DEPARTMENT OF CORRECTIONS

Policy Number:	**105.219**
Title:	**Department of Corrections Portal (DOC Portal)**
Effective Date:	**6/2/20**

PURPOSE: To define secure protocols regarding access to functionality and/or data through the DOC Portal.

APPLICABILITY: Minnesota Department of Corrections (DOC), agencies requesting access to the DOC Portal.

DEFINITIONS:

Department of Corrections Portal (DOC Portal) – a secure website hosted by DOC allowing qualified criminal justice users a single sign on bringing together or aggregating access to content from a number of other DOC systems or servers.

DOC Portal applications – components of DOC Portal are as follows:

1. Case Plan – system providing access for statutorily-authorizes users to offenders' case plans.

2. Community Sex Offender Treatment (CSOT) – system providing access for outpatient treatment programs that receive grant funding from the DOC to track offenders receiving services from those treatment programs.

3. Detention Information System (DIS) – system providing access for authorized users to report information on persons detained or confined within their facility.

4. Electronic Worksheet System (EWS) – an application for preparing and monitoring the sentencing worksheets. A sentencing worksheet is a document ordered by the court pursuant to Minn. Stat. § 609.115, subd. 1(e) to facilitate application of the Minnesota Sentencing Guidelines as defined by the Minnesota Sentencing Guidelines Commission (MSGC).

5. Inspection and Enforcement (I&E) application – the system tracks completion of facility inspections; reviews and generated final inspection reports and licenses; tracks facility-related contract information, complaints and incidents, and potential violations regarding state and federal holding of juveniles; assists facilities in calculating staffing analyses; and maintains I&E staff assignments for facilities licensed/certified by the I&E unit.

6. Law Enforcement (LE) viewer – system providing access for authorized users to search for adult offenders, juvenile residents, fugitives (including security threat group fugitives), and releases (both future offender/resident releases as well as past offender/resident releases).

7. Offender Assessment Tool (OAT) – system providing access for authorized probation and prison facility staff to standardized risk assessment instruments for adult offenders and juvenile residents.

8. Statewide Supervision System (S^3) – a computerized data system to assist criminal justice agencies in monitoring and enforcing the conditions of conditional release imposed on adults and juveniles by a sentencing court or the commissioner of corrections.

DOC Portal User Registration form – document to be filled out by potential users providing detailed information about their agency and the roles they are requesting.

DOC Portal User Registration Review/Approval form – document used to record user ID and password for users and to obtain additional signatures and/or approvals form business area process owners for DOC Portal user access.

PROCEDURES:

A. Request for access

1. All users must submit a completed DOC Portal User Registration form to obtain access to DOC Portal applications. The completed DOC Portal User Registration form must be submitted to the assigned system support staff. Internal approvals might be required and can be acquired by the assigned system support staff through the DOC Portal User Registration Review/Approval form.

2. The DOC Portal User Registration form can be requested by contacting the DOC IT service desk.

3. The completed DOC User Registration forms and DOC User Registration Review/Approval forms are retained by the assigned system support staff as per Minnesota IT Services (MNIT) Enterprise Security Policy guidelines.

B. DOC Portal system usage

1. DOC Portal is to be used as an access point for portal applications.

2. Proper use

   a) DOC Portal is not for personal use. Users must ensure that the information they access through the system is used only for legitimate work-related purposes related to job duties as per state or federal laws.

   b) Information contained in DOC Portal may only be used or provided as permitted by state or federal laws.

3. Security of DOC Portal information

   Agencies and individuals accessing the DOC Portal must adhere to the following security guidelines; failure to abide by the acceptable use policies contained herein may result in temporary or permanent loss of access privileges:

   a) Any account that has not been accessed within a 90-day period is automatically disabled. Any account that has not been accessed within a 210-day period requires a new DOC Portal User Registration form to restore the user access.

   b) Shared accounts are not allowed. If it is discovered that a shared account is being utilized, DOC staff may temporarily or permanently disable the account.

   c) Personal e-mail is not accepted while creating a new account. Any exception to this requirement must be pre-approved by the agency management head or authority.

d) Any logon information or data extracted from the system may be stored only on an agency-owned personal computer (PC) or workstation. Any data stored on a mobile/removable media (such as a laptop, smart phone, or USB flash drive), must be encrypted and kept on an agency-owned device. Each agency is responsible to ensure the security of information stored on a device and is responsible for any unauthorized access of this information.

e) Each agency is responsible to ensure the security of any information that is printed and is responsible for any unauthorized access to the printed information.

f) Authorized users are responsible for the security of their passwords and accounts. Passwords must be kept secure.

g) The DOC Portal website has an automatic time-out feature. As an additional security measure, the DOC recommends that all agency PCs, laptops, and workstations utilizing the system be secured with a password-protected screensaver with automatic activation set at ten minutes or less or by requiring users to lock their workstation when they are away from the workstation.

INTERNAL CONTROLS:

A. DOC Portal User Registration forms and DOC Portal User Registration Review/Approval forms that are processed internally are retained by the assigned system support staff as per MNIT Enterprise Security Policy.

B. DOC Portal user accounts are automatically disabled by the system after 90 days of non-use.

ACA STANDARDS: None

REFERENCES: Minn. Stat. §§ 241.01, 241.021, 241.065, 241.67; 244.09; 246.13; 609.115, subd. 1(e); and 626.84
Minn. Rules 2900; 2910; 2911; 2920; 2945; 2955; 2960; 2965; 3000
Policy 105.220, "Statewide Supervision System (S^3) Access"
Policy 600.200, "Certification and Inspection of Facilities and Enforcement of Rules"
Policy 600.210, "Review of Complaints, Incidents, and Deaths"

REPLACES: Policy 105.219, "Department of Corrections Portal (DOC Portal) 2/21/17.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Criminal Justice Policy, Research, and Performance