

# DALTON FIRE DEPARTMENT

## Standard Operating Procedure

**S.O.P.:** GP-13  
**Effective:** 07/25/2017  
**Revised:**  
**Reviewed:** 07/25/2023

\_\_\_\_\_  
**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.

1<sup>st</sup> offense - (for less severe errors) Verbal Warning and additional training

2<sup>nd</sup> offense - (determined by the severity of error) Written reprimand and additional training

3<sup>rd</sup> offense – Written reprimand with performance improvement plan, possible suspension or termination and additional training

4<sup>th</sup> offense – employment termination

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

1<sup>st</sup> offense – Immediate termination and possible criminal prosecution

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## Standard Operating Procedure

**S.O.P.:** GP-14  
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**Fire Chief Signature**

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**DATE**

**Title:** Media protection for information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network

**Scope:** All personnel with access, to include physical and logical access, to any electronic or physical media containing CJI/CHRI while being stored, accessed or physically moved from a secure location.

### **Policy:**

The purpose of this policy is to ensure the protection of Georgia Crime Information Center (GCIC) Criminal History Record Information (CHRI). This policy applies to all employees with access, to include physical and logical access, to any electronic or physical media containing CJI/CHRI while being stored, accessed or physically moved from a secure location. Transporting CJI outside the agency's assigned physically secure area must be monitored and controlled.

Authorized personnel shall protect and control electronic and physical CJI/CHRI while at rest and in transit. Dalton Fire Department will take appropriate safeguards for protecting CJI/CHRI to limit potential mishandling or loss while being stored, accessed, or transported. Any inadvertent or inappropriate disclosure must be reported to the Fire Chief or designee. All employees are required to follow the policies, rules and procedures set forth by GCIC, GCIC Council Rules, CJIS Security Policy, and laws of the State of Georgia.

Controls shall be in place to protect electronic and physical media containing CJI/CHRI while at rest, stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drive, external hard drives, or digital memory card. "Physical media" includes printed documents and imagery that contain CJI/CHRI.

### **Media Storage and Access:**

- To protect CJI/CHRI, personnel shall:
- Securely store within a physical secure location or controlled area.
- Restrict access to authorized individuals.
- Restrict the pickup, receipt, transfer and delivery to authorized individuals.
- Ensure that only authorized users remove printed from or digital media from the CJI/CHRI.
- Physically protect until media end of life.

- Not use personally owned information system to access, process, store, or transmit CJI/CHRI.
- Not utilize publicly accessible computers to access, process, store, or transmit CJI/CHRI.
- Publicly accessible computers include but not limited to: hotel, business center, convention center, public library, public kiosk, etc.
- Store all hard copy printouts maintained in a secure area accessible to only personnel whose job function require them to handle such documents.
- Safeguard against possible misuse.
- While being used, must not leave employee's immediate control. Documents shall not be unsupervised while physical controls are not in place.
- Precautions shall be made to obscure from public view.
- CJI transmitted or stored electronically shall be protected using encryption.
- When encryption is employed, the cryptographic module used shall be certified to meet FIPS 140-2 standards.
- Establish appropriate administrative, technical and physical safeguards to ensure the security and confidentiality.

#### **Electronic Media Sanitation and Disposal:**

Dalton Fire Department shall sanitize, that is, overwrite at least three times or degauss electronic media prior to disposal or release for reuse by unauthorized individuals. Inoperable electronic media shall be destroyed (cut up, shredded, etc.). Dalton Fire Department shall maintain written documentation of these steps taken to sanitize or destroy electronic media. Dalton Fire Department shall ensure the sanitation or destruction is witnessed and carried out by authorized personnel. Physical media shall be securely disposed of using the same procedures when no longer required.

#### **Penalties:**

Violation of any of the requirements in this policy by any personnel will result in suitable disciplinary action, as outlined in the Disciplinary Policy. Any violations must be reported in writing to the GCIC deputy director.

# DALTON FIRE DEPARTMENT

## Standard Operating Procedure

**S.O.P.:** GP-15  
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\_\_\_\_\_  
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.

# DALTON FIRE DEPARTMENT

## Standard Operating Procedure

**S.O.P.:** T-2  
**Effective:** 11/30/2004  
**Revised:** 07/25/2017  
**Reviewed:** 07/25/2023

\_\_\_\_\_  
Fire Chief Signature

\_\_\_\_\_  
DATE

**Title:** Live Fire Training Evolutions

**Scope:** All personnel

**Policy:**

All live fire training evolutions shall be conducted in accordance with the most recent editions of the following codes and standards:

- NFPA 1001, *Standard for Firefighter Professional Qualifications*
- NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*
- NFPA 1403, *Standard on Live Fire Training Evolutions*
- NFPA 1410, *Standard on Training for Emergency Scene Operations*
- NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*
- NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications*
- NFPA 1971, *Standard on Protective Ensembles for Structural Firefighting*
- NFPA 1975, *Standard on Emergency Services Work Clothing Elements*
- NFPA 1981, *Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services*
- NFPA 1982, *Standard on Personal Alert Safety Systems (PASS)*
- OSHA 29 CFR 1910.134(g)(4), Procedures for interior structural firefighting
- O.C.G.A. 205-1-3, Minimum Requirements for Firefighters Operating in the State of Georgia

Live fire training facilities will be operated at the sole discretion of Dalton Fire Department and the City of Dalton. Furthermore, Dalton Fire Department reserves the authority to coordinate and/or approve all activities at the training facility and accept or reject any student or agency from live fire training at their discretion.

## **Burn Plans**

A burn plan shall be submitted to the Training Division and gain approval prior to conducting any live fire training evolution. Once approved, the burn plan shall be utilized to conduct pre-burn briefings to include instructor and student walk-throughs, as well as medical, communication, and emergency evacuation plans. Completed burn plans shall be returned to the Training Division when live fire training evolutions are concluded. A sample burn plan is included as Appendix A of this document.

## **Safety**

A safety officer shall be appointed for all live fire training evolutions. The safety officer, regardless of rank, shall have the authority to intervene and control any aspect of the operation when, in his/her judgment, the potential for an unsafe condition exists. The safety officer shall provide for the safety of all persons on the training ground, including students, instructors, visitors, and spectators.

All personnel participating in live fire training evolutions shall utilize compliant and serviceable personal protective equipment including SCBA w/ PASS for operations in IDLH environments. All participants shall use department issued clothing or natural fiber/FR garments (to include long pants) beneath their PPE at all times while engaged in live fire training.

Basic life support equipment and rehabilitation supplies/facilities shall be available on site to handle injuries/illnesses and rehabilitation of personnel.

Human victims shall not be used under any circumstance during live fire training evolutions.

A backup line will be charged and manned by at least 2 personnel while the burn building is occupied by students or instructors.

At no time shall any instructor or student be inside the burn building alone when an IDLH environment is present.

Any injury which occurs shall be immediately reported to the instructor-in-charge so that necessary action may be taken.

Live fire training evolutions may be postponed or cancelled as necessary to reduce the risk of injury caused by extreme weather conditions. The burn building shall not be occupied when lightning is reported in the area.

## **Water Supply**

A patent water supply shall be established prior to ignition of any fire within the burn building. It is acceptable to utilize a single hydrant for both the primary and secondary water source as long as two separate supply lines are connected and charged throughout the operation. This method is compliant with NFPA 1403 because the water system has been engineered to provide adequate volume for the evolutions conducted and a backup power source and backup pumps are in place to ensure an uninterrupted supply in the event of a malfunction.

## **Fuel Materials**

Fuels utilized during live fire training evolutions shall only be Class A wood products.

Pressure-treated or engineered wood products, rubber, plastic, polyurethane foam, upholstered furniture, flammable or combustible liquids, and chemically treated or pesticide-treated hay shall not be used. Unidentified materials, such as debris found in or around the structure that could burn in unanticipated ways, react violently, or create environmental or health hazards, shall not be used.

Propane lighters are permitted to be used to ignite training fires and shall be removed from the structure immediately after ignition. The decision to ignite any training fire shall be made by the instructor-in-charge in coordination with the safety officer and the ignition officer.

Total fuel load for a given room or area in the burn building shall not exceed manufacturer's recommendations.

## **Instructors**

All live fire instructors must complete Fire Instructor 1 and Structural Fire Control Instructor through GPSTC/GFA prior to becoming eligible to teach during live fire training evolutions.

Instructors shall monitor and supervise all assigned students and take a personnel accountability report (PAR) when entering and exiting the burn building during live fire training evolutions.

The instructor-in-charge shall act as incident commander (IC) and be responsible for coordinating overall training ground activities to ensure proper levels of safety as well as compliance with all aforementioned codes and standards.

**Appendix A**

**Dalton Fire Department**

**Burn Plan**