

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>Department of Administrative Services, Office of Information Technology Oversight of DRC Information Technology</b>	PAGE <u> 1 </u> OF <u> 4 </u>
	NUMBER: 05-OIT-24
RULE/CODE REFERENCE: ORC 125.18	SUPERSEDES: New Policy
RELATED ACA STANDARDS:	EFFECTIVE DATE: December 7, 2015
RELATED AUDIT STANDARDS:	APPROVED: 

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

**II. PURPOSE**

The purpose of this policy is to describe the Ohio Department of Administrative Services, Office of Information Technology's (DAS OIT) oversight of the Department of Rehabilitation and Correction (DRC) information technology system assets and information technology authorized users.

**III. APPLICABILITY**

This policy applies to all employees, contractors, volunteers, interns and other agents of the state that are authorized users of the Ohio Department of Rehabilitation and Correction's information technology system assets.

**IV. DEFINITIONS**

**Authorized User** - A DRC employee, contractor, intern, volunteer or other agent of the State who is authorized at a technical level to administer and support/maintain state computing information technology systems and telecommunications technology systems or is authorized at an end user level, to have access to and use state computing information technology systems and telecommunications technology systems for business purposes on behalf of the State of Ohio.

**Ohio Department of Administrative Services, Office of Information Technology (DAS OIT)** – The office within the Ohio Department of Administrative Services responsible for delivering statewide information technology and telecommunications services to state government agencies, boards and commissions, which includes, but is not limited to, the establishment of policy and standards, lifecycle investment planning and privacy and security management.

**System Assets** – Computer hardware, software, networks, data and/or other services or resources that are necessary to support the information technology requirements of the Ohio Department of Rehabilitation and Correction and, therefore, must be protected by the appropriate security requirements to ensure business continuity.

## V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to inform all authorized users of the policies and procedures issued by DAS OIT and to enforce the policies and procedures issued by DAS OIT as they apply to DRC information technology system assets and DRC information technology authorized users.

## VI. PROCEDURES

### A. DAS OIT State Agency Oversight Responsibilities

1. Section 125.18 of the Ohio Revised Code (ORC) defines DAS OIT's authority. The statute states that the State Chief Information Officer, who is also the director of DAS OIT, has the authority to lead, oversee and direct state agency activities related to information technology development and use, including specific authority to establish policies and standards related to state agencies' acquisition and use of information technology by state agencies, including, but not limited to, hardware, software, technology services and security, with which state agencies shall comply.
2. In its state agency information technology oversight role, DAS OIT promulgates Ohio information technology statutes and administrative rules, information technology-related orders and directives issued by the Governor's Office and State of Ohio information technology policies, standards, bulletins, procedures, guidelines, and best practices. This information is distributed to all state agencies and is posted on OIT's web page on the Ohio DAS website.

### B. DRC Responsibilities

1. The DRC Chief of the Bureau of Information Technology Services (BITS) shall:
  - a. Update the list of DAS OIT policies that apply to DRC authorized users that are contained within this DRC policy;
  - b. Inform all DRC authorized users of all applicable DAS OIT policies, via posting said DAS OIT policies on the DRC Intranet;
  - c. Provide DRC information technology staff training recommendations for inclusion in the DRC Annual Training Plan, with emphasis on DAS OIT policy requirements applicable to DRC authorized users;
  - d. Identify annual DRC Information Technology Internal Management Audit Standards for inclusion in the Ohio Standards, with emphasis on DAS OIT policy requirements applicable to DRC authorized users; and

- e. Follow all DAS OIT policies listed in this DRC policy.
2. DRC users authorized at a technical level shall:
- a. Maintain their knowledge of the DAS OIT policies that pertain to their information technology level of expertise, which may include attending training conducted by DAS OIT; and
  - b. Follow said DAS OIT policies listed in this DRC policy when using DRC system assets to perform their DRC information technology job duties.
3. DRC users authorized at an end user level shall:
- a. Acknowledge, when submitting a System Access Request form (DRC 3424), that they have read, understand and agree to follow all DAS OIT policies listed in DRC policy; and
  - b. Follow the DAS OIT policies listed in this DRC policy when using DRC system assets to perform their DRC job duties.

**C. DAS OIT Policies Applicable to DRC Authorized Users**

1. The following is the list of DAS OIT policies, also attached below under related department forms, that shall be followed by DRC authorized users of DRC system assets:
- a. ITP-A.1: Authority of the State Chief Information Officer to Establish Policy Regarding the Acquisition and Use of Computer and Telecommunications Products and Services.
  - b. ITP-A.26: Software Licensing
  - c. IT-13: Data Classification
  - d. IT-14: Data Encryption and Securing Sensitive Data
  - e. IT-15: IT Security Awareness and Training
  - f. ITP-D.4: Information Technology Investment Planning
  - g. ITP-E.1: Disposal, Servicing and Transfer of IT Equipment
  - h. ITP-E.7: IT Business Continuity Planning Guidelines
  - i. IT-04: Use of Internet, E-mail and Other IT Resources
  - j. ITP-E.30: Electronic Records
  - k. IT-06: Ohio.gov Standardization and Registration of Internet Domain Names

- l. ITP-F.3: Web Site Accessibility
- m. IT-08: Executive Branch Cabinet Agency Web Site Standardization
- n. ITP-F.35: Advertising, Endorsements and Sponsorships on State Controlled Web Sites
- o. ITP-H.2: Use of State Telephones
- p. ITP-H.6: Telecommunications Utility Services

**Related Department Forms:**

System Access Request Form          DRC 3424

**DAS-OIT Policies:**

- IT-04: Use of Internet, E-mail and Other IT Resources
- IT-06: Ohio.gov Standardization and Registration of Internet Domain Names
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- IT-13: Data Classification
- IT-14: Data Encryption and Securing Sensitive Data
- IT-15: IT Security Awareness and Training
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