
LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

SOP# A-129

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SUBJECT: GEORGIA CRIME INFORMATION CENTER
DISCIPLINARY ACTION FOR VIOLATIONS

INDEX AS: GEORGIA CRIME INFORMATION CENTER
GCIC-DISCIPLINARY ACTION FOR VIOLATIONS

EFFECTIVE DATE: 10/20/2006 REVISED DATE:

I. PURPOSE:

The purpose of this policy is to establish guidelines for disciplinary action in regard to violations concerning the Georgia Crime Information Center State computer and information obtained thereof.

II. POLICY:

This policy applies to all Laurens County Sheriff's Department Employees. This policy will establish guidelines for disciplinary action to be taken in regard to the usage of the Georgia Crime Information Center State computer and information obtained thereof.

III PROCEDURES:

All employees are required to follow the policies, rules and procedures set forth by the Georgia Crime Information Center 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; such as using the wrong purpose code on a criminal history request. The severity of the error will be evaluated by the Terminal Agency Coordinator. {This is a general guideline and it's use will be determined by the Terminal Agency Coordinator, Administrative Captain, Sheriff and/or Major}

1st offense- (for less severe errors) Verbal Warning- Additional Training

1st offense or 2nd offense- (determined by severity of error)
Written Reprimand- Additional Training

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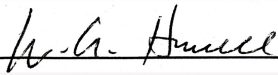
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3rd offense- Written Reprimand with possible suspension or termination- Extensive Additional Training

4th offense- Employment Termination

B. For deliberate violations and/or misuse of the GCIC state computer or information obtained thereof;

1st offense- Immediate Termination and possible Criminal Prosecution.


W. A. HARRELL
SHERIFF

10/20/2006

DATE
