

Tapestry Public Charter School

Disciplinary Policy Relating to Violations of Criminal Records Information Use

Standard Operating Procedures

Subject: Georgia Crime Information Center (GCIC)/National Crime Information Center (NCIC)
Disciplinary Action for Violations

Revised Date: 2/14/16

Purpose:

The purpose of this policy is to establish guidelines for disciplinary action in regards to violations concerning the Georgia Crime Information Center state system/National Crime Information Center and information obtained thereof.

This policy applies to all agency employees with access, to include physical and logical access, to GCIC/NCIC. This policy will establish guidelines for disciplinary action to be taken in regard to the usage of the GCIC/NCIC and information obtained thereof.

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.

A. 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 additional training. The severity of the error will be evaluated by the Terminal Agency Coordinator. This is a general guideline and its use will be determined by the Terminal Agency Coordinator, Administrative Head, and/or Agency Head.

- 1st offense (for less severe errors) Verbal Warning – additional training
- 1st offense or 2nd offense (determined by the severity of error) – written reprimand – additional training
- 3rd offense – written reprimand with possible suspension or termination –extensive additional training
- 4th offense – employment termination

B. For *deliberate* violations and/or misuse of GCIC/NCIC or information obtained thereof;

- 1st offense – immediate termination and possible criminal prosecution