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 provide for the uniform collection, recording, organization, and processing of data developed for management information purposes. The Department shall cooperate with other governmental agencies in information gathering, exchange and standardization.

It is the responsibility of the Agency Technology Officer, or designee, to ensure that this policy is reviewed at least annually.

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V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Departmental Information Technology Initiatives Report
1. The Information Technology Division shall coordinate an agency-wide Information Technology (IT) Initiatives Report as part of the State’s biennial budget development process and submit it to the Office of the Chief Information Officer (CIO) for approval.

   a. Business Managers from each facility and Community Services, with the support of Information Technology, shall develop a technology plan to be included in the IT Initiative. The technology plan shall include budgetary requirements for continuing information systems cost, new projects, as well as projects involving inter-agency cooperation. Each requirement should be accompanied by comments as to the functional importance of the request.

   b. Business Managers shall provide Information Technology with their finalized requirements by August 1st of each even numbered year (bi-annually).

   c. Information Technology shall be responsible for coordinating and submitting an agency-wide Technology Initiatives Report to the Office of the CIO.

**Procedure B: Research of new hardware/software technology**

1. On an ongoing basis, Information Technology shall accept requests to research new software/hardware technology; evaluate, and make recommendations to Departmental Executive Staff.

2. Requests for new technology implementations shall be presented to the Office of the CIO and to the Bureau of Information Services (BIS) for review and recommendations.

**Procedure C: Requests for the implementation of new hardware/software**

1. Facility and Community requests for new hardware and software must be reviewed and approved by Information Technology prior to purchase.

2. Standards shall be posted and kept current on the Corrections WEB site to assist Business Managers in developing their requests. (http://corrweb.cor.state.me.us/support/Specs.htm)

3. Justification shall be listed on each request.

4. Requests shall be reviewed for system security, compatibility and cost avoidance. If Information Technology believes the request will create incompatibility, endanger system security, replace standardized software, or create support problems, the request shall be returned to the Business Manager.
for review and discussion. Otherwise, Information Technology shall sign and return it to the originator for processing.

5. Information Technology shall assume responsibility for maintaining an inventory of Departmental computer equipment.

6. To keep pace with technology advances, the goal for yearly replacement of hardware is as follows:
   a. One third of the Department’s desktop and laptop computers.
   b. One fourth of the Department’s printers
   c. One fifth of the Department’s servers.

Procedure D: Collaboration with Criminal Justice and Service Agencies

1. The Department shall collaborate with criminal justice and service agencies in information gathering, exchange, and standardization.
   a. The Department of Corrections shall be a regular participant of the Maine Criminal Justice Information System Board (MCJUSTIS).

   b. The Department of Corrections shall be a regular participant of the Information Systems Management Group (ISMG).

VII. PROFESSIONAL STANDARDS

ACA:

ACI - 4-4102 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.