

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: **GP-15**
Effective: **07-25-2017**
Revised:
Reviewed: **07-23-2019**

Fire Chief Signature

DATE

Title: Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network Man-made/Natural Disaster Policy

Scope: All personnel with access to GCIC materials, records and information.

Policy:

The purpose of this policy is to establish guidelines in the event of a man-made or natural disaster ensuring all GCIC, CJIS Network material, records and information obtained thereof are secure.

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.

In the event of a man-made or natural disaster, the Fire Chief or designee shall have the responsibility of ensuring that GCIC materials and records maintained by Dalton Fire Department are not in danger of being damaged or destroyed. In the event that the materials or records are not secure, personnel shall be stationed in the area to secure GCIC materials and records. The Fire Chief or designee shall be responsible for taking necessary steps to ensure that all materials and records are secure on-site or that the materials and records are moved to another secure location.