

# Planning and Zoning Office

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Monroe County, Georgia  
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**Georgia Crime Information Center  
Reference Material  
Non-Criminal Justice  
Man-Made/Natural Disaster Policy**

**Standard Operating Procedure**

**Subject:**

Man-Made/Natural Disaster Policy for 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 in the event of a man-made or natural disaster to ensure that GCIC CJIS Network material, records, and information obtained thereof are secure.

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. This policy will establish guidelines for securing GCIC materials, records, and information obtained thereof in the event of a man-made or natural disaster.

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.

In the event of a man-made or natural disaster, the agency head or designee and/or the Local Agency Security Officer (LASO) shall have the responsibility of ensuring that GCIC materials and records maintained by the agency are not in danger of being damaged or destroyed. In the event that the materials or records are not secure, or have been damaged or destroyed, the affected agency personnel shall make immediate notification to the agency head or designee and/or LASO to inform of the situation. If necessary, personnel shall be stationed in the area to secure GCIC materials and records. Affected areas include: Records and Administrative Offices. The agency head, designee and/or LASO 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.

**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