

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
141**

INFORMATION TECHNOLOGY STANDARDS, CONTROLS & SECURITY

Supersedes: AR 141 (06.01.05)

Effective date: 11/14/08

AUTHORITY: NRS 209.131; NRS Chapter 242

RESPONSIBILITY

The MIS Manager is responsible for the approval of Information Technology and Telecommunications activities and is the single point of contact between the Department and the State's Department of Information Technology.

All Department staff, vendors, contract employees and volunteers who operate information technology or telecommunication systems in the Department are responsible for compliance with the requirements of this AR.

141.1 REGULATING THE USE OF EQUIPMENT AND INFORMATION

1. The use of information technology (IT) or telecommunications for any purpose within the Department should be strictly regulated to ensure:
 - A. That information may be shared throughout the Department using standardized tools, including hardware, software, data communication protocols, and operational procedures;
 - B. To protect the security and integrity of information;
 - C. To provide coordinated and economical procurement of equipment;
 - D. To prevent unnecessary proliferation of equipment; and
 - E. To prevent unauthorized relocation of existing equipment.
2. Any unauthorized use of IT or telecommunication devices, software, or services may result in loss of access to such devices or systems, removal of systems, or disciplinary action.
3. All IT or telecommunication devices, whether purchased by the Department or donated as surplus, must be processed through the MIS division.
 - A. The MIS manager must approve any exceptions in writing.
4. The use of IT and telecommunications is a privilege and not a right.
5. All personnel who operate or supervise IT or telecommunication systems must sign the information technology agreement, DOC Form 012.

- A. Failure to sign this form could result in revocation or denial of access to Department information systems.

141.2 COMMERCIAL SOFTWARE

1. A legal license must be purchased for each user, computer or processor, as specified in the vendor's license agreement.
2. All questions regarding the proprietary nature of commercial software should be directed to the MIS manager.
3. The original media for each piece of commercial software should be maintained in a central library at each location in the Department, maintained by the Administrative Services Officer.
4. The use of such soft software other than in strict accordance with license and lease agreements is forbidden.
 - A. Violators may be subject to disciplinary action, criminal prosecution, or civil enforcement action. .

141.3 OPEN SOURCE SOFTWARE (OSS)

1. The MIS Manager must approve open source software before use.
2. All staff must follow the terms of any licensing agreements governing any open source software used within the Department.

141.4 PROPRIETARY INFORMATION

1. All data and programs which reside in the Department's computers are the property of the Department and the State of Nevada.
2. Such information may not be used for any purpose other than that which is necessary for the proper administration of the duties, responsibilities, and business of the Department under the laws of the State of Nevada.
3. Use of departmental information in a matter not related to the conduct of the Department's business is a violation of Nevada law.
4. As is the case with all public property, conversion of proprietary information for a private purpose for which the employee may gain personal benefit is a violation of Nevada law.
5. There may be specific restrictions which also apply to the use of Department information for legitimate business purposes.

- A. Certain types of personal and inmate information may be restricted because they are confidential or of a sensitive nature.
- B. The MIS manager must pre-approve, in writing, the removal of application software from the Department, allowing employees to work at home on privately owned equipment.

141.5 PROCUREMENT AUTHORITY

1. The MIS manager must pre-approve all purchases related to IT and telecommunications.
 - A. This requirement applies to all divisions, institutions, and facilities of the Department regardless of the source of funding.
2. The MIS manager should consider budgetary authority, compliance with regulations, and whether the purchase is consistent with the direction adopted by the Department.

141.6 DONATED/SURPLUS EQUIPMENT

1. The MIS manager must pre-approve, in writing, all donated or surplus equipment and software.
2. The MIS manager must pre-approve any personal hardware and software used in the Department or on department computers.
3. An IT or telecommunication device, system, or software that is brought into any department location without approval by the MIS manager or Director if required, will result in removal of such systems, software, and/or disciplinary or criminal action as appropriate.

141.7 INVENTORY

1. The MIS manager is responsible for preparing and maintaining an inventory of all Department hardware and software.
2. The MIS manager will establish an inventory which will be updated on an annual basis, or as needed. Specifics of the inventory contents should be included in operational procedures.
3. Copies of this inventory should be distributed to all appointing authorities who use this technology.
4. The MIS Manager should approve the location or relocation of any IT device, system, software or telecommunication device that is owned, maintained or operated by the Department or will be used in any Department location.
5. Relocation without approval may result in loss of access to systems or removal of systems, and/or disciplinary action against the user or prosecution under criminal statutes.

141.8 ACCESS TO STATE RESOURCES

1. The Warden, Facility Manager or Division Head will identify authorized staff to access State owned equipment, software, systems, services and other resources.
2. Wardens and Division Heads should develop local procedures that control the use of IT and telecommunication resources, pursuant to administrative regulations.
3. Access to information technology and telecommunication resources or services will be requested by the Warden, Facility Manager or Division head through the MIS Help Desk.
4. Access to information technology and telecommunication resources and services is granted to named individuals only; any user names or codes, and any associated passwords or pass codes granted to an individual for access to IT or telecommunication resources cannot be shared or delegated to any other individual.
5. Changes in position, title or duty station will result in current access being terminated, and the Warden or Manager must request new access for that individual through the MIS Help Desk.
6. The use of another individual's user name, authorization or access code to access any IT or telecommunication resource will result in loss of access to such resources, and/or disciplinary action against the user or prosecution under criminal statutes.
7. IT and telecommunication resources may not be used for personal business.

141.9 APPLICABILITY

1. This regulation requires the development of Operational procedures within MIS.
2. This regulation does not require an audit.

REFERENCES: None

Howard Skolnik, Director

Date