

<p style="text-align: center;">POLICY OF</p> <p style="text-align: center;">STATE OF DELAWARE</p> <p style="text-align: center;">DEPARTMENT OF CORRECTION</p>	<p>POLICY NUMBER</p> <p>6.5</p>	<p>PAGE NUMBER</p> <p>1 of 2</p>
	<p>RELATED ACA Standards</p>	
<p>CHAPTER: 6</p> <p>Information Systems/Research</p>	<p>SUBJECT:</p> <p>Management Information Systems</p>	
<p>APPROVED BY THE COMMISSIONER:</p>		
<p>EFFECTIVE DATE: 9 February 2010</p>		
<p>APPROVED FOR PUBLIC RELEASE</p>		

I. AUTHORITY: 11 Del. C. §6517, 29 Del. C. §8903

II. PURPOSE: To describe the management information systems authorized for use in all Department of Correction facilities.

III. APPLICABILITY: All Department of Correction employees, contractors/consultants or organizations conducting business with the Department of Correction.

IV. DEFINITIONS: None

V. POLICY: It is the policy of the Department of Correction to maintain a state-of-the-art management information system to assure that Department's managers and line staff have available to them a useful array of well-organized information in order to make informed operational and strategic decisions.

VI. PROCEDURAL GUIDELINES: Each Department of Correction facility will use the Delaware Automated Corrections System (DACS) for information collection, storage, retrieval, reporting, and review. This system will be under the direct management of the Bureau of Management Services, Information Technology unit. The DACS will be capable of delivering information useful for profiling the offender population confined in each facility and under supervision in all community programs. The system will also be capable of delivering on-demand information that can be generated when special or periodic reports are required, and must be capable of using distinct evaluation criteria with respect to different classifications of offenders. In addition to inmate/offender population evaluation, the system shall provide for system and program performance evaluation relevant to operational services provided throughout the Department.

A. Operation of the System

The DACS will be directly related to the Department's goals and objectives and will be comprised of data sets identified as useful for management purposes by staff at all appropriate levels within the Department. The Bureau of Management Services, Information Technology unit will maintain primary responsibility for operational support of information systems in the areas of technical support personnel; all procurement of computer related expenditures; all inventory

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of all information systems to include hardware, software and network resources in direct support of the DACS; all design of new information technology initiatives; enhancement and maintenance of existing systems; all coordination with the Department of Technology and Information (DTI) and such other Federal, State and local agencies as required for information technology related issues.

Any and all automated information systems will be designed, purchased, and operated in accordance with specific automated information technology standards developed by the DOC Information Technology unit and the Department of Technology and Information such that all Department of Correction locations are using identical systems and generating completely compatible reporting.

B. Steering Committee

The purpose of this committee is to ensure the enhancement of the DACS for the good of the whole. This committee shall make recommendations for system enhancements and prioritize the system work to be completed. Representatives from the Office of the Commissioner, Bureau of Management Services, Bureau of Correctional Healthcare Services, Bureau of Prisons and Bureau of Community Corrections shall jointly form this committee.

C. Data Content

Certain standard information will be a part of the system in accordance with local and central office management needs and requirements. Specific categories of information have been and will continue to be identified by the Commissioner, Deputy Commissioner, Bureau Chiefs, and Managers and may shift over time as the needs of the Department change.

D. Reporting

The Commissioner, Deputy Commissioner, Bureau Chiefs and Managers will have made available to them such reporting tools as are necessary to view and evaluate characteristics of the populations under supervision across the Department. Reporting tools shall have the capability of providing routine type reports, as defined by the Commissioner, Deputy Commissioner, Bureau Chiefs, and the Managers as well as ad hoc reports needed to address an immediate issue.