REVIEW/REVISION HISTORY:

Effective: 12/31/96
Revised: 11/4/04
Revised: 4/15/08
Reviewed: 3/17/09
Revised: 1/3/11
Revised: 4/15/11

SUMMARY OF REVISION/REVIEW:

I.A.4. - Adjusted that staff designated by the Superintendent/CCS will search a sample of offender assigned computers at least quarterly

APPROVED:

Signature on file

ELDON VAIL, Secretary
Department of Corrections

4/10/11
Date Signed
POLICY

OFFENDER ACCESS TO ELECTRONIC DATA

REFERENCES:

DOC 100.100 is hereby incorporated into this policy

POLICY:

I. Incarcerated offenders will not have direct or indirect access, either physically or through the use of electronic means (e.g., floppy disks, CD-ROMs, zip disks, Jaz disks, modems, memory sticks, etc.), to information technology data or systems other than approved, dedicated offender networks or systems.

DIRECTIVE:

I. General Requirements

A. Offenders may only be granted access to approved, dedicated offender networks or systems used to perform assigned work duties or education functions. Access must have local Executive Management approval.

1. Offenders will work only on designated workstations and are not allowed either direct or indirect use of any Department information system including, but not limited to, staff workstations, files, data, or any system on the administrative/staff Local Area Networks (LANs).

   a. Information systems and electronic media designated for offender use will be closed systems with no external access to other information resources (e.g., internet, email, electronic bulletin boards, etc.) or capability to transfer data through portable media to an external information system.

2. Offenders will be given no more privilege than is necessary to perform a job or participate in an education/work program.

3. Offenders using state owned equipment accessing approved, dedicated offender networks or systems will be directly supervised by staff assigned to the area where the equipment is located.

4. The Superintendent/Community Corrections Supervisor (CCS) will designate staff to log onto a sample of computers assigned to offenders at least quarterly to search for inappropriate files or access and document/report any inconsistencies to the Superintendent/CCS.

5. Incarcerated offenders will only use, access, view, or interact with information systems and electronic media specifically designated for offenders.
B. Personal use of state owned equipment by offenders is prohibited.

C. Offender owned equipment will not be used within Department facilities.

II. System Security

A. Offender local information technology systems must be physically separate from the administrative LAN/Wide Area Network (WAN), unless approved by the Superintendent/CCS. Written authorization must be obtained from the Chief Information Officer/designee.

B. Information technology systems located in areas where offenders have physical access must have an electronic security protocol (i.e., password protection) in place, in addition to other necessary physical barriers, to ensure that offenders cannot directly or indirectly access the system(s).

1. In these areas, stations must not be left unattended when in an active computer session.

2. Assigned staff must log off systems or lock the computer when leaving the area.

C. Any networks operated within the Department which are connected to the administrative LAN/WAN will only be supported by Department Information Technology staff.

D. Facility staff may use facility owned portable digital media (i.e., USB drives) to transfer data from offender specified systems by submitting DOC 08-058 Information Technology Service Request. The Chief Information Officer/designee must approve the transfer process.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Direct Use, Indirect Use, Information Technology System, Local Area Network (LAN), Wide Area Network (WAN). Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

None

DOC FORMS:

DOC 08-058 Information Technology Service Request