



"From Collaboration to Integration"

Application for Gwinnett County
Criminal Justice Information System
Internship Program

RETURN to: Cathy Morris, CJIS Program Manager
Gwinnett County Government, DoITS
75 Langley Drive
Lawrenceville, GA 30045
cathy.morris@gwinnetcounty.com
770-822-8917

Type of Position Applying for: check one Volunteer () Internship ()	Course of Study (if applicable)
---	---------------------------------

First Name: _____ Middle _____ Last _____
 Address _____
 City _____ State _____ Zip Code _____
 Home Phone Number _____ Cell Phone Number _____
 Email address _____
 Date of Birth _____ Sex – check one : 1. () Male ____ 2. () Female

EDUCATION: High School Diploma or GED? () Yes () No	Circle the Highest Grade of School Completed 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4
---	--

Provide Information on all schools attended. Specify Undergraduate or Graduate Work.

Name and Location of School	Dates of Attendance		Credit Hours		Did you Graduate?		Type of Degree	Major
	Month/Year From	To	Sem.	Qtr.	Yes	No	And Date	
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

Professional License or Certificate

License/Certificate Issued By	Field/Trade/Specialization	License/Certificate No.	Issue Date	Expiration Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List Courses and Hours Which Are Particularly Related to the Position (attach additional sheets if needed)

Course	Hours	Course	Hours	Course	Hours	Course	Hours
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

I certify that all statements on or attached to this application are true and correct to the best of my knowledge. I know that any false statements may cause me to be denied the chance for or be released from the CJIS Internship Program. I further authorize the release of all relevant prior employment, military service, academic/school and criminal records. If selected, I agree, consistent with applicable laws, to receive no compensation, monetary or otherwise, for any hours worked during the program.

Signature _____ Date _____



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Have you ever been involuntarily terminated, discharged, forced or asked to resign from any job? Yes No

If you answered Yes to the above questions, attach an explanation on a separate sheet noting any mitigating or extenuating circumstances.

Have you ever been convicted of a misdemeanor or felony crime ? Yes No

If you answered Yes to the above question, list in the space below all prior misdemeanor and felony convictions and any extenuating or mitigating circumstances regarding such convictions. If necessary, you may use a separate sheet or sheets and attach to application.

Note: A felony criminal conviction will bar you from consideration for selection. A misdemeanor conviction will not automatically result in disqualification. Criminal histories will be submitted to the National Crime Information Center (NCIC) for verification. Failure to disclose a conviction may be considered as grounds for disqualification. For these reasons, applicants should be careful to disclose all criminal convictions.

Work History

Begin with your present or most recent employment. List in reverse order periods of employment. Each time you changed jobs or your title changed should be listed as a separate period. Describe your duties. Attach additional sheets if needed.

1. Current or Last Employer				Your Official Job Title		
Address				Type of Business		
FROM Month	Year	TO Month	Year	Total Months	Beginning Salary _____ per _____	Ending Salary _____ per _____
_____	_____	_____	_____	_____	_____	_____
Name, Title, and Telephone Number of Supervisor				Reason for leaving		
_____				_____		

Describe your duties in Detail



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Work History

Work history continued:

2. Current or Last Employer					Your Official Job Title		
Address					Type of Business		
FROM Month	Year	TO Month	Year	Total Months	Beginning Salary _____ per _____	Ending Salary _____ per _____	May we contact your employer? () Yes () No
Name, Title, and Telephone Number of Supervisor					Reason for leaving		
Describe your duties in Detail							

Work History

3. Current or Last Employer					Your Official Job Title		
Address					Type of Business		
FROM Month	Year	TO Month	Year	Total Months	Beginning Salary _____ per _____	Ending Salary _____ per _____	May we contact your employer? () Yes () No
Name, Title, and Telephone Number of Supervisor					Reason for leaving		
Describe your duties in Detail							



**CJIS Internship Program
Announcement
December 17, 2009**

Gwinnett County Criminal Justice Information System Internship Program Guidelines

PURPOSE

The Gwinnett County Criminal Justice Information System (CJIS) Internship Program provides college and university students with an in-depth, working knowledge of the criminal justice system. That knowledge is gained through "hands-on" experience in administrative settings and in field settings. The program strives to ensure college or university students will benefit academically and professionally from the experience gained while participating in the internship program.

While involved in the internship program, the student will be required to adhere to a defined work schedule, exhibit professional work habits, and correctly and promptly complete all work assignments and projects. The student will also be required to abide by all Gwinnett County Criminal Justice Information System Program Management Office policies and procedures. Failure to abide by any of these rules will result in dismissal from the program. The academic institution will be notified if the student has been removed from the program due to failure to follow the rules.

QUALIFICATIONS

All applicants must successfully pass a criminal history background check that will include a review of any state or national criminal history records. Individuals making application should be forthright in disclosing prior criminal convictions and terminations from previous employment. Resumes of two pages or less will be accepted. Background checks will be completed by the Solicitor's General Office at the request of the Department of Human Resources.

In addition to the above, applicants for the CJIS Internship Program must be presently enrolled in a college or university undergraduate, graduate, or doctoral program or curriculum. Each applicant must submit current enrollment verification from his or her college or university. Applicants must have the approval of their respective institutions to be involved in the CJIS Internship Program and submit college/university documentation of a minimum GPA of 2.5.

All applicants for internship positions will be required to sign a consent form(s) and must pass a criminal history background check.

Students are not paid for their work but will receive the appropriate academic credit.

ACADEMIC CREDIT HOURS

The student may obtain academic credit hours from his or her university or college through The Gwinnett County CJIS Internship Program. The academic institution designates the number of internship hours that must be completed in order for the student to receive academic credit.

Students may perform a wide variety of assignments, ranging from administrative duties to research, composition, constituent services and other responsibilities. The higher the academic training, education and experience of the student, the more involved the student may be in performing more responsible and sensitive functions. Students also may be involved in



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completing field assignments depending upon their course of study. Student work performance will be monitored by the CJIS Program Manager to ensure the student complies with his or her specific academic credit requirements. Once the student has completed the initial interview and the criminal history background check and is approved to serve as an intern, the student will advise his or her academic institution. At the conclusion of the internship program, the student will be evaluated by the CJIS Program Manager.

ASSIGNMENTS

The Gwinnett County CJIS Internship Program is designed to familiarize interns with the facets of the criminal justice system and sub-systems and how they interrelate.

HOW TO APPLY

Application packets may be downloaded from the Gwinnett County CJIS Website. Applicants should submit a completed application, a signed criminal history background check form, a consent form, a consent supplemental form, an internship application, a waiver of liability form, and a letter from their college or university requesting internship placement. The college or university's letter must provide the applicant's grade point average, the designated hours of completion, and an explanation of the internship evaluation requirements to be submitted upon completion of the internship program. Questions concerning the CJIS Internship Program should be addressed to:

Gwinnett County Criminal Justice Information Systems Program Management Office
Cathy Morris, CJIS Program Manager
75 Langley Drive
Lawrenceville, GA 30045
(770) 822-8917
cathy.morris@gwinnettcountry.com

Note: Application information should be submitted at least one month prior to the expected start date.



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**CJIS Community of Interest
Announcement
12/22/2009**

Gwinnett County Criminal Justice Information System Network



This document explains CJISNET⁴, its uses, and its benefits.

Criminal Justice Information Systems Community of Interest (CJIS COI)

The CJIS COI was formed to address the special information technology needs of the justice environment of the County. The CJIS COI Charter was adopted by the COI and approved by the Information Technology Executive Council (ITEC) in September 2003.

The CJIS COI membership consists of:

Member Name	Department	Member Name	Department
<i>Judge George Hutchinson</i>	Magistrate Court	Jeff Sligar	Corrections
Danny Porter	District Attorney	Judge Joseph Iannazone	State Court
Judge Walter Clarke	Probate Court	Judge Melodie Conner	Superior Court
Cathy Morris	CJIS Program Management Office / ITS	Jeff West	Recorders Court
Sylvia Black	Sheriff	Allan Owen	Clerk Of Courts
Pam Baxter	OCA	Jesse Lawler	Juvenile Court
Rosanna Szabo	Solicitor's Office	Cindy Koskela	Police
Greg Schaffer	Fire and Emergency Services / ARSON		



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CJIS COI Mission, Goals and Objectives

The CJIS COI recognizes the importance of integrating information systems to share critical data, documents, images, and transactions at key points in the justice process where decisions must be made in an efficient and timely manner. With this in mind, the CJIS COI adopted a mission statement with goals and objectives based upon this information.

CJIS COI Mission Statement

Access and share critical information at key decision points throughout the justice enterprise in a timely, accurate and secure manner utilizing existing operational systems wherever possible.

CJIS COI Goals and Objectives

The goals and objectives of the CJIS COI are as follows:

- To Facilitate Data Sharing by:
 - Provide Standard & Universal Information Query Capabilities
 - Automatically Export / Push Data To Appropriate Agencies
 - Provide Data Import / Pull Facilities To Appropriate Agencies
 - Publish / Notify Capability For Key Transactions & Events
- Streamline Processes
 - Capture Data Once At The Point Of Origin For Reuse
 - Automate Document Workflows
 - Provide Event Calendars
 - Reduce Use of Hardcopy Records
 - Provide Electronic Signatures Where Permissible
- Establish Standards
 - Standard Data Element Names & Formats
 - Consistent Coding Structures / Naming Conventions
 - Standard, Multi-use Forms
- Improve Accuracy & Timeliness
 - Reduce Latency of Information Flow
 - Provide Positive Identity Of Record Subjects
 - Ensure Accuracy Of Case Details
 - Eliminate Redundant Data Entry
- Ensure Security & Control
 - Ensure Data & Infrastructure Integrity
 - Maintain Privacy Of Record Subjects
 - Preserve Agency's Ability To Meet Operational Require



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There are two components of CJISNET⁴: the CJIS Judicial Data Exchange and the CJIS Judicial Inquiry System. For additional information about CJISNET⁴, and for the latest news and information about the project, visit the Gwinnett County CJIS website at:

<http://www.gwinnettcountry.com/cgi-bin/gwincty/egov/ep/gcbrowse.do?channelId=-49522&pageTypeld=536880235>

You may also access the information by clicking on the **Services** Tab on the Gwinnett County home page.

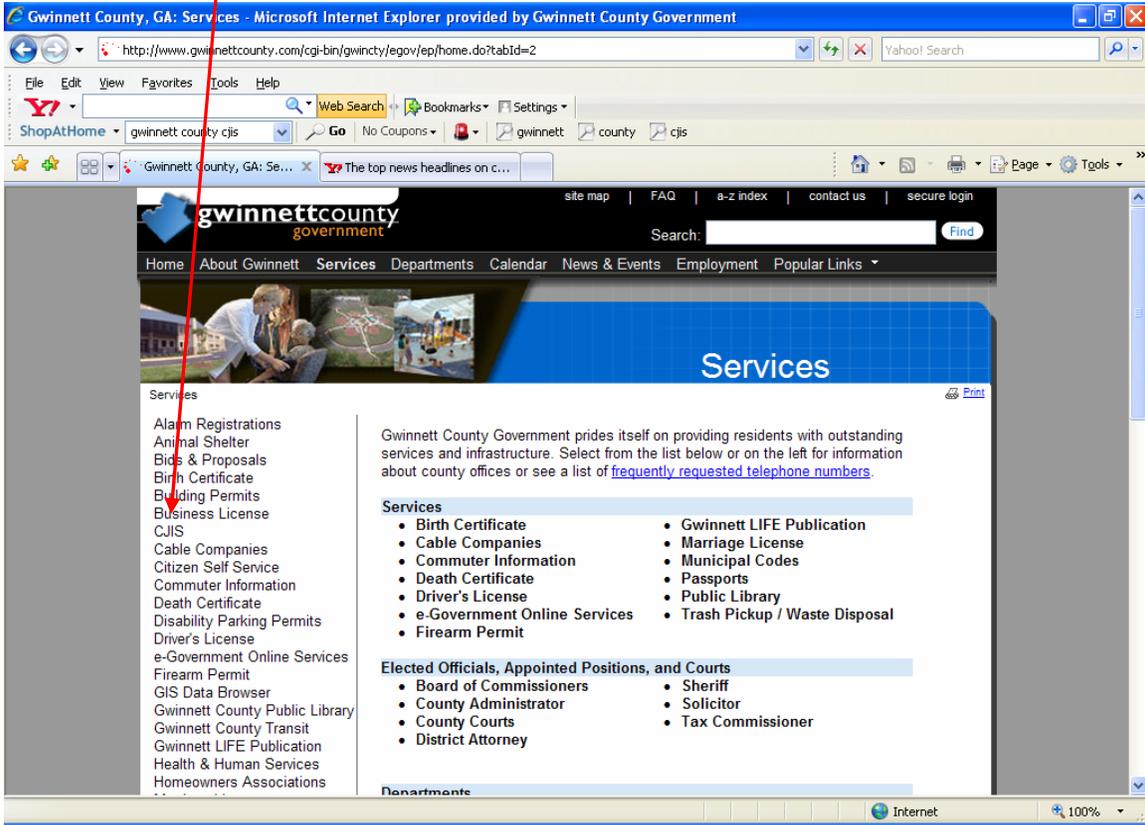
A screenshot of a Microsoft Internet Explorer browser window displaying the Gwinnett County website. The browser's address bar shows the URL: http://www.gwinnettcountry.com/cgi-bin/gwincty/egov/ep/home.do?tabId=0. The website's navigation menu includes "Home", "About Gwinnett", "Services", "Departments", "Calendar", "News & Events", "Employment", and "Popular Links". The "Services" tab is highlighted with a red arrow. The main content area features a "Welcome to Gwinnett" banner, a "mygwinnett" login section, and several news articles, including "A Letter From Chairman Bannister: Proposed service cuts to be considered on July 21" and "County wants to hear from residents about solid waste plan".



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Then click on the **CJIS** Tab on the left side of the page.

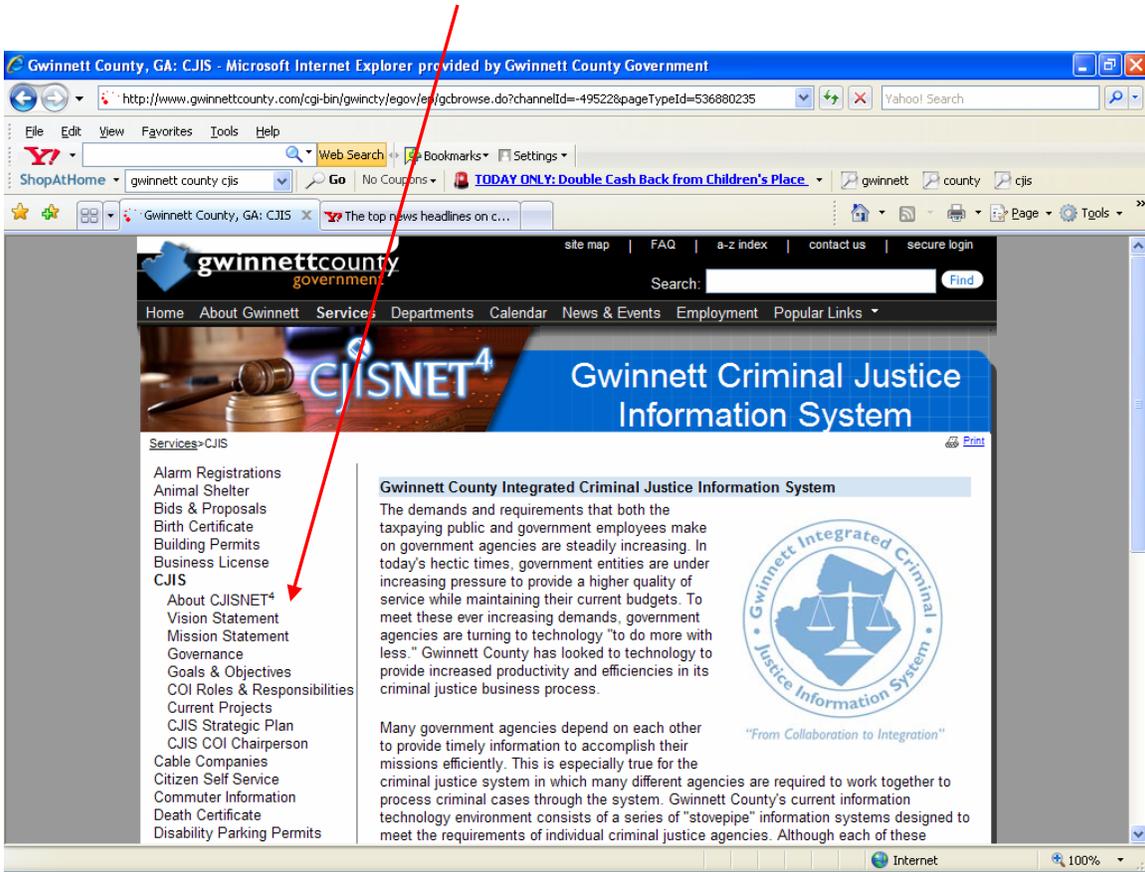




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The CJISNET⁴ screen will be displayed. By clicking on the tabs underneath the CJIS Tab, you will be able to read about the various aspects of the CJIS project.





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Executive Summary

The demands and requirements that both the taxpaying public and government employees make on government agencies are steadily increasing. In today's hectic times, government entities are under increasing pressure to provide a higher quality of service while maintaining their current budgets. To meet these ever increasing demands, government agencies are turning to technology "to do more with less." Gwinnett County has looked to technology to provide increased productivity and efficiencies in its criminal justice business process.

Many government agencies depend on each other to provide timely information to accomplish their missions efficiently. This is especially true for the criminal justice system, in which many different agencies are required to work together to process criminal cases through the system. Gwinnett County's current information technology environment consists of a series of "stovepipe" information systems designed to meet the requirements of individual criminal justice agencies. Although each of these systems provides internal agency users with adequate functionality, the systems were never designed to share information with other agencies. As a result, agencies spend an enormous amount of time tracking down and re-keying information that is already in the County's various systems. In the County, the main method of information exchange is through paper forms and court documents. In fact, Gwinnett County, with a population of 760,000+, has only two electronic business processes in its criminal justice system.

The County realizes that integrating disparate information systems can increase the overall effectiveness of the justice system greatly. By pooling resources and sharing information, these various agencies can increase their productivity to allow for greater public safety. Moreover, substantial cost savings are associated with sharing information electronically, eliminating redundant data entry and reducing the time agencies spend to process paper documents.

Understanding CJISNET⁴

Gwinnett County's Criminal Justice Information System Network (CJISNET⁴) is the County's primary public safety and criminal justice information broker. CJISNET⁴'s integrated justice query portal, known as the CJIS Judicial Inquiry System, will provide a common online environment for authorized users to access public safety and criminal justice information. This critical information will come from various contributing agencies within the county, state, and federal agencies.

CJISNET⁴'s secure web portal will provide access to practitioners of the Gwinnett County criminal justice agencies as well as access to state and federal agencies' information. CJISNET⁴ will provide these practitioners with the ability to conduct secure investigations in a web-based environment. Access to CJISNET⁴'s secure web portal is dependent upon policy, secure connectivity, and role-based entitlements. Practitioners with proper security credentials and authority will have access to information that historically took days or weeks to obtain through legacy, paper-driven, and manual-based business processes.

One-time data entry will improve the effectiveness of participating agencies and will significantly improve data accuracy throughout the Gwinnett County criminal justice system. Information entered into a records management system at the onset of an investigation or arrest will follow the offender throughout their criminal justice tract. As offenders pass through the gateway



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of justice through post-sentencing supervision, offender information will flow in concert with the offender's progression.

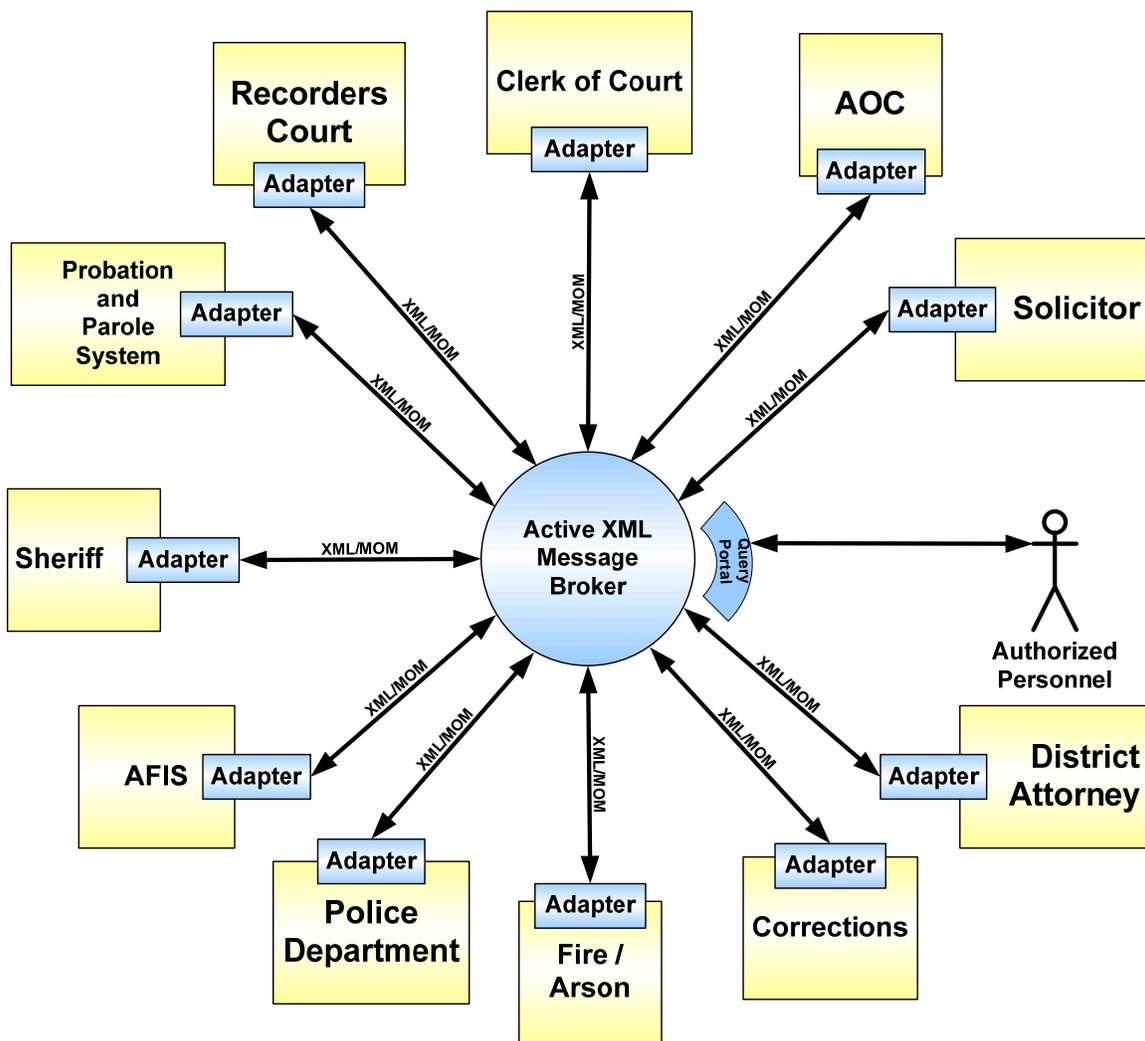
CJISNET⁴'s secure messaging infrastructure will allow for the secure transfer of information between agency systems and users. This data exchange and event messaging will provide stakeholders with the ability to maintain ownership and control of their data systems and will elevate county, state, and federal agency data availability. This currently includes participating in electronic data exchange and subscribing to real-time event messaging services.



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Currently, the majority of the Gwinnett County criminal justice data exchanged between agencies is passed via paper and phone calls. The following is a diagram of how data will be passed electronically from one agency to another thus eliminating duplicate data entry and reducing the number of data entry errors.



The Gwinnett County employees who work for the agencies of the CJIS COI will apply for access to the CJIS query portal, also known as the CJIS Judicial Inquiry System. As depicted in the diagram above, the users will access CJISNET⁴ via a web browser.



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CJISNET⁴ Benefits

CJISNET⁴ will provide critical information to law enforcement in a timely manner, which enhances public safety. Having the right information available at the right time ensures criminal justice agencies are making the right decisions efficiently and effectively. The availability of this information will enable officers in the field to identify and apprehend suspected individuals, solve cases faster, and keep criminals off the street. CJISNET⁴ will also minimize the risk of releasing offenders who could pose a public threat. CJISNET⁴'s benefits will also assist in reducing costs associated with offender processing and reducing delays in processing criminal cases. CJISNET⁴ will help with prosecution efforts through timely access to case information.

CJISNET⁴ Judicial Inquiry

Highly fragmented data sources plague most judicial and law enforcement agencies at every level of government. Not having a single view of information can affect whether a violent criminal is released back to the streets or kept behind bars. Does a criminal have an outstanding warrant in another jurisdiction? Are they a violent felon or a sexual predator? These are the types of questions that law enforcement, prosecutors, and courts struggle to answer because data resides in different systems.

The CJISNET⁴ Judicial Inquiry System will connect an agency in the criminal justice system by providing a real-time criminal history across local, state, and federal systems, without any of the entities losing control of their data — enabling cooperation across diverse jurisdictions.

The CJISNET⁴ Judicial Inquiry System will accurately identify active warrants, wants, sex offender registrations, violent felon classifications, temporary protection orders, or alerting of other state statute violations that vary from state to state. It does this by automatically building a 360° view of each defendant based on the personal characteristics of a defendant embedded in data from each data source. The CJISNET⁴ Judicial Inquiry System will accurately and consistently aggregate and correlate the diverse set of records.

GWINNETT COUNTY GOVERNMENT

Department of Human Resources
Employment Office
(770) 822-7915

Consent Form

I, _____ hereby authorize the Gwinnett
(print name)

County State Court Solicitor's Office to receive all criminal history and driving history records information pertaining to me, which may be in the files of any state or local criminal justice agency. I understand that any employment tendered to me will be contingent upon the results of a complete background investigation, and I am aware that withholding information or making false statements on this form will be the basis for non-employment, or upon discovery, dismissal from any position held with Gwinnett County Government.

I authorize the Gwinnett County Risk Management Division to obtain periodic Motor Vehicle Records on my behalf during my employment for the purpose of determining whether my driving record meets the established criteria for continued employment with Gwinnett County Government.

I authorize the Gwinnett County Human Resources Department to obtain an employment, consumer report from a consumer reporting agency concerning information as to my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, and mode of living.

Consumer reports may be obtained for employment purposes, as defined under the Fair Credit Reporting Act. Gwinnett County Human Resources Department requires consumer reports for positions requiring incumbents to maintain and/or distribute money and/or complete or oversee other financial transactions. Specifically, the report may be requested for purposes of your employment, promotion, reassignment, or retention as an employee.

I authorize any of the persons or organizations referenced in this application to give to you any and all information concerning my current employment, previous employment, criminal history record and driving history record, credit records and any other information they might have, personal or otherwise, and release all such parties from all liability for any damage that may result from furnishing such information to you. I further authorize you to request and obtain any criminal history and driving history records from any federal, state, or local jurisdictions or law enforcement agencies and release all such parties from all liability for any damage that may result from furnishing such information to you.

I agree to these conditions and I hereby certify that all statements made by me on this application are true and complete.

Signature of applicant as usually written

Date

For internal applicants only:

Current address: _____
(include apartment #)

City _____ State _____ Zip _____

Date of birth: Month _____ Day _____ Year _____

GWINNETT COUNTY GOVERNMENT

Consent Form Supplement

Instructions: Please type or print legibly in ink. All questions must be answered; if a question is not applicable, so state by indicating NA (not applicable). Please be specific when completing the form to insure all information is complete, true, and correct. Omission of facts will be perceived as falsification and will be the basis for non-employment, or upon discovery, dismissal from any position held with Gwinnett County Government.

Last Name _____ First Name _____

Middle Name _____ Sex _____ Race _____

Social Security Number _____ Date of Birth _____

List any nicknames, maiden names and other names you have used _____

Current Address _____

Current Telephone Number (____) _____

List previous addresses for last five years:

Dates	Street Address	City	State
-------	----------------	------	-------

Have you ever been convicted of or plead guilty or no contest to a felony or misdemeanor, excluding all offenses for which you were charged as a juvenile? (A criminal conviction or plea of no contest will only be considered if job related). _____Yes _____No

If yes, provide details _____

(PLEASE COMPLETE ON REVERSE SIDE)

List all traffic citations that you have received within the last five years:

Date	Charge	Location	Disposition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you possess a valid driver's license? _____Yes _____No

State _____ License Number _____

Date of expiration _____ Restrictions _____

Do you hold or have you ever held a license in any state other than the one listed above?
_____Yes _____No

If yes, please indicate state(s) and approximate dates license(s) were held _____

Have you ever had your license suspended or revoked? _____Yes _____No

If yes, provide details _____



CA-CSD-009

March 31, 1994

**COUNTY ADMINISTRATOR POLICY FILE
VOLUNTEER PROGRAM**

1. General

One of the many reasons why Gwinnett is a great place to live and work is the hundreds of volunteers who willingly offer their time and talents for the betterment of the community. Understanding the significant growth within the County and the ever increasing demand for services, as well as the budget limitations that impact on the number of County employees, the encouragement and use of volunteers to assist in providing County services is especially important. Therefore, a Gwinnett Volunteer Program is established to enhance volunteer efforts throughout County government.

2. Program Goals: The goals of the Gwinnett Volunteer Program are:

- * To enhance service delivery to the citizens of Gwinnett.
- * To improve the relationship between citizens and their government.
- * To help control manpower costs for the County.

3. Program Administration: The Program will be administered as follows:

a. Department of Community Services:

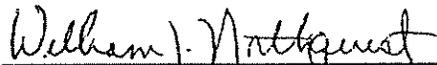
- Appoint a staff person who will act as the central point of contact for any organization or person desiring to volunteer. When someone volunteers, notify the appropriate department that will, in turn, contact the volunteer.
- Organize and chair a Volunteer Committee composed of a representative from all departments. This committee will meet at least quarterly to share ideas, monitor the program and submit a semi-annual report to the County Administrator on March 31 and September 30 of each year.
- Actively involve interested organizations in the development and monitorship of the program.

b. All departments:

- **Appoint a representative to serve on the Volunteer Committee.**
- **Whenever and wherever possible, use volunteers to assist in providing services.**
- **Ensure that staff members are aware of the do's and don'ts in using volunteers.**
- **When necessary, actively recruit for volunteers.**
- **Ensure volunteers are properly oriented and responsibilities defined and that they are apprised of and sign a liability waiver form. (See attached form prepared by the Law Department.)**
- **Establish informal records on the department's programs.**

c. Public Affairs Manager:

- **Be a member of the Volunteer Committee.**
- **Assist the Volunteer Committee and departments in promoting the program and recruiting volunteers.**



WILLIAM J. NORTHQUEST
County Administrator

**GWINNETT COUNTY
VISITING VOLUNTEER WAIVER OF LIABILITY**

Name: _____

Address: _____

Home Telephone Number: _____

Business Telephone Number: _____

Date of Birth: _____ Date: _____

Department: _____

In consideration of having been accepted as a volunteer for the above-referenced Department of Gwinnett County, and with the knowledge that I will be working, directly and indirectly, in a volunteer capacity for Gwinnett County involving various duties, I recognize fully that my presence and activity as a volunteer may involve some element of risk.

I, the undersigned, do hereby waive and release any and all rights or claims of any kind or nature of myself, and those of my heirs or assigns, which may exist or accrue in the future against Gwinnett County, its various Departments, its personnel, employees, officials, staff, or agents because of, as a result of, or in connection with duties, responsibilities, and work which I will undertake as a volunteer for Gwinnett County.

I understand that as a volunteer I am in no sense an employee of Gwinnett County, and that I possess no rights under the Gwinnett County Merit System. Further, I understand that I am not entitled to benefits or worker's compensation benefits from Gwinnett County which may accrue to its employees. I further understand that I am not entitled to any vested rights to which an employee of Gwinnett County may be entitled.

I acknowledge and understand that I am only to perform such functions as specifically directed by the departmental representative to whom I am assigned.

I hereby authorize the County's representatives to contact the references listed on my volunteer application in order to determine my eligibility for volunteer service, and authorize the County to make such other inquiries as may be necessary to determine my eligibility for such service.

Signature of Volunteer

Date Signed