Minnesota Department of Corrections

Division Directive:	**303.040**	**Title:**	**Use of Electronic Equipment by Offenders/Residents**
Issue Date:	**5/19/15**		
Effective Date:	**6/2/15**		

AUTHORITY: Minn. Stat. §243.556

PURPOSE: To establish controls that ensure facility security and the protection of the public from the misuse of electronic equipment by offenders/residents.

APPLICABILITY: Minnesota Department of Corrections (DOC); all facilities

DIRECTIVE: Offenders/residents may have controlled access to and use of electronic equipment. Facilities may develop instructions to ensure adequate systems and controls for work, vocational, library, and educational electronic equipment and software.

DEFINITIONS:

Electronic equipment – includes computer hardware and software, fax machines, modems, telephones, digital cameras, typewriters with memory, storage media, interactive television, or any devices capable of transferring data; but excludes offender/resident property maintained and utilized in living units (e.g., televisions, radios, games), which is controlled under a separate policy/directive.

Internet or on-line services – external computer networks.

Inspection – the physical search for unauthorized files and peripherals of all storage media on, and including, the electronic equipment hardware that is accessible to offenders/residents.

Restore software – software that enables information technology (IT) staff to return workstations to an authorized standard image.

PROCEDURES:

A. Inspections

1. The warden/superintendent may designate a qualified person to conduct random inspections of all electronic equipment accessible to offenders/residents, as well as to conduct inspections when requested for intelligence processes. Inspections are conducted by searching for unauthorized files. IT staff take the equipment off the offender/resident network and review. Evidence must be removed from the offending equipment and retained for due process or office of special investigations (OSI). After the investigation is complete, IT staff must re-image the system(s) and place back on the offender/resident network.

2. The warden/superintendent must designate a qualified person to review the use and security of electronic equipment prior to purchase.

B. Equipment/Software Safeguards

1. Offenders/residents may only use state electronic equipment for authorized educational, treatment, vocational, library, or work purposes.

2. No programming, code used for facility application, job control language, or batch code may be developed by any offender/resident within a facility without the prior approval and

the direct supervision of a technically qualified department staff person designated by the warden/superintendent.

3. IT staff are responsible to monthly use Restore software on workstations.

4. Offenders/residents may not use encryption, hidden files, or any other software technology or technique that would prevent inspection.

5. With approval from the warden/superintendent, the area supervisor may assign password protection to be used by an offender/resident in a work program, if it enhances offender/resident accountability and facility security. The area supervisor must track passwords assigned to offenders/residents and provide an accurate list to the facility information center supervisors (FICS).

6. All voice and data communication lines located within a facility must be under the direct physical control of the facility staff.

C. Authorized Use of Electronic Equipment

1. Offenders/residents are not permitted access to the Internet, unless approved by the commissioner or designee for work, educational, and vocational purposes per Minn. Stat. § 243.556. Case management, education, treatment, and program staff may provide Internet materials to offenders/residents under the following circumstances:
   a) Offenders/residents who are currently enrolled in an approved program or treatment and are requesting information directly related to their program or treatment.
   b) Offenders/residents who are requesting materials as part of their release planning (e.g., housing resources, employment resources, school resources).
   c) Offenders/residents who are requesting legal information (e.g., case law, other legal information that has not yet been published in print or on CD ROM).
   d) Offenders/residents who are requesting reference information (e.g., ZIP codes, ISBN numbers, government and business addresses, and tax forms).

2. Offenders/residents are not permitted access to the following Internet materials:
   a) Any material that is copyrighted.
   b) Any material that is excluded by Division Directive 302.020, "Mail."
   c) Any material that is excluded by Division Directive 302.250, "Offender Property."

3. Offenders must not purchase or possess any personal electronic equipment with the exception of typewriters allowed by Division Directive 302.250, "Offender Property," and/or software that is a component of an approved correspondence course. The software must be monitored and maintained by the facility education directors (or designee) until completion of the course.

4. Residents may not purchase or possess any personal electronic equipment.

5. Offenders/residents may not possess electronic equipment outside the authorized area of use.

6. Offenders/residents may not access, view, or operate any department administration networked electronic equipment, including that which has access to any department management information systems.

D. Violations of this directive are processed under the discipline policy. Offender violations of this nature must be documented in the Correctional Operations Management System (COMS).

INTERNAL CONTROLS:

A. Offender violations are documented in COMS.

B. Each FICS maintains lists of offender/resident passwords issued by supervisors.

REVIEW: Annually

REFERENCES: Division Directive 302.020, "Mail."
Division Directive 302.250, "Offender Property."

SUPERSESSION: Division Directive 303.040, "Use of Electronic Equipment by Offenders," 6/2/09. All facility policies, memos or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

/s/
Assistant Commissioner, Facility Services

Instructions
303.040RC, "Offender Computer Use"