

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: **GP-13**
Effective: **07-25-2017**
Revised:
Reviewed: **07-23-2019**

Fire Chief Signature

DATE

Title: Disciplinary procedures for misuse of information from Georgia Crime Information Center

Scope: All personnel

Policy:

The purpose of this policy is to establish guidelines for disciplinary action in regards to misuse or violations concerning the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network, materials, records and information obtained thereof.

All employees are required to follow the policies, rules and procedures set forth by GCIC, GCIC Council Riles, 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 Fire Chief or designee. This is a general guideline and its use will be determined by Fire Chief 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 with performance improvement plan, 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