GEORGIA NON-CRIMINAL JUSTICE AGENCY TRAINING SYMPOSIUM THE PROOF IS IN THE PRINT

Tuesday, February 10, 2015 - Wednesday, February 11, 2015

Edgar H. Wilson Convention Center Macon, Georgia



Pre-Registration is required to attend the Georgia Non-Criminal Justice Agency Training Symposium. Pre-Registration begins November 17, 2014 and closes on January 16, 2015. Attendees must complete Pre-Registration using the GCIC Computer Based Training (CBT) Program at the following link: <u>http://www.firstnetcampus.com/GBI/entities/vendors/logon.htm</u>





Attendees must be present at one of the On-Site Registration times, to receive training materials.

On-Site Registration Dates, Times, and Locations

February 9, 2015 from 4:00 p.m. – 6:00 p.m. Marriott City Center – Macon

February 10, 2015 from 7:00 a.m. – 8:15 a.m. Edgar H. Wilson Convention Center

Attendees have the option to purchase a banquet style lunch each day. If choosing this option, attendees should **PREPAY** for lunches during On-Site Registration.

Convention Center personnel will collect the lunch payment. Debit, Credit Card and Cash are acceptable forms of payment.

Lunch cost is \$14.00 per day.





Monday, February 9, 2015

4:00 p.m. - 6:00 p.m.

On-Site Registration

Tuesday, February 10, 2015

7:00 a.m 8:15 a.m.	On-Site Registration
8:30 a.m 11:45 a.m.	General Session
11:45 a.m 1:15 p.m.	Lunch
1:15 p.m 5:00 p.m.	Breakout Sessions

Wednesday, February 11, 2015

8:30 a.m 11:20 a.m.	Breakout Sessions
11:20 a.m 12:45 p.m.	Lunch
12:45 p.m 3:50 p.m.	Breakout Sessions
3:50 p.m 5:00 p.m.	General Session







The **Marriott City Center – Macon** is the host hotel for the Georgia Non-Criminal Justice Agency Training Symposium.

Each attendee is responsible for obtaining hotel reservations. There are a **LIMITED** number of **"NCJ Training Meeting"** group (\$93.00) rate rooms available.

The group rate is for a standard single/double occupancy room. Any upgrades will result in additional charges. Attendees must provide tax exempt forms, if applicable.

Marriott City Center is located at 240 Coliseum Drive, Macon, GA 31217. Click on link to <u>book your group rate:</u> <u>Non-Criminal Justice Meeting >></u>



<u>GCIC Overview and Resources</u>: This class is an overview of the Georgia Crime Information Center and the resources available for non-criminal justice agencies. The class will incorporate the Computer Based Training (CBT) program functionality, GBI Website and documents available for non-criminal justice agencies.

Applicant Services: This class is an overview and discussion of the criminal history record request process and the agency's responsibility to the criminal history record information. The agencies will receive an introduction to the new Georgia Applicant Processing Service (GAPS) website which has been modified to further improve agency and applicant use. In addition, the agencies will receive an overview of the new Volunteer & Employee Criminal History System (VECHS) which will benefit non-governmental agencies requesting national criminal history record information.

How to Read a "RAP" Sheet: This class is designed for agencies utilizing criminal history record information for employment or licensing purposes. Information will be given regarding how criminal history record information is created, where the information is derived, and how to read and interpret the information. Detailed information regarding identification, arrest, disposition and incarceration which may be detailed on a criminal history is discussed.

<u>Applicant Background Checks</u>: This class is an overview of the different ways an agency can receive fingerprint-based background checks. The class will incorporate the use of the Georgia Applicant Processing Service (GAPS) solution, fingerprint submission through law enforcement agencies or agency owned livescan devices.

<u>Security Requirements – Record Retention, Dissemination and Destruction</u>: This class is designed for all agencies. This class will provide requirements for keeping criminal history record information in a secure records environment and will provide details as to hard copy and electronic record retention limits. Discussion on formatting and security of dissemination logs will be addressed. Information will be provided regarding destruction methods for hard copy and electronic media containing criminal history record information.

NCJ Audit Procedures 101: This class will focus on basic audit program changes regarding the FBI CJIS Security Policy and new GCIC program updates. Information will be provided on what to expect during the audit, how to prepare for the on-site audit, what documents are required, -, common compliance issues and frequently asked questions.

Open Session: DHS Agencies Procedures: This class is an open forum class for DHS to discuss the agency's training procedures, rules and policies regarding the use and handling of criminal history record information.

Open Session: Education Agencies Procedures: Open Session for agencies to discuss training procedures, policies regarding the use and handling of criminal history record information.

Open Session: General Procedures: General information will be provided regarding procedures, rules and policies for the use and handling of criminal history record information.



Computer Based Training Program Questions:

Email: <u>CBTHELP@gbi.ga.gov</u> Phone: 404-270-8928

Registration Questions:

Luncheon Questions:

Email: <u>Corella.Moten@gbi.ga.gov</u> Phone: 404-821-1092

Email: Joshua.Baker@gbi.ga.gov Phone: 404-370-2138



Training Symposium Sponsored by: Georgia Bureau of Investigation Georgia Crime Information Center



