

GCIC OPERATIONS BULLETIN – 2012-01

SUBJECT: GCIC Non-Criminal Justice (NCJ) Operations Bulletin

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1. 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.
2. 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.
3. GCIC Operations Bulletins provide guidance on policy and operational matters that are not yet contained in GCIC Council Rules, Policy or Operational Manuals. GCIC Operations Bulletins are issued annually and prior year Operations Bulletins are cancelled when the information has been incorporated into revisions of the above listed Rules and manuals.
4. GCIC will begin issuing Operations Bulletins specific to non-criminal justice agencies. GCIC NCJ Operations Bulletins will be published as required to disseminate necessary information and a contact person/office is contained in each NCJ Operations Bulletin if additional information is needed.
5. Agency heads or other persons receiving these NCJ 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.**

6. 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.

7. Listed below are the current 2012 GCIC Non-Criminal Justice (NCJ) Operations Bulletins:

2012-01 - GCIC Non-Criminal Justice (NCJ) Operations Bulletins
2012-02 - Security and Management Control Outsourcing Standard

8. The contact list for GCIC non-criminal justice program staff is attached.

Approved: 
Terry D. Gibbons, Deputy Director of GCIC

June 19, 2012
Date

**GEORGIA CRIME INFORMATION CENTER
NON-CRIMINAL JUSTICE (NCJ) PROGRAM
CONTACT LIST**

GCIC Administration		Phone	Fax
Deputy Director of GCIC	Terry Gibbons	404-244-2601	404-270-8637
Administrative Assistant	Cassandra Battle	404-244-2601	404-270-8637
Compliance and Customer Support			
Assistant Deputy Director	Shirley Andrews	404-270-8638	404-270-8628
Audit Program Manager	John Pickelsimer	404-273-4650	404-270-8637
NCJ Compliance Auditor	Corella Moten	404-821-1092	404-270-8637
NCJ Compliance Auditor	Dorian Powell	404-821-1066	404-270-8637
NCJ Compliance Auditor	Wes Anderson	404-783-2657	404-270-8637
Customer Support Manager	Christina Watts	404-309-2034	404-270-8637
Customer Support Representative	Adrienne Smith	404-309-1674	404-270-8637
Customer Support Representative	Bill Tatum	404-309-2034	404-270-8637
Customer Support Representative	Bonita Preston	404-309-2441	404-270-8637
Customer Support Representative	Butch Beach	404-387-4823	404-270-8637
Customer Support Representative	Cortne Brent	404-309-2360	404-270-8637
Customer Support Representative	Joshua Baker	404-370-2138	404-270-8637
Customer Support Representative	Latonya DeBruce	404-309-6537	404-270-8637
Customer Support Representative	Michelle Daniel	404-309-2415	404-270-8637
Information Services			
Assistant Deputy Director	Neil Gerstenberger	404-270-8632	404-270-8637
Applicant Services Manager	Selena Norris	404-270-8642	404-270-8417
Applicant Fingerprint Card Processing	Helpline	404-244-2639 (Option 2)	404-270-2417

To send e-mails to any GCIC employee, use the format: firstname.lastname@gbi.ga.gov