

POLICY TITLE: INFORMATION TECHNOLOGY PLANNING		PAGE <u>1</u> OF <u>3</u>
POLICY NUMBER: 5.1		
CHAPTER 5: INFORMATION TECHNOLOGY SYSTEMS		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII.
	EFFECTIVE DATE: November 17, 2003	LATEST REVISION: October 4, 2019

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Entire Maine Department of Corrections

III. POLICY

It is the policy of the Department of Corrections to establish procedures concerning the purchase, acquisition, installation, and use of Information Technology systems and to ensure that the Department's Information Technology and Information Technology assets are compatible, effective, and in compliance with state statutes, Departmental policies, and support the Department's mission.

IV. DEFINITIONS

1. Information Technology systems - any system of computer-assisted processes used by the Department.
2. Information Technology asset - any state-owned, leased or stored information, computing devices, computing software, data networks, data, and other resources necessary to support the Department's information technology system.
3. Information Technology (IT) Governance Plan – a plan that describes the process in which staff and client information technology assets are identified, obtained, utilized, and maintained in an effective manner to achieve the Department's mission.

V. CONTENTS

- Procedure A: Information Technology Planning, General
- Procedure B: Purchase, Acquisition, Installation, and Use of Information Technology Systems

Procedure C: Collaboration with Criminal Justice and Service Agencies

VI. ATTACHMENTS

None

VII. PROCEDURES

Procedure A: Information Technology Planning, General

1. Information Technology (IT) planning shall comply with the Maine Department of Administrative and Financial Services (DAFS), Office of Information Technology (OIT) policies, standards, and procedures.
2. Planning for information technology shall be described in the Information Technology Governance Plan [\[5-1F-4100-3\]](#)
3. The Department's Manager of Correctional Information Technology (IT) Operations, or designee, shall coordinate the development of a Department Information Technology (IT) Governance Plan. The plan shall be:
 - a. approved by the Commissioner, or designee;
 - b. reviewed during the budgeting process;
 - c. submitted it to the DAFS Office of Information Technology, Office of the Chief Information Officer (CIO); and
 - d. updated as necessary.
4. Business Managers from each facility, community corrections region, and Central Office shall be responsible to submit any Information Technology (IT) budgetary requirements with justifications as to the functional importance of the request to the Department's Corrections Service Center Director, or designee, for review by August 1st of each even-numbered year (bi-annually).

Procedure B: Purchase, Acquisition, Installation, and Use of Information Technology Systems

1. The Deputy Commissioner, or designee, in collaboration with the Department's Manager of Correctional Information Technology (IT) Operations shall determine how IT is to be used to support the Department's goals and sets priorities on IT projects or systems to be purchased or developed, which shall be included in the Department's Information Technology Governance Plan.
2. Any requests for modifications to existing Information Technology systems or projects or requests for new Information Technology systems, projects, applications or assets must be submitted in writing with justification to the facility Chief Administrative Officer, or designee, Regional Correctional Administrator, or designee, or Deputy Commissioner, or designee, for Central Office, as applicable, through the chain of command. If approved, the request shall be

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forwarded to the Department's Manager of Correctional Information Technology (IT) Operations, or designee.

3. The Department's Manager of Correctional Information Technology (IT) Operations, or designee, shall review the request and make a recommendation to Deputy Commissioner, or designee.
4. The Deputy Commissioner, or designee, shall review and evaluate the request to make a determination to approve the request or not. If approved, the request shall be prioritized in accordance with the Department's needs and resources.

Procedure C: Collaboration with Criminal Justice and Service Agencies

[4-4102, 5-1F-4102, 4-ACRS-7D-06, 4-ACRS-7F-04 4-JCF-6F-07]

1. The Department shall collaborate with criminal justice and service agencies in information gathering, exchange, and standardization.
2. The Commissioner, or designee, shall ensure that the Department of Corrections is represented on applicable criminal justice and information technology matters that are relevant to the Department.

VIII. PROFESSIONAL STANDARDS

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| 5-1F-4100-3 | There is a written information technology governance plan that contains the process by which staff and offender technology assets are identified, obtained, utilized, and maintained in an effective manner to achieve the agency's mission. The governance plan is approved by the agency Director/designee, reviewed during the budgeting process and updated as necessary. |
| 4-4102
5-1F-4102 | The institution or parent agency collaborates with criminal justice and service agencies in information gathering, exchange, and standardization. |
| 4-ACRS-7D-06 | The facility or parent agency cooperates with other criminal justice agencies in information gathering, exchange, and standardization. |
| 4-ACRS-7F-04 | Policies provide for communication and cooperation with community agencies and other components of the criminal justice system. |
| 4-JCF-6F-07 | The facility or parent agency collaborates with juvenile justice and service agencies in information gathering, exchange, and standardization. |

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