

SUBJECT: DAS-OIT Oversight of DRC Information Technology	PAGE <u> 1 </u> OF <u> 5 </u>
	NUMBER: 05-OIT-24
RULE/CODE REFERENCE: ORC 125.18	SUPERSEDES: 05-OIT-24 dated 12/07/15
RELATED ACA STANDARDS:	EFFECTIVE DATE: November 13, 2018
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

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 (DRC’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, telecommunications hardware and systems, digital devices such as digital copiers and facsimile machines, software, networks, the internet, IT information or data and/or IT services or IT resources that are made available by DRC or DAS OIT to authorized users and are necessary to conduct state government business and support the IT 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 Bureau of Information and Technology Services (BITS) chief shall:
 - a. Update the list of DAS OIT policies contained within this DRC policy that apply to DRC authorized users;
 - 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:
 - i. State of Ohio information technology statutes, provisions, administrative rules and executive orders distributed by DAS OIT;
 - ii. Information technology standards promulgated by DAS OIT;
 - iii. Information technology bulletins, procedures and policies promulgated by DAS OIT.
2. DRC users authorized at a technical level shall:
 - a. Maintain their knowledge of the State of Ohio information technology statutes, provisions, administrative rules and executive orders and the DAS OIT information technology standards, bulletins, procedures and policies listed under the Related Department Forms section of this DRC policy that pertain to their information technology level of expertise, which may include attending training conducted by DAS OIT; and
 - b. Follow said State of Ohio information technology statutes, provisions, administrative rules, executive orders and DAS OIT information technology standards, bulletins, procedures and policies listed in this DRC policy under the Related Department Forms Section 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 (DRC3424), that they have read, understand and agree to follow all applicable State of Ohio information technology statutes, provisions, administrative rules, executive orders and DAS OIT information technology standards, bulletins, procedures and policies listed in this DRC policy under the Related Department Forms Section; and
 - b. Follow all applicable State of Ohio information technology statutes, provisions, administrative rules, executive orders and DAS OIT information technology standards, bulletins and policies listed in this DRC policy under the Related Department Forms Section when using DRC system assets to perform their DRC job duties.

Related Department Forms:

System Access Request

DRC3424

Policy Addendum

Ohio Information Technology-Related Statutes:

ORC 125.18 Office of Information Technology
ORC 1306 Uniform Electronic Transactions Act
ORC 1347 Personal Information Systems

Ohio State Agency-Specific Provisions:

ORC 1306.20 State Agency Provisions
ORC 1306.21 Rules for State Agency Use of Electronic Records or Electronic Signatures
ORC 1306.23 Exemptions to Public Records Laws

Ohio Information Technology-Related Administrative Rules:

OAC 123:3-1-01 Use of Electronic Signatures and Records
OAC 123:3-2-01 Personal Information Systems Definitions

Ohio Information Technology-Related Executive Orders:

Executive Order 2011-01K: Establishing the Common Sense Initiative
Executive Order 2011-12K: Governing the Expenditure of Public Funds for Offshore Services

DAS OIT Platform Standards (PLF Series):

ITS-PLF-01 Enterprise Client Computer Hardware Standard

- ITS-PLF-01-A Standard Business Class Desktop
- ITS-PLF-01-B Specialty Use Class Desktop
- ITS-PLF-01-C Standard Mobile Notebook
- ITS-PLF-01-D Specialty Use Class Notebook
- ITS-PLF-01-E Standard Convertible Tablet Notebook
- ITS-PLF-01-F Standard Ultrabook Notebook
- ITS-PLF-01-M Standard LCD Specifications

DAS OIT Security Standards (SEC Series):

ITS-SEC-01 Data Encryption and Cryptography
ITS-SEC-02 Enterprise Security Controls Framework

DAS OIT Systems Management Standards (SYS Series):

ITS-SYS-01 Bar Code Standards for Automated Inventory Systems Used by State of Ohio
Government Agencies

DAS OIT Bulletins:

ITB-2008.01 Encryption and Investigatory Needs

DAS OIT Procedures:

OEP-SEC.4001 Statewide Incident Response Reporting

DAS OIT Governance Policies:

IT-O1 Authority of the State Chief Information Officer to Establish Ohio IT Policy
IT-03 Software Licensing

DAS OIT Security Policies:

IT-13 Data Classification
IT-14 Data Encryption and Securing Sensitive Data
IT-15 IT Security Awareness and Training

DAS OIT Project Lifecycle Policies:

IT-02 Information Technology Planning
IT-16 Major IT Project Oversight

DAS OIT Asset Management Policies:

IT-05 Disposal, Servicing and Transfer of IT Equipment
ITP-E.7 IT Business Continuity Planning Guideline
IT-04 Use of Internet, E-mail and Other IT Resources
IT-07 Electronic Records

DAS OIT Internet / Intranet Policies:

IT-06 Ohio.gov Standardization and Registration of Internet Domain Names
IT-08 Executive Branch Cabinet Agency Web Site Standardization
IT-09 Website Accessibility
IT-10 Advertisements, Endorsements, and Sponsorship on State Controlled Websites

DAS OIT Telecommunications Policies:

IT-11 Use of State Telephones
IT-12 Telecommunications Utility Services

All the listed Ohio statutes, provisions, administrative rules and executive orders and DAS OIT standards, bulletins, procedures and policies can be accessed at:

<http://www.das.ohio.gov/Divisions/Information-Technology/State-of-Ohio-IT-Standards>