I. POLICY

The Montana Department of Corrections disseminates information via the Department’s internet and intranet sites. The purpose of the internet site is to provide direct citizen access to information and resources related to the Department’s mission to enhance public safety, support the victims of crime, promote positive change in offender behavior, and reintegrate offenders into the community. The purpose of the intranet site is to provide employees direct access to the Department’s internal information.

II. APPLICABILITY

All Department divisions, facilities, and programs.

III. DEFINITIONS

Administrator - The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility, or program operation and management.

Content Owner – Staff authorized to upload and maintain information as published content on an internet site, intranet site, or hosted application, consistent with the site’s or application’s current design and structure.

Internet - An electronic communications network that connects computer networks and organizational computer facilities around the world.

Intranet - A network operating like the World Wide Web but having access restricted to a limited group of authorized users (such as employees of the Department).

IV. DEPARTMENT DIRECTIVES

A. General Requirements

1. The Administrative Services Division (ASD) will develop and assist in the maintenance of the Department’s internet and intranet websites.

2. The Department of Administration hosts and maintains the Content Management System (CMS) used for the Department of Corrections’ internet and intranet websites, which may link to other applications.
B. Staff Responsibilities

1. ASD and the Director of Communications will ensure that internet sites are:
   a. accessible to internet users as mandated by state and federal laws and regulations;
   b. accessible as appropriate via mobile devices, such as smartphones and tablets;
   c. maintained as single sites with a common look and feel; and
   d. organized in a way that does not require knowledge of the Department’s
      administrative structure.

2. If an administrator wishes to create or substantially revise the content, design or structure
   of a website, web page or web application, the administrator or designee will, unless
   granted an extension on a case-by-case basis, submit a request at least two weeks prior to
   anticipated publication to:
   a. ASD and the Director of Communications if the website, web page, or web
      application will be on the internet and available to the public; or
   b. ASD if the website, web page, or web application will be on the intranet and not
      available to the public.

3. For established websites, web pages, and applications, administrators will designate
   content owners for sites relevant to their respective divisions, facilities or programs, and
   will request that ASD assign permissions to the content owners as appropriate.
   a. Content owners may be:
      1) Contributors, who will have permission to upload and edit content only; or
      2) Site managers, who are contributors and are also responsible for reporting any
         issues to ASD and, if designated by the administrator, for submitting requests for
         changes in contributor permissions or for substantial or structural changes to the
         site, page or application.
   b. Administrators or designees are responsible for requesting that ASD add and remove
      staff permissions relating to website content as business needs and staffing change.

4. Content owners will maintain appropriate information on the internet site including, but
   not limited to:
   a. rulemaking notices;
   b. board vacancy notices as required by 2-15-201, MCA;
   c. agency reports mandated by statute;
   d. requests for bids or proposals;
   e. public meeting notices and agendas; and
   f. Department policies, procedures, and forms available to the public as deemed
      appropriate by relevant administrators.

5. Content owners maintain the information on the intranet site including, but not limited to:
   a. organizational information;
   b. resource management information; and
   c. internal or restricted policies, procedures and forms.

6. Information to be placed on the secure intranet site will be developed by subject matter
   experts, presented to the appropriate administrator for approval, and submitted to ASD
for publication or to other entities authorized to publish to the intranet. Administrators may appoint a content owner that is responsible for:
   a. publishing and managing division-specific intranet pages; and
   b. only publishing content that is consistent with the current intranet site design.

V. CLOSING

Questions concerning this policy should be directed to the ASD Administrator or the Department’s Director of Communications.

VI. REFERENCES

A. 2-15-112, MCA; 2-15-201, MCA; 2-17-532, MCA

VII. ATTACHMENTS

None