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

**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:** 01/17/2019

**Revised Date:** 10/18/2021

**Purpose:**

The purpose of this policy is to establish guidelines for disciplinary action in regards 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, 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 agency head or designee.



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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