

# Planning and Zoning Office

Monroe County, Georgia  
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**Georgia Crime Information Center  
Reference Materials  
Non-Criminal Justice  
Disciplinary Policy**

**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:**

**08/31/2021**

**Revised Date:**

**08/31/2021**

**Purpose:**

The purpose of this policy is to establish guidelines for disciplinary action in regard to 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, authorized dissemination of Criminal History Record Information (CHRI) and provides that access to CHRI is subject to cancellation of dissemination is made outside of the authorized recipient. In addition, O.C.G.A. 35-3-38 established 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.

- 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, 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

**PLEASE SIGN STATING YOU HAVE RECEIVED, READ, AND UNDERSTAND THE MEDIA PROTECTION POLICY GIVEN TO YOU BY THE ZONING OFFICER OF MONROE COUNTY, GEORGIA.**

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SIGNATURE

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DATE