DEPARTMENT OF CORRECTIONS

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| **Policy Number:** | **104.4612** |
| **Title:** | **Telematics Data** |
| **Effective Date:** | **5/19/20** |

**PURPOSE:** To provide direction to agency leadership and designated staff regarding access to and use of fleet telematics data.

**APPLICABILITY:** Department-wide

**DEFINITIONS:**

Alert – a warning that indicates when there is a vehicle mechanical problem, vehicle usage concern, or vehicle location concern.

Authorized employees – authorized agency staff who have a specific business need to review telematics data and perform reporting functions. Authorized employees are the fleet coordinator, or similar, and supervisory level staff or above who have a demonstrated need to access the data for safety, security, or investigative reasons.

Authorized representative – the administrator of telematics access for the agency. The authorized representative is the signatory for access requests for other individuals who have a business need to access telematics data via the Network Fleet Portal. The authorized representative for the DOC is the office services supervisor or designee.

Fleet contact – a designated individual who represents fleet functions in each business area where a state vehicle is used.

Network Fleet Portal – the software system housing vehicle telematics data, from which authorized staff can run reports.

Owned vehicle telematics administrator – the corrections investigations assistant director or designee.

Reports – summaries of telematics data.

Vehicle telematics – technology that allows global positioning data, vehicle diagnostic data, and vehicle usage data to be used to improve fleet management cost, sustainability, efficiency, and safety.

**PROCEDURES:**

A. All vehicles that transport offenders or travel outside the grounds of a Minnesota Department of Corrections (DOC) facility must be equipped with vehicle telematics. This requirement pertains to both DOC-owned vehicles and those leased from the Minnesota Department of Administration (Admin).

B. Only authorized representatives or authorized employees for the agency are delegated to receive telematics reports and information from Admin. The authorized individuals disseminate reporting information as is appropriate and necessary.

C. All authorized representatives, authorized employees, and their designees must familiarize themselves with Minnesota Management and Budget HR/LR Policy #1429, "Data Protection

Policy for Human Resources Systems" and sign the acknowledgement form (link attached). They must submit the signed forms to the DOC office services unit, where the forms must be retained according to the retention schedule.

D. Authorized employees and the department fleet coordinator and/or their supervisors are responsible for monitoring and utilizing telematics data to improve fleet management cost, sustainability, efficiency, and safety.

E. DOC-owned vehicles are entered into the Network Fleet Portal and monitored by DOC staff. The owned vehicle telematics administrator manages the Network Fleet Portal for owned vehicles and administers access via authorized requests. The owned vehicle administrator also provides safety-reporting access to authorized employees and/or provides reporting data to authorized employees.

F. Vehicle telematics data reporting may be requested from authorized employees via the data request form attached to this policy. Data on individual drivers is considered private personnel data under the Minnesota Government Data Practices Act.

G. Monthly safety reports are provided for all telematics-equipped vehicles to the agency-authorized representative or designee, who provides data from these reports to the supervisor of the subjects included in the data and to human resources. Supervisors must ensure their employees are following DOC policies and procedures and must address concerns raised from the data with drivers.

H. Telematics data that reveals safety concerns regarding an individual employee may result in disciplinary action, up to and including termination.

I. Utilization reports depicting the number of days a vehicle was used, distance traveled, idle times, and engine hours must be analyzed each month. Findings are used to ascertain where sustainability efforts, efficiency, and safety can be improved and are communicated to department fleet contacts.

**INTERNAL CONTROLS:**

A. Signed Data Protection Policy for Human Resource Systems forms are retained in the office services unit for all authorized representatives, authorized employees, and their designees.

**ACA STANDARDS:** None

**REFERENCES:** Minn. Stat. Ch. 13, Minnesota Government Data Practices
Policy 104.4615, "Use of State Vehicles"
Policy 103.218, "Office of Professional Accountability"
Policy 103.225, "Fact-Finding Process and Discipline Administration"
Minnesota Department of Administration Telematics Policy
Minnesota Management and Budget HR/LR Policy #1429, "Data Protection Policy for Human Resources Systems"

**REPLACES:** All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** Telematics Data Request form (104.4612A) (on office services iShare site)
Data Protection Policy for Human Resource Systems form (external MMB document, see last page for form)

**APPROVALS:**
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Strategic Planning, Implementation, and Employee Development
Assistant Commissioner, Criminal Justice Policy, Research, and Performance