

<p style="text-align: center;">STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS</p>	<p>Title: Staff Access to Offender Information</p>		<p style="text-align: right;">Page 1 of 2</p>						
<p>Chapter: Management Information Systems</p>	<p># 254.06</p>	<p>NEW</p>							
<p>Attachments, Forms & Companion Documents: N/A</p>									
<p>Applies to: Field, Facility, and DOC Offices Local Procedure(s) Required: No Applicability: All staff (including contractors and volunteers) Security Level: "B" – Anyone may have access to this document.</p>									
<p>Approved:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 33%;"><u>SIGNED</u></td> <td style="text-align: center; width: 33%;"><u>12/16/2015</u></td> <td style="text-align: center; width: 33%;"><u>1/2/2016</u></td> </tr> <tr> <td style="text-align: center;">Lisa Menard, Commissioner</td> <td style="text-align: center;">Date Signed</td> <td style="text-align: center;">Effective Date</td> </tr> </table>				<u>SIGNED</u>	<u>12/16/2015</u>	<u>1/2/2016</u>	Lisa Menard, Commissioner	Date Signed	Effective Date
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PURPOSE

The purpose of this administrative directive is to establish guidelines for staff access to an offender’s paper or electronic central file.

POLICY

It is the policy of the Vermont Department of Corrections (DOC) to ensure that access to an offender’s paper or electronic central file complies with any federal or state mandates regarding confidentiality of information on offenders under DOC supervision or who have been previously supervised by the DOC.

AUTHORITY

3 V.S.A. § 3052(b)(3); 28 V.S.A. § 601(10); 28 V.S.A. § 101(1), (5); 28 V.S.A. § 102(b)(2); 28 V.S.A. § 102(c)(1)

REFERENCE

PROCEDURAL GUIDELINES

1. Access of Offender Information

- a. A DOC staff member may only access an offender central file or other information about an offender when the staff member has an actual need to access the information to perform his or her official duties and responsibilities.
- b. Upon entry into a position, a staff member will be granted permission to access the Offender Management System appropriate to his or her position.
- c. Any requests for increased access to offender information within the Offender Management System shall be made to the staff member's site manager, or designee. If the site manager, or designee, supports the request, s/he shall forward it to the Offender Management System Administrator for implementation.

2. Monitoring of Access of Offender Information in the Offender Management System

- a. The Offender Management System maintains a user log documenting each occasion a staff member accesses data about an offender.

3. Violation of This Administrative Directive

- a. Any staff member who uses, accesses, or provides access to offender information in a manner that violates this administrative directive may be subject to disciplinary action.