

**LAMAR COUNTY 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:** July 17<sup>th</sup> 2018

**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 County 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 County Administrator or designee and/or the Lamar County Sheriff shall have the responsibility of ensuring that GCIC materials and records maintained by the County 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 County personnel shall make immediate notification to the County Administrator or designee and/or Sheriff 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 County Administrator, designee and/or Sheriff 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.

Adopted this 17<sup>th</sup> day of July, 2018.

  
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Charles Glass, Chairman

Attest: Carlette Davidson  
Carlette Davidson, County Clerk

