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Information System	ACA Standards: 2-CO-1F-01, 2-CO-1F-02, 2-CO-1F-03, 2-CO-1F-06, 4-4100, 4-4101, 4-4106, 4-ACRS-7D-05, 4-APPFS-3D-30, 4-APPFS-3D-31		
Kevin J. Gross, Chair Oklahoma Board of Corrections	Signature on File		

## Oklahoma Department of Corrections Information System

It is the policy of the Oklahoma Board of Corrections that the Oklahoma Department of Corrections maintains standards for the operation of the automated information system. This policy ensures that uniform standards for all aspects of the system are implemented throughout the agency.

### I. Implementation and Responsibility

The director will ensure that an automated information system, utilizing agency goals and objectives as guidelines, is implemented and monitored. (2-CO-1F-02, 2-CO-1F-03, 4-4100, 4-ACRS-7D-05, 4-APPFS-3D-30)

### II. Format and Procedures

The format of all electronic files is standardized in accordance with a specific format and procedures are developed to ensure the timely generation of electronic reports.

#### A. Standards

Procedure standards for the information system will include the following:

1. Collecting, recording, organizing, processing, storing, retrieving and reporting of all automated information; (2-CO-1F-01, 2-CO-1F-03, 4-ACRS-7D-05, 4-APPFS-3D-31)
2. Security of the information and data collection system will be maintained; to include the coding, entering all information into the automated system, verification of data, access to such data, and protection of the privacy of offenders and staff; (2-CO-IF-06, 4-4101)
3. Maintenance and utilization of computer hardware is established for the central Information Technology Unit and for other locations; and
4. Standardized equipment configurations and software systems are in

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place to ensure compatibility and connectivity to include the telecommunications network.

B. Training

All staff responsible for working with the information system will be provided sufficient instruction, instructional manuals and training to ensure successful execution of their duties and knowledge of related security requirements. (4-4101)

C. Evaluations

Annual evaluations of the information system will be conducted ensuring applications are operational, user needs are met, procedures are followed and defined goals and objectives of the systems are met. (2-CO-1F-02, 2-CO-IF-03, 4-4100, 4-4106, 4-ACRS-7D-05, 4-APPFS-3D-30)

III. Action

The director is responsible for compliance with this policy.

The director is responsible for the annual review and revisions.

Any exceptions to this policy statement will require prior written approval of the Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-020700 entitled "Oklahoma Department of Corrections Information System" dated January 14, 2014

Distribution: Policy and Operations Manual  
Department Website