DEPARTMENT OF CORRECTIONS

Policy Number:	**105.220**
Title:	**Statewide Supervision System (S^3) Access**
Effective Date:	**6/2/20**

PURPOSE: To provide consistent guidelines for Statewide Supervision System (S^3) access.

APPLICABILITY: Minnesota Department of Corrections (DOC); agencies requesting access to S^3.

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 participating county and DOC systems or servers.

Statewide Supervision System (S^3) – A computerized data system to assist criminal justice agencies in the conduct of their official duties monitoring and enforcing the conditions of conditional release imposed on criminal offenders by a sentencing court or the Commissioner of Corrections. S^3 includes case plan data as specified in Minn. Stat. § 241.065, Subd. 2(c).

PROCEDURES:

A. Request for access

1. Requests for S^3 access will be accepted only from statutorily authorized agencies as defined in Minn. Stat. §§ 241.065 and 246.13.

2. All requestors must follow the procedure listed in Policy 105.219, "Department of Corrections Portal (DOC Portal)," for S^3 access.

B. Subject of Data Access

1. An individual seeking their own data from the S^3 may make a request using the "Subject of Data Request for Information" form available through the assigned system support staff.

2. An individual subject of data must present proper photo identification (driver's license, state identification card, or passport) to the responsible authority or designee.

3. Consent by an individual subject of data is not effective to release data on the subject to a third party, pursuant to state statute.

4. Data provided to the individual subject of data must be in compliance with the Minnesota Government Data Practices Act.

5. Should the identifiers provided (name, date of birth, driver's license number, etc.) attain an exact match in the system, appropriate access to the data is granted to the individual. If an exact match cannot be established, the individual is provided with a list of agencies (counties) which may have information on the individual.

C. Data Retention

1. Retention schedules are determined by each submitting county or agency in accordance with Minn. Stat. § 15.17.

2. DOC accepts data via S^3 from local operational systems.

3. Agencies must advise the DOC as to any impact a specific retention schedule may have on S^3 data or collection procedures.

D. Auditing

1. User audit
An assigned DOC staff person conducts an S^3 User Audit. The staff person verifies that each agency has a completed DOC Portal user registration form for the users of that agency and each user are in compliance with Policy 105.219, "Departments of Corrections Portal (DOC Portal)".

2. BCA audit
Minnesota Bureau of Criminal Apprehension (BCA) staff audit users with S^3 access via Integrated Search Service (ISS). The BCA audit includes an audit of S^3 transactions via ISS as part of the agency's triennial audit for the National Crime Information Center (NCIC), Interstate Identification Index (III) and BCA system access. Any other review of ISS use is addressed in applicable BCA policies.

E. Security of S^3 information
In addition to abiding by the security of DOC Portal information as outlined in Policy 105.219, "Department of Corrections Portal (DOC Portal)", agencies and individuals accessing the S^3 must adhere to the MNIT enterprise security policies.

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 policies.

B. Subject of data request forms are retained at DOC Central Office.

C. S^3 data reflect the retention policies of the submitting agency.

D. S^3 audit reports are retained at DOC central office.

ACA STANDARDS: None

REFERENCES: Minn. Stat. Chapter 13, Minnesota Government Data Practices Act
Minn. Stat. §§ 13.02, subd. 3a; 13.84; 15.17; 241.065; 246.13, subd. 1 and 2; 246B.04, subd. 3; 611.272; and 626.84
Minnesota Rule 1205.0400
Policy 105.219, "Department of Corrections Portal (DOC Portal)"

REPLACES: Policy 105.220, "Statewide Supervision System (S^3) Access," 6/5/18.
All facility policies, memo, 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