
LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

SOP# A-126

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SUBJECT: GEORGIA CRIME INFORMATION CENTER-PROTECTION OF FILES AND
COMPUTERS DURING NATURAL AND/OR MAN-MADE DISASTERS

INDEX AS: DISASTERS- NATURAL AND/OR MAN-MADE

EFFECTIVE DATE: 4/20/2005 REVISED DATE:

I. **PURPOSE:**

The purpose of this policy is to establish guidelines to protect the records and computers maintained by the Department, to be sure they are secure and not in danger of being damaged, destroyed or viewed by persons other than those that are authorized according to the rules of the Georgia Crime Information Center.

II. **POLICY:**

This policy applies to the Watch Commander(Ranking Supervisor on site) or other designated personnel that have the responsibility for securing Records and Computers in the event of a natural or man-made disaster.

A. In the event this department's records and computers are not secured or have been damaged, the Watch Commander or designated personnel shall make immediate notification to the Sheriff for advisement of the situation. If necessary, an officer (s) shall be stationed in the area to secure said records and computers until the affected area supervisors can be notified and respond to the situation. The affected areas will include:

1. Sheriff's Office.
2. Records Department- Case Files and Computers.
3. Investigative Department- Computers and Evidence Room.
4. Communications Room- Computers and GCIC Hot Files.
5. Administrative Offices- Computers and Files.
6. Booking Office- Computers and Files.
7. All others areas as designated by the Sheriff or Watch Commander.

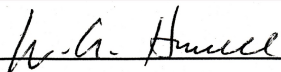
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- B. The affected division supervisor shall be responsible, upon notification, for taking the necessary steps to ensure that all records and computers are secured on site or that said records and computers are moved to another location where they can be secured until such time that they can be returned and secured within the Department.


W. A. HARRELL
SHERIFF

04/20/2005

DATE