



CHATHAM COUNTY POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

SOP # OPS-062
COMMERCIAL DISSEMINATION POLICY

EFFECTIVE DATE: 01/13/20

PURPOSE:

The purpose of this policy is to establish guidelines regarding the commercial dissemination of Georgia Crime Information Center (GCIC) state system/National Crime Information Center (NCIC) non-restricted files (hot files) and information obtained thereof.

POLICY:

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.

PROCEDURE:

I. REQUIREMENTS:

- A. All employees are required to follow the policies, rules and procedures set forth by GCIC, NCIC, FBI CJIS Security Policy, and the laws of the State of Georgia.
 - 1. The commercial dissemination of GCIC/NCIC non-restricted files, formally known as hot files, is prohibited.

BY ORDER OF:

Electronically Approved on PowerDMS on 01/13/2020

Jeffrey M. Hadley
Chief of Police