


DEPARTMENT OF CORRECTION 	POLICY MANUAL	POLICY NUMBER: 113	PAGE NUMBER: 1 of 7
		Subject: Microcomputer Acquisition and Use	Adopted: 03-16-90 Reformatted: 01-2001

01.00.00. POLICY OF THE DEPARTMENT

It is the policy of the Board of Correction that the Department adopt guidelines for the control and use of microcomputers in the operation of the Department. The acquisition of such equipment must be consistent with the overall strategy for information management and comply with guidelines of the State Department of Administration.

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03.00.00. REFERENCES

Standards for the Administration of Correctional Agencies, Standards 53 & 54.

Standards for Adult Correctional Institutions, Second Edition, January, 1981, Standard 2-4I03.

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Standards for Adult Probation & Parole Field Services, Second Edition, Standard 2-3094.

Statewide Microcomputer Policy, Department of Administration, Information Resource Management.

04.00.00. DEFINITIONS

Microcomputer - Any desktop, deskside, and/or portable (laptop) computer including software and/or program packages; commercially or state developed.

05.00.00. PROCEDURE

05.01.00. Purpose

The purpose of this policy is to establish standards for the use and management of microcomputers within the Department of Correction. Specifically, the policy attempts to:

Assure that the use of microcomputers is consistent with the overall strategy for information management as outlined in the Department's overall Management Information Systems plan and is coordinated with other applications of information technology;

Establish an appropriate policy structure for the justification, acquisition and use of microcomputers;

Promote the identification of cost-effective opportunities for using microcomputers to support the accomplishment of the mission and program objectives of the Department of Correction;

Establish accountability for the acquisition and use of microcomputers, and;

Assure that the integrity and security of automated files, information systems, and program operations are not jeopardized by the use of microcomputers.

05.02.00. Management Responsibility

Microcomputers are considered an agency resource. They may be assigned for the exclusive use of an individual or unit within the Department, and such assignment may be changed at any time as the needs of the Department change.

Daily management responsibility for the use of each microcomputer, as well as for the security of data, equipment and software associated with that microcomputer is assigned to the administrator/manager who is responsible for supervising the personnel who regularly use the computer.

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The appropriate manager will certify to the Management Information Systems Steering Committee, in conjunction with the acquisition of the microcomputer system, associated equipment or software;

That the acquisition is justified in support of the accomplishment of the Department's goals and objectives.

That the individuals using the system will be adequately trained in its use; and

That the information will be protected from unauthorized use or destruction.

The appropriate manager is responsible for taking action in the event of employee misuse of microcomputers or failure to comply with this policy governing the use of such computers.

The appropriate manager shall assure that backup procedures are carried out as scheduled.

05.03.00. Microcomputer Coordination

Responsibility for microcomputer coordination and technical assistance has been assigned to the Information Services Manager who will act as the Department's microcomputer coordinator. Responsibilities for this individual include:

Assisting management and individual employees of the Department in the identification of opportunities for employing microcomputers in the improvement of productivity;

Coordinating the creation and maintenance of inventories of the Department's microcomputer equipment and software; to include:

Brief description of each item

Date of acquisition

Cost

Division, bureau, unit assigned to

Type of maintenance

Assisting in the justification of the microcomputer to the Management Information Systems Steering Committee;

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Assisting in the specification and acquisition of agency microcomputers, and the preparation and submission of the necessary documents related to those activities;

Informing agency microcomputer users of appropriate training and technical support capabilities that are available to the Department;

Coordinating the provision of maintenance and repair services for the Department's microcomputer products and related equipment;

Maintaining continuing liaison with the Management Information Systems Steering Committee to ensure that implemented and proposed applications of microcomputers are consistent with the Department's goals and objectives; and

Maintaining continuing liaison with the Office of Information Resource Management in the Department of Administration through the State Microcomputer Coordinator to ensure consistency and conformity with statewide information management goals and objectives.

Each administrator/manager shall designate an individual to be the site coordinator for microcomputers to work with the Department's microcomputer coordinator.

05.04.00. User Responsibility

Users of microcomputers will comply with this policy governing the use of microcomputers and related equipment and software.

Users are responsible for the security of data stored on their respective microcomputers, to include at a minimum:

Monthly backup of all data and programs to ensure against the loss of data and programs stored in microcomputers and microcomputer systems as a result of machine or power failure.

Monthly clean up of files to purge information no longer required.

Off-site storage of data will be employed whenever possible.

Protection of confidential and sensitive information stored in the computer.

Users shall not utilize microcomputers for personal use.

Users shall not develop custom software unless the following provisions are met:
There is a documented need that purchased software does not exist; and

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The Management Information Systems Steering Committee has approved the development; and

A determination has been made that it is consistent with the Department's goals and objectives; and

Complete documentation will be maintained for the software and its operation to include instructions relating to installation maintenance, use and care. Procedural documentation shall be sufficient to allow productive use of the application in the absence of its primary user.

05.05.00. Microcomputer Software Development

Commercially developed software packages, rather than department developed software, will be used whenever possible. Exceptions shall be only in accordance with 05.04.04. above. The Department recognizes that fully tested and documented software packages are available for most functions and are usually much less costly than custom-developed programs.

05.06.00. Acquisition Approval

Each request for acquisition of microcomputers, associated equipment, or software is subject to review and approval of the Management Information Systems Steering Committee with the recommendation of the Management Information Systems Manager.

Proposed microcomputer acquisitions that involve interconnection or integration with other computer systems inside and/or outside the agency can have special and complex requirements.

The Department's microcomputer coordinator is responsible to ensure connectivity, standardization, and adequacy of other computer systems to accommodate the addition of microcomputers.

The Department's microcomputer coordinator will work with Information Resource Management in the Department of Administration in identifying and planning for special system compatibility requirements associated with various area networking schemes.

05.07.00. Software Integrity

License agreements and copyright protection for software acquired and used by the Department will be strictly adhered to.

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The administrator/manager shall be responsible for making all staff aware of the restrictions, limitations, and agreements associated with proprietary software programs in use by their respective divisions, and sub-units thereof.

The Department must assume responsibility for complying with license agreements and copyright law as applicable.

05.08.00. Documentation

Complete documentation will be maintained for each microcomputer system. Documentation shall include manuals relating to installation, maintenance, use, and care for both equipment and software.

Each application that makes use of a proprietary software package will have procedural documentation sufficient to allow productive use of the application in the absence of its primary user.

05.09.00. Maintenance and Repair

The Department's microcomputer coordinator will make provisions for necessary routine maintenance of microcomputers and associated equipment through a maintenance contract, time-and-materials service, carry-in over-the-counter service or other established method of equipment maintenance and repair.

It is the responsibility of the division using systems purchased outside of the Information Services budget to budget necessary funds for system maintenance and to ensure maintenance schedules are met.

Arrangements for appropriate repair to microcomputer equipment will be coordinated by the division's/bureau's microcomputer coordinator in conjunction with the Department's microcomputer coordinator.

05.10.00. Integrity of Information

Information contained in microcomputer systems is subject to the same degree of management control and verification of accuracy that is provided for information in other automated files.

Users of microcomputers systems are cautioned to treat the associated data files with the same degree of care they would employ for files residing in any other system, automated or manual.

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Data files downloaded to a microcomputer system from another system will adhere to the requirements for information integrity and security that have been established for host data files.

Whenever information from microcomputer files is to be employed in the development of reports that are to be distributed outside the department or in official recording of fiscal or personnel transactions, particular care will be taken to ensure that the data are complete and accurate.

05.11.00. Interagency Connections

Electronic linkages, connections or networks with computer systems of other agencies will be considered only after receiving written approval to do so by all agencies affected by the interconnection.

Written approval will clearly outline and describe the restrictions, protocols, and other parameters necessary to establish and utilize these connections.

Requests for this type of connection must be routed through the Management Information Systems Steering Committee. If approved, the Department Microcomputer Coordinator will act as the liaison with other agencies in the accomplishment of the connection.

05.12.00. Policy Changes

Changes to this policy shall be promptly reported to Information Resource Management in the Department of Administration via a written amendment, or resubmission of the new policy dated and signed by the Director.

Director, Department of Correction

Date