
LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

SOP# A-125

PAGE # 1

SUBJECT: GEORGIA CRIME INFORMATION CENTER VALIDATION
PROCEDURES

INDEX AS: VALIDATIONS

EFFECTIVE DATE: 4/20/2005 REVISED DATE:

I. **PURPOSE:**

The purpose of this policy is to establish guidelines for the proper validating of records known as "Hot Files" entered by this agency in the State Computer.

II. **POLICY:**

This policy applies to the Terminal Agency Coordinator, (TAC) primary and alternate and to Terminal Operators or other designated personnel that have the duty assigned by the TAC to ensure the correctness of records entered in the State Computer.

1. Definitions:

a. Validations:

A complete checking of records known as "Hot Files", entered by this agency in the State computer.

b. Hot Files:

Records entered in the State Computer; consisting of stolen/missing/recovered abandoned- vehicles, articles, guns, boats, securities, and wanted/missing persons or any other records required by GCIC rules.

LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

SOP# A-125

PAGE # 2

c. Check Sheet:

A document that becomes part of the Hot file. It is the action sheet that lets everyone that may look at the record see that the information has been verified and any action that may be needed to complete the entry. It is also used to note any communication with the Victim, Investigator assigned to the case, or any person or Agency that may provide information concerning the record.

**SEE ATTACHMENT A **

III. PROCEDURES:

1. All records entered in the GCIC state computer must be validated by a second person after the original entry is made.
 - a. All entries must be supported by official documents, to include copies of incident reports, warrants, arrest booking reports, or any other document that will verify the correctness of the record. Original arrest warrants and original case files must be available to support record entries.
2. The TAC or other assigned personnel that validates a record must attach a check sheet to the "Hot File" and note the date of the validation and initial the check sheet. Any corrective action that is necessary to ensure a complete entry must be noted on the Check Sheet. Any type of communication with the victim, investigator, or other person or Agency must be noted on this check sheet. This check sheet becomes a permanent part of the "Hot File".

LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

SOP# A-125

PAGE # 3

3. The TAC or other assigned personnel will work with Investigations on contacting the Victim/Complainant to determine the validity of the record.
The TAC or other assigned personnel will forward a copy of the actual report with a Investigator verification sheet to the assigned Investigator for a status update. Each investigator must maintain an active working case file on all GCIC "HOTFILE" entries, except TAGS and DECALS, and present said working case file to the Tac or other assigned Records Clerk for verification .
If the victim or complainant cannot be contacted by telephone, the TAC or other assigned personnel will attempt contact through the U.S. Postal Service. The victim/complainant of stolen/missing property or the complainant of a missing person report will be asked to contact this agency to verify that the property is still missing or for verification that the person is still missing or has returned home or to another known location. This correspondence will be noted on the Validation Check Sheet and if it is in writing, a copy will be maintained in the "Hot File".
If an attempt is made to contact the victim/complainant by mail and there are no results within 30 working days, the record will be reviewed with the Investigator assigned to the case for possible cancellation .
If the record is determined to be invalid, it will be canceled immediately.
**SEE ATTACHMENT B , ATTACHMENT C AND ATTACHMENT D **
4. All Hot files consisting of Stolen/Missing Tags and Decals will not be forwarded to Investigations for validation purposes. Investigations will not maintain an active working case file on Tags and or Decals listed as missing/stolen unless they are involved in the actual theft of a motor vehicle or other extenuating circumstances exist.
5. Monthly Validation Packets received from GCIC will be acknowledged immediately by the TAC or other assigned personnel and the receipt form completed in GCIC computer. All records included in the package will be verified according to GCIC rules and the procedures of the Laurens County Law Enforcement Center.

LAURENS COUNTY LAW ENFORCEMENT CENTER

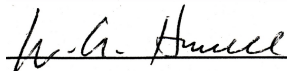
STANDARD OPERATING PROCEDURES

SOP# A-125

PAGE # 4

Upon completion of the Validations, the Verification form will be completed in the GCIC computer within the allotted time period.

6. All records will remain in the State computer according to the Policies of GCIC and this Agency. The records will be cleared or canceled immediately upon the determination that they are no longer valid or the case has been cleared.


W. A. HARRELL
SHERIFF

04/20/2005

DATE

ATTACHMENT "C"

DATE: _____

TO: _____

REFERENCE CASE # _____

REPORT DATE _____

We are reviewing case files and have the person listed below as a missing person in our State Computer.

We have been unable to contact you by phone and we need your help in verifying the status of this missing person. Is he/she still missing or have they returned home or are they possibly at another known location.

Please call us or notify us by return mail within 30 days. If we do not hear from you within this time, we will consider the record invalid and remove the entry from the State Computer.

You may call our Records Department or our Communications Office at 912-272-1522 during regular business hours-Monday thru Friday- 8:00 AM to 5:00 PM.

Thank You,

ATTACHMENT "D"

INVESTIGATIONS GCIC ENTRY STATUS REPORT

INVESTIGATOR _____

PLEASE INFORM THE RECORDS DEPARTMENT THE STATUS OF THE FOLLOWING
CASE # _____

PLEASE FIND ATTACHED, A COPY OF THE INCIDENT REPORT REFERENCED
ABOVE. PERSONAL VICTIM CONTACT MUST BE MADE PERIODICALLY IN ORDER
FOR US TO KEEP THIS CASE ACTIVE. WE MUST HAVE A CURRENT PHONE
NUMBER AND ADDRESS ON THE VICTIM.

CONTACT WAS LAST MADE WITH VICTIM ON: _____

REPORT STILL ACTIVE _____ YES _____ NO

CURRENT VICTIM CONTACT DATE _____ TIME _____

CONTACT WAS MADE BY: _____ PHONE _____ IN PERSON.

N E W V I C T I M A D D R E S S / P H O N E # :

INVESTIGATOR SIGNATURE: _____

DATE: _____

PLEASE RETURN TO : _____ AS SOON AS POSSIBLE.

***PLEASE BRING YOUR ACTIVE WORKING CASE FILE TO THE REQUESTOR
WHEN THIS FORM IS RETURNED.***