



GCIC Non-Criminal Justice Operations Bulletin 2014 -01

SUBJECT: GCIC Non–Criminal Justice Operations Bulletins

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Overview

The use of national Criminal History Record Information (CHRI) for employment and licensing purposes by a non-criminal justice agency (NCJA) is permitted by Federal statute, Title 42, U.S.C., Chapter 140, Subchapter II, § 14616. Additionally, the National Crime Prevention & Privacy Compact (Compact) Act of 1998 established a means for states to exchange criminal records for non-criminal justice purposes according to the laws of the requesting state. The Compact further established a Council to set rules, procedures and standards for access and use of the Interstate Identification Index (III) for non-criminal justice purposes.

The Georgia Crime Information Center (GCIC), a division of the Georgia Bureau of Investigation (GBI), maintains the state criminal history database, which contains Georgia CHRI and is the access point for national CHRI. In addition, GCIC is responsible for ensuring compliance with both state and federal rules for the use, security and dissemination of CHRI.

GCIC Operations Bulletins provide guidance on policy and operational matters. GCIC Non-Criminal Justice (NCJ) Operations Bulletins will be published as required to disseminate necessary information. A contact person/office is contained in each NCJ Operations Bulletin if additional information is needed.

Agency heads or other persons receiving these Operations Bulletins are urged to make the Bulletins or the information contained therein available to all personnel, i.e. Directors, Superintendents, and Human Resource Officers whose job responsibilities may be affected by the subject matter. **It is very important that these bulletins are disseminated to the appropriate personnel in each agency.**

1. GCIC NCJ Operations Bulletins will be available from the following sources:
 - Access the Georgia Bureau of Investigation (GBI) website at www.gbi.georgia.gov. Click Services, and select Non-Criminal Justice Agencies.
 - Access the GCIC Computer-Based Training (CBT) website at <http://www.firstnetcampus.com/GBI/entities/vendors/logon.htm>. **CBT users will also be notified of new bulletins via email from GCIC.**



It is the responsibility of the agency head to ensure the listed websites are periodically checked for new bulletins.

2. Listed below are the current 2014 GCIC Non-Criminal Justice Operations Bulletins:
 - 2014-01 - GCIC Non-Criminal Justice Operations Bulletins
 - 2014-01 – Attachment GCIC Contact List
 - 2014-02 – Security Awareness Training
 - 2014-03 – Agency Privacy Notification Requirements for Non-Criminal Justice Applicants

Also enclosed is an updated contact list of key GCIC phone numbers and e-mail addresses.

Approved: 
Terry D. Gibbons, Deputy Director of GCIC

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Date

