

**Georgia Crime Information Center
Non-Criminal Justice
User Agreement**

New Agreement

Renewal

This document constitutes an agreement between the Georgia Crime Information Center (GCIC), the State repository for Georgia criminal history record information (CHRI) and access point for federal CHRI and the agency accessing and/or obtaining fingerprint-based state and/or federal CHRI for authorized employment or licensing purposes.

AGENCY: _____ ORI: _____

ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIPCODE: _____

This agreement sets forth duties and responsibilities for GCIC and the agency accessing and/or obtaining information from the GCIC network.

General Provisions

Georgia law authorizes the Georgia Crime Information Center (GCIC), a division of the Georgia Bureau of Investigation (GBI), to disseminate CHRI to private persons and businesses, public agencies and political subdivisions as provided in the Official Code of Georgia Annotated (O.C.G.A.) §§ 35-3-34 and 35-3-35.

Use of Georgia and FBI CHRI obtained under this User Agreement is solely for the purpose requested and cannot be disseminated outside the receiving agency. O.C.G.A. § 35-3-38 establishes criminal penalties for requesting, obtaining, communicating or attempting to communicate criminal history record information under false pretenses or in a negligent manner.

As specified by GCIC Council Rules, GCIC reserves the right to impose administrative sanctions, including termination of this agreement, with or without notice upon determining that the Agency has violated the terms of this agreement, GCIC Council Rules, or the laws pertaining to the proper use and dissemination of CHRI; such termination shall be pursuant to GCIC Council Rules.

Agency Contacts

Agencies shall appoint a Point of Contact (POC) and a Local Agency Security Officer (LASO).

The agency POC will be the responsible party for ensuring the agency is compliant with GCIC and FBI policies as well as completing audit documentation. GCIC must be notified in writing whenever there is a change in the agency head or contact and the new agency head or contact must sign a new User Agreement. User Agreements must be re-signed every two (2) years, even if the agency head or contact remains the same.

The LASO shall support policy compliance and ensure the GCIC is promptly informed of security incidents identify who is using the approved hardware, software, and firmware and ensure no unauthorized individuals or processes have access to the same. The LASO shall also identify and document how the equipment is connected to the state system, ensure that personnel security screening procedures are being followed and that the approved and appropriate security measures are in place and working as expected.

_____ (Agency Head initials) _____ (Point of Contact initials)

Fingerprinting

Agencies which choose to utilize a law enforcement agency for fingerprinting, should enact a Memorandum of Understanding with the LEA establishing the terms of the service provided. Both the Agency Head of the non-criminal justice agency and the law enforcement agency should sign and agree to the terms of the agreement.

_____ (Agency Head initials) _____ (Point of Contact initials)

Applicant Privacy Rights Notification

Agencies that conduct a fingerprint-based criminal history record check for employment or licensing purposes are obligated to ensure the applicant is provided written notice (written notification includes electronic notification, but excludes oral notification) that his/her fingerprints will be used to check criminal history records maintained by the GCIC and the FBI (when a federal record check is so authorized) and the results of the check are handled in a manner that protects the applicant's privacy. *See NCJ Guide for additional information on Agency Responsibilities pertaining to Applicant Privacy Rights)*

_____ (Agency Head initials) _____ (Point of Contact initials)

Audits

Agencies utilizing this service agree to audits by the GCIC and the FBI. Audits will be conducted on a biennial schedule however agencies may be audited more frequently at the direction of the GCIC. Agencies agree to keep all records necessary to facilitate a security audit by the GCIC. Examples of records that may be subject to audit are: criminal history records, notification that an individual has no criminal history, agency policies and procedures articulating the provisions for physical security, records of all disseminations of CHRI, and a current executed User Agreement with GCIC.

_____ (Agency Head initials) _____ (Point of Contact initials)

Training

All agency and vendor personnel who have access to criminal history record information must successfully complete the GCIC Security Awareness Training within sixty days of employment or initial assignment, and biennially thereafter via the GCIC Learning Management System (LMS). A GCIC Awareness Statement will be electronically signed after the completion of the training.

_____ (Agency Head initials) _____ (Point of Contact initials)

Outsourcing

Prior to engaging in the outsourcing of any noncriminal justice administrative functions, such as shredding, document storage, etc., the Agency is required to request and receive written permission from the Deputy Director of the GCIC. *See NCJ Guide for additional information on The Outsourcing of Noncriminal Justice Administrative Functions*).

_____ (Agency Head initials) _____ (Point of Contact initials)

GCIC will provide services as long as a valid User Agreement exists.

Agency Head

Agency POC

Signature/Title

Signature

Print Name

Print Name

Email Address

Email Address

Date

Date

LASO

GCIC Deputy Director

Signature

Rhonda Westbrook, GCIC Deputy Director

Print Name

Date

Email Address

Date

Please send the signed GCIC Non-Criminal Justice User Agreement to:

NCJ.TrainingTeam@gbi.ga.gov