



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

Policy No. DOC 1.7.11	Subject: E-GOVERNMENT SERVICES
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2
Section 7: Information Systems	Effective Date: Dec. 1, 1996
Signature: Mike Batista, Director	Revised: 5/5/2014

I. POLICY

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 Department computerized information. The purpose of the intranet site is to provide employees direct access to the Department's internal information.

II. APPLICABILITY

All divisions, facilities, and programs Department-owned and contracted, as specified in the contract.

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 Information Technology Division (ITD) will develop and maintain the Department's Internet and Intranet web sites.
2. The Department of Administration provides an Internet site for state agency use as a means of conveying information to the citizens of Montana; the Department 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; and
 - e. public meeting notices and agendas.
3. ITD maintains the information on the Intranet site including, but not limited to:
 - a. organizational information;

Policy No. DOC 1.7.11	Chapter 1: Administration and Management	Page 2 of 2
Subject: E-Government Services		

- b. resource management information;
 - c. Information Systems user's guides; and
 - d. Department policies.
4. Administrators are responsible for ensuring that information on the Internet is referred to the Department's communications director for approval prior to placement; information 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 ITD 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 published in a method that is compliant with current state accessibility laws and standards.

V. CLOSING

Questions concerning this policy should be directed to the ITD administrator or the Department's communications director.

VI. REFERENCES

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

VII. ATTACHMENTS

None