



COMMUNITY CORRECTIONS FACILITIES AND PROGRAMS BUREAU OPERATIONAL PROCEDURE

Procedure:	FPB 6.1.205 OFFENDER MANAGEMENT SYSTEM PROVIDER ACCESS AND USE
Effective Date:	01/23/2020 Page 1 of 3
Revision Date(s):	09/06/2021; 04/24/2026
Signature/Title:	/s/ Scott Eychner, Rehabilitative and Enterprise Division Chief

This procedure is referenced as *ACCD 1.7.100 OMIS Access for Contract Facilities* in Section 1.D. Standard Contract Terms; Access to Records – Offender Records/Files/OMIS access, in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Elkhorn, Nexus, and START.

This procedure is referenced as *ACCD 1.7.200 OMIS Entry* in Section 1.D. Standard Contract Terms; Access to Records – Offender Records/Files/OMIS access, in the following contracts: Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Elkhorn, Nexus, and START.

I. PURPOSE

Community Corrections Facilities and Programs Bureau (FPB) contract facilities and service providers (providers) will follow established requirements and Department policies to obtain access to the Department's offender management system. Requirements for the use of the system will also be followed to ensure prompt, accurate, and complete offender information is entered and made available for offender case management.

II. DEFINITIONS (see Glossary)

III. REQUIREMENTS

A. GENERAL

1. Only provider staff who have been given security clearance and authorization by the Department may access the offender management system. The provider will make a computer that has the ability to access the offender management system available to authorized staff.
2. The Department will be responsible for training, providing the guidelines of information that must be entered into the system, and the actual cost of maintenance and support of the offender management system. The Department will provide reasonable technical assistance associated with access to the offender management system by provider staff.
3. Providers are required to provide training to staff that promotes awareness of information security and good practices for all staff.
4. There is no right of privacy in the use of the offender management system and all aspects of staff usage may be monitored.
5. Under no circumstances will an offender be allowed to access the offender management system.

B. OFFENDER MANAGEMENT SYSTEM ACCESS

1. The FPB Contract Manager will act as the security coordinator in receiving requests from contract providers for new or changed access to the offender management system.

2. An initial request to add a provider staff member for access to the offender management system is made by designated provider staff by submitting a completed *Contractor IT Policy Consent Form* and an offender management system *Access Request* form to the Contract Manager at [correquests\(at\)mt.gov](mailto:correquests(at)mt.gov).
 - a. A "User ID" is acquired by the Department after the *Access Request* form is submitted and becomes the offender management system User ID for the staff's log-in to the offender management system.
 - b. The *Consent Form* must be printed and signed by staff and supervisor; electronic signatures will **not** be accepted. The *Consent Form* is scanned and emailed to [correquests\(at\)mt.gov](mailto:correquests(at)mt.gov).
 - c. Information regarding the staff member's position and need for offender management system access must be included in the email.
 - d. The Contract Manager will submit the request per the Department's process and will notify the staff submitting the request when access has been implemented. The staff member will also be notified and provided the User ID and an initial password.
3. Deleting or changing provider staff's access
 - a. The Contract Manager must be notified as soon as possible once a staff member's need for offender management system access has changed or is no longer required. This includes staff who have left the facility, whose employment has been terminated, or who have been placed on leave.
 - b. If access is no longer required, a *Departing Employee* form is completed by the Contract Manager and submitted per directions on the form.
4. User IDs and Passwords
 - a. Provider staff must protect the confidentiality of their User ID and password, may not share this information, and may not write the information where it can be found by others.
 - b. To reset a password, a request is sent to the Contract Manager at [correquests\(at\)mt.gov](mailto:correquests(at)mt.gov). Either the Contract Manager or the Department's IT Service Desk will respond to the request.

C. USE OF THE OFFENDER MANAGEMENT SYSTEM BY PROVIDER STAFF

1. Staff authorized to enter or modify data in the offender management system and provide offender information to the Department through the offender management system are responsible and accountable for the accuracy, completeness, and timeliness of the data they handle.
2. Staff will not remain signed into the offender management system when absent from the computer for longer than 15 minutes and will power off the computer when leaving at the end of the workday.
3. A staff member who does not access the offender management system within a 60-day time period will be automatically locked out of the offender management system and must contact [correquests\(at\)mt.gov](mailto:correquests(at)mt.gov). Once locked out, the need for the staff's offender management system access may be reviewed to determine if access remains necessary.
4. Prohibited uses of the offender management system include:
 - a. accessing data, information, or networks that the state has access to outside of normal job duties or without proper authorization;
 - b. sharing or use of any username or password with other authorized or unauthorized staff;
 - c. disclosing any information or printed output to anyone without a need to know;
 - d. any use for private or commercial profit, product advertisement, or political lobbying;
 - e. downloading any information to any removable storage media; and
 - f. sharing, giving, or selling information with anyone outside of a facility.

5. Staff will report unlawful use of the offender management system and other security violations to the Contract Manager.
6. Access to the offender management system will be immediately suspended for staff violating this procedure and Department policies referenced in the *Access Request* form.

IV. CLOSING

Questions about this procedure should be directed to the Community Corrections Facilities and Programs Bureau.

V. REFERENCES

- A. §§ 2-2-103; 2-15-114; 2-17-534, MCA
- B. DOC 1.7.3 Data Quality; DOC 1.7.7 Computer Security

VI. FORMS

Contractor IT Policy Consent
Offender Management System Access Request
Departing Employee