communicate with the Agency TAC and GCIC on the needs of their respective areas. However, no policy decisions may be made without coordination and approval of the officially designated TAC.
- D. GCIC will periodically conduct audits on the use of individual terminals. A copy of the audit, along with corrective action taken on any deficiencies, will be submitted to the Terminal Agency Coordinator.
- E. Staff utilizing the GCIC terminal will achieve Terminal Operator certification as required by GCIC. Terminal Operators will be required to comply with all procedures as determined by GCIC.