

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Criminal History Record Information		
Policy Number: 104.52	Effective Date: 5/27/2020	Page Number: 1 of 2
Authority: Commissioner	Originating Division: Administration & Finance Division (Human Resources)	Access Listing: Level I: All Access

I. Introduction and Summary:

A. The Georgia Department of Corrections (GDC) will comply with Georgia Crime Information Center (GCIC) Council Rules and Regulations, based on state and federal law, relating to the gathering, retention, and distribution of criminal history records. This includes GCIC Council Rules which require all criminal justice agencies to comply with the following Personnel Security and Training Standards:

1. Every employee of a criminal justice agency must sign an Awareness Statement acknowledging that the employee has been informed of the penalties for unlawfully gaining or disseminating Criminal History Record Information.
2. All employees associated with the review, maintenance or dissemination of criminal history record information and those in proximity to GCIC terminals or reports must attend Security and Integrity of Criminal Justice Information training.

B. GDC will also comply with the Georgia Computer Systems Protection Act, which provides statutory protection for public sector and private sector computer systems, including communications links to such computer systems. This protection includes all of the databases accessible via network terminals.

II. Authority:

- A. O.C.G.A. §§16-9-90, *et seq.*, 35-3-31, 35-3-38;
- B. Ga. Comp. R. & Regs. 140-1-.01, *et seq.*; and
- C. ACA Standards: 2-CO-1C-10 and 4-ACRS-7B-05.

III. Definitions: None.

IV. Statement of Policy and Applicable Procedures:

A. Immediately upon initial employment, each employee must be informed by the Appointing Authority or designee, of the intent and content of the regulations concerning the security and privacy of criminal history record information, and the penalties for unlawfully gaining or disseminating criminal history record information.

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- B. Each new employee must sign Attachment 1, Criminal Record Disclosure Awareness Statement which must be submitted to the Corrections Human Resources Management (CHRM) Office as part of the hiring package.
- C. All Department employees who have contact with criminal history record information or the possibility of contact due to their proximity to GCIC terminals or reports must successfully complete the GCIC Security Awareness Training within sixty (60) days of employment or initial assignment and biennially thereafter.
- D. Division Assistant Commissioners are responsible for establishing procedures to ensure that any employee who is responsible for the maintenance or dissemination of criminal history record information receives the appropriate training from the GDC Training Section or other sources as may be necessary (i.e., certification of training to access GCIC network). Employees must be properly trained before they are authorized to access criminal history record information.

V. Attachments:

Attachment 1: Criminal Record Disclosure Awareness Statement

VI. Record Retention of Forms Relevant to This Policy:

Upon completion, Attachment 1 shall be retained permanently in the employee's official HR file.