



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy:	<b>DOC 1.7.11 WEBSITES</b>
Chapter 1:	ADMINISTRATION AND MANAGEMENT
Section 7:	Information Systems
Effective Date:	Dec. 1, 1996 <span style="float: right;">Page 1 of 2</span>
Revised:	August 28, 2019
Signature:	/s/ Reginal D. Michael

## **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 support of 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.

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. The 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;

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- d. requests for bids or proposals;
  - e. public meeting notices and agendas; and
  - f. Department policies, procedures and forms available to the public.
3. Content owners maintain the information on the Intranet site including, but not limited to:
    - a. organizational information;
    - b. resource management information and guides;
    - c. internal forms;
    - d. Department policies and procedures with restricted access and
    - e. Human Resource (HR) documents, guides and forms
  4. Content owners and administrators are responsible for ensuring that new content on the Internet is referred to the Department's Public Relations Specialist for final approval prior to placement; content will be submitted at least two weeks prior to the date of importance to the public (meeting date, RFP close, etc.).
  5. 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 other entities authorized to publish to the Intranet. Administrators may appoint a content manager 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.
  6. Content that is published to the Internet and Intranet will be:
    - a. accessible to Internet users as mandated by state and federal laws and regulations;
    - b. accessible via hand-held devices, such as smartphones and tablets;
    - c. maintained as a single site with many unique parts rather than as a portal to many separate websites; and
    - d. organized in a way that does not require knowledge of the Department's administrative structure.

## V. CLOSING

Questions concerning this policy should be directed to the Department's Chief Information Officer or the Department's communications director.

## VI. REFERENCES

A. 2-15-112, *MCA*; [2-15-201](#), *MCA*; 2-17-532, *MCA*

## VII. ATTACHMENTS

None