
LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

SOP# A-128

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SUBJECT: **GEORGIA CRIME INFORMATION CENTER**
PROTECTION OF HOT FILES

INDEX AS: GEORGIA CRIME INFORMATION CENTER
HOT FILES- PROTECTION

EFFECTIVE DATE: 4/20/2005

REVISED DATE:

I. PURPOSE:

The purpose of this policy is to establish guidelines to protect the records known as HOT FILES, which are records entered into the state computer.

II. POLICY:

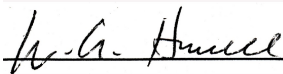
This policy applies to all Laurens County Sheriff's Department Employees. This policy will establish guidelines for the misuse of Hotfile Records by giving them away, selling them or using them other than their intended purpose.

Definitions:

Hotfiles- Records entered into the State Computer that consist of Vehicles, Persons, Articles, Guns, Boats and Securities

A. Laurens County Sheriff's Department Hotfile Records are intended for Law Enforcement purposes and are not to be sold, given away or used for any other purpose. Violation of this policy by any Laurens County Sheriff's Department employee will result in the following action:

1. 1st Offense- Immediate Termination and possible Criminal Charges.


W. A. HARRELL
SHERIFF

04/20/2005

Date