

**BOARD POLICY
PERSONNEL RECORDS – MAN-MADE/NATURAL DISASTER POLICY
FOR INFORMATION FROM GCIC/CJIS**

CODE: GAK – R(2)

Subject:

Man-Made/Natural Disaster Policy for information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network

Purpose

The purpose of this policy is to establish guidelines in the event of a man-made or natural disaster to ensure that GCIC CJIS Network material, records and information obtained thereof are secure

This policy applies to all agency employees, non-paid employees, and vendors/contractors with access, to include physical and logical access, to GCIC materials, records and information. This policy will establish guidelines for securing GCIC materials, records and information obtained thereof in the event of a man-made or natural disaster.

All employees, non-paid employees, and vendors/contractors are required to follow the policies, rules and procedures set forth by GCIC, GCIC Council Rules, CJIS Security Policy, and the laws of the State of Georgia.

In the event of a man-made or natural disaster, the Executive Director or designee will serve as the local agency security officer (LASO) and shall have the responsibility of ensuring that GCIC materials and records maintained by the agency are not in danger of being damaged or destroyed. In the event that the materials or records are not secure, or have been damaged or destroyed, the affected agency personnel shall make immediate notification to the Executive Director or LASO to inform of the situation. If necessary, personnel shall be stationed in the area to secure GCIC materials and records. Affected areas include: Records, and Administrative Offices.

The Executive Director, designee and/or Local Agency Security Officer (LASO) shall be responsible for taking necessary steps to ensure that all materials and records are secure on-site or that the materials and records are moved to another secure location.

Date Issued: May 17, 2017

OKEFENOKEE RESA BOARD OF CONTROL