

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Support Services/ Communications Center	Reference Number: IVF01-0009	Revises Previous Effective Date: 2/01/01
Subject: Communication Center Information Flow		
Authority: Owens/Smith	Effective Date: 9/15/10	Page 1 of 2

I. POLICY:

To establish procedures for processing/communicating information via the Communication Center's data communication equipment.

II. APPLICABILITY:

All staff.

III. RELATED DIRECTIVES:

- A. GDC Rules: 125-2-4-16, 125-1-2-.01 (b), 125-2-1-.01 (d), 125-3-1-.05 (a), 125-3-2-.05, 125-3-1-.07, 125-3-2-.07, 125-2-4-.20, 125-4-4-.10, 125-4-4-.11.
- B. GDC SOPS: IIA02-0002, IIA04-0001, IIA04-0002, IIA04-0004, IIB01-0008, IVF01-0007 and IVF01-0008.
- C. GDC Emergency Operations Manual

IV. DEFINITIONS:

GCIC: Georgia Crime Information Center is a criminal justice information system network consisting of agencies, procedures, mechanisms, media, and forms as well as the information itself, which are or which become involved in the organization, transmittal, storage, retrieval, and dissemination of information related to reported offenders and their subsequent actions related to such events or persons.

V. ATTACHMENTS:

NONE.

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VI. PROCEDURE:

- A. Incident reports during non-business hours, as noted in the Related Directives Section of this SOP, will be telephoned to the Communications Center. A detailed statement of incidents reported to the Communications Center will be entered into SCRIBE each business day to produce a summary of incidents that were reported during the previous 24 hour period. The reports will be populated in the Emergency Report module of SCRIBE for viewing by executives and management personnel statewide.
- B. Administrative messages, warrants on escapees, and BOLO's (be on the look out) shall be transmitted by the Communication Center over the GCIC network for viewing by all law enforcement agencies nationwide. These transmissions shall be in compliance with GCIC's policies and procedures.
- C. Lost/stolen employee identification cards, badges, or other items which could create security breaches shall be reported to the appropriate Division Director, Internal Investigations, and the Communications Center. The Communications Center will enter an active record in GCIC for controlled items such as departmental vehicles and weapons according to state laws and GCIC Council Rules.
- D. All incoming messages regarding notifications of arrests and detainers received via GCIC and fax into the Communication Center will be acknowledged in GCIC and routed to the designated receiver on a timely basis. Routine messages will be held for pick up in the Communications Center after proper notification to the designated receiver.