

## **Tapestry Public Charter School**

### **Policy for Protecting Criminal Records During Natural or Manmade Disasters**

#### **Standard Operating Procedures**

Subject: Georgia Crime Information Center (GCIC)/National Crime Information Center (NCIC)  
Man-Made or Natural Disaster

Revised Date: 2/14/2016

#### **Purpose:**

The purpose of this policy is to establish guidelines in the event of a man-made or natural disaster to ensure that Georgia Crime Information Center (GCIC) state system/National Crime Information Center (NCIC) material, records and information obtained thereof are secure.

This policy applies to all agency employees and non-paid employees with access, to include physical and logical access, to GCIC/NCIC. This policy will establish guidelines for securing GCIC/NCIC materials, records and information obtained thereof in the event of a man-made or natural disaster.

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.

In the event of a man-made or natural disaster, the Patrol Shift Commander shall have the responsibility of ensuring that GCIC/NCIC records and materials maintained by the agency are not in danger of being damaged or destroyed. In the event that the records or materials are not secure, or have been damaged or destroyed, the Patrol Shift Commander shall make immediate notification to the affected Division Commander and advise of the situation. If necessary, personnel shall be stationed in the area to secure GCIC/NCIC records and materials. Affected areas include: Records, Criminal Investigations, Detention Center, Communications, Drug Unit and Civil/Courthouse Offices. The affected Division Commander shall be responsible for taking necessary steps to ensure that all materials are secure on-site or that materials are moved to another secure location. Other secure locations would include the local police station, or Dekalb County School headquarters.