



INTERNAL MANAGEMENT POLICY & PROCEDURE

Applicability: ☐ Adult Operation Only ☐ JUVENILE Operations Only ☒ DEPARTMENT-WIDE

IMPP #: 05-130D

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INFORMATION TECHNOLOGY AND RECORDS: Acceptable Use of IT

Original Date Issued: 05-19-25 Replaces IMPP Issued: N/A **CURRENT EFFECTIVE DATE: 05-19-25**

Approved By: , Secretary Next Scheduled Review: 08/2028

PURPOSE

This policy establishes a uniform approach to the minimum requirements for Information Security Acceptable use of IT Policy to minimize the impact of an unauthorized or unexpected event that compromises the security of Kansas Department of Corrections (KDOC) Information Technology (IT) systems.

SCOPE

This policy applies to all KDOC IT system users. It encompasses all IT security practices and standards required to protect the confidentiality, integrity, and availability of information within the State of Kansas Executive Branch.

POLICY

KDOC is required to comply with federal and state laws and regulations regarding Information Security Acceptable use of IT Policy as defined by the following:

- Office of Information Technology Services (OITS) Kansas Information Security Office (KISO) ITEC 7034-P, Acceptable use of IT Policy
- Criminal Justice Information Services (CJIS) Security Policy

GENERAL PROVISIONS

- I. [ITEC 7034-P](#) defines specific requirements regarding Acceptable use of IT Policy. This includes action and time requirements.
- II. Section 5 of the [CJIS Security Policy](#) defines specific requirements regarding Acceptable use of IT Policy when defining Rules of Behavior and Access Agreements. This includes action and time requirements.
- III. In the event of a difference in an action or time requirement, the most restrictive option is to be complied with. For example, if CJIS Security Policy states "within 24 hours" but ITEC states "within 6 hours" the 6 hours requirement must be complied with.
- IV. This must serve as final policy in all departmental facilities, and no General Orders shall be developed or implemented on this subject.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

HISTORY

05-19-25 Original

ATTACHMENTS

None.