

Southwest Georgia STEM Charter School  
Georgia Crime Information Center  
Non-Criminal Justice Man-Made/Natural Disaster Policy  
Standard Operating Procedure

Subject:

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

Effective Date: 10/06/2020

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 Southwest Georgia STEM Charter School 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 Southwest Georgia STEM Charter School, 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 Southwest Georgia STEM Charter School, School Leader or designee and/or the Local Agency Security Officer (LASO) shall have the responsibility of ensuring that GCIC materials and records maintained by the Southwest Georgia STEM Charter School 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 Southwest Georgia STEM Charter School personnel shall make immediate notification to the Southwest Georgia STEM Charter School, School Leader or designee and/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 Southwest Georgia STEM Charter School, School Leader, designee and/or 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.