

**Georgia Crime Information Center
Reference Materials
Non-Criminal Justice
Disciplinary Policy Example**

Standard Operating Procedure

Subject:

Disciplinary Policy for violation or actions involving misuse of information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network

Effective Date: 00/00/0000

Revised Date: 00/00/0000

Purpose:

The purpose of this policy is to establish guidelines for disciplinary action regarding misuse or violations concerning the GCIC CJIS Network, materials, records, and information obtained thereof.

This policy applies to all agency employees, non-paid employees, and vendors/contractors with access, to include physical and logical access, to GCIC materials, records, and information. All employees, non-paid employees, and vendors/contractors are required to follow the policies, rules and procedures set forth by GCIC, GCIC Council Rules, CJIS Security Policy, and the laws of the State of Georgia.

Title 28, United States Code § 534, authorizes dissemination of Criminal History Record Information (CHRI), and provides that access to CHRI is subject to cancellation if dissemination is made outside of the authorized recipient. In addition, O.C.G.A. § 35-3-38 establishes criminal penalties for specific offenses involving requesting, obtaining, using and/or disseminating CHRI except as permitted by law.

The following disciplinary action will be taken for general working errors that involve violations which are determined to be accidental errors or errors made due to the need of Security Awareness training. The severity of the error will be evaluated by the agency head or designee. This is a general guideline, and its use will be determined by the agency head or designee.

1st offense (for less severe errors) Verbal Warning and additional training

2nd offense (determined by the severity of error) Written reprimand and additional training

3rd offense – Written reprimand, possible suspension or termination and additional training

4th offense – employment termination

For deliberate violations and/or misuse of GCIC/NCIC or information obtained thereof:

1st offense – immediate termination and possible criminal prosecution