

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 15.7	PAGE NUMBER 1 of 1
	RELATED ACA STANDARDS:	
CHAPTER: 15 INFORMATION TECHNOLOGY	SUBJECT: ACCESS TO DELAWARE AUTOMATED CORRECTION SYSTEM (DACS)	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
		
APPROVED FOR PUBLIC RELEASE		

- I. **AUTHORITY:** 29 Del. C. 89 § 8903 (4)(5)(7)
- II. **PURPOSE:** To define the criteria for access to the Delaware Automated Correction System (DACS).
- III. **APPLICABILITY:** All individuals requesting and/or requiring access to DACS.
- IV. **DEFINITIONS:** None
- V. **POLICY:** To ensure the integrity and security of all data contained within DACS.
- VI. **PROCEDURES:** While most DACS data is shared with the larger law enforcement community through the Criminal Justice Information System (CJIS), direct access is limited to Delaware Department of Correction (DDOC) employees.
 - A. **New DDOC Employees:** As part of the normal new hire process, a security profile is completed based on the employee's title and/or job function. Based on that profile, it is determined if access to DACS is necessary. If access is required, it is granted to a specific job location and specific DACS functions for each employee.
 - B. **Existing Employees:** Upon instances of promotion or job role change, security profiles are re-examined and access to DACS is modified as appropriate.
 - C. **Other State Employees/Contractors:** Access is generally restricted to persons performing the following business functions:
 - i. Persons or entities representing the DDOC in legal matters;
 - ii. Contractors providing direct services to offenders in DDOC custody or under their supervision;
 - iii. Contractors providing direct support to the programming of the DACS application;
 - iv. Education related employees providing direct services to offenders within a DDOC facility; and
 - D. **Contract researchers at DDOC facilities** under the direct supervision of a DDOC employee. This access is for a limited duration and requires a memorandum of understanding to be in place.

These requests are reviewed on a case by case basis and require the approval of the IT Chief Information Officer and DDOC Commissioner. However, access in these instances may still be limited or restricted based on system limitations or conflicts in hardware and software configuration outside the control of the DDOC.

