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CHAPTER 5: MANAGEMENT INFORMATION SYSTEMS		
	STATE of MAINE DEPARTMENT OF CORRECTIONS	PROFESSIONAL STANDARDS: See Section VII
	Approved by: <u><i>Martin Magnusson</i></u> Signature of Commissioner	
EFFECTIVE DATE: November 17, 2003	LATEST REVISION: October 16, 2008	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Entire Maine Department of Corrections

III. POLICY

It is the policy of the Department of Corrections to govern the security of the information and data collection systems to protect the privacy of clients and staff. It is the responsibility of the Agency Technology Officer, or designee, to review this policy annually.

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Procedure A: LAN Administrator

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1. The LAN Administrator(s) shall report directly to the Information Systems Support Manager on issues related to technical standards and direction.

Procedure B: LAN Security

1. The LAN Administrator shall maintain all security for the LAN system, to include:
 - a. Authorization to assign and remove users from the system at the direction of the immediate supervisor.
 - b. Assigning user login identifications and privileges, checking for valid usage, and removing users from the system if violations occur. Notification of removal shall be made to the immediate supervisor, Site Coordinator and to the Information Systems Support Manager.
 - c. Assigning shared files among groups and individuals as authorized by the immediate supervisor. The LAN Administrator shall further have the authority to validate proper usage of the shared files and report any unauthorized viewing, changing, or deleting of files.
 - d. Authorization to access any and all files on the LAN File Server.

Procedure C: LAN Administrator Functions

Functions to be administered by the LAN Administrator shall include, but are not limited to:

1. All User access and user security.
2. File/system back-up, to include a process of guidelines, logging, and structure similar to that outlined below:
 - a. Documenting detailed backup and restore procedures
 - b. Maintaining daily logs of success and failures
 - c. Following documented backup rotation schedule to include:
 1. Full backup every MON, TUE, WED and THU using tapes labeled as such. This will enable a day by day backup for each week.
 2. Backup Schedule (Attachment A) which directs changing tapes every Friday, (total of 7 Friday Tapes). This schedule allows restore for files 64 to 127 weeks old.

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3. The tapes alternate in a progressive pattern that maximizes the backup time using a minimum of tapes.
 4. This plan uses 11 tapes and gives day by day backups for 1 week with the oldest backup being 64 to 127 weeks ago.
 5. Store tapes offsite
3. LAN and file system security.
 4. LAN software and hardware installation and maintenance.

Procedure D: Accessing the LAN

In order to maintain consistency throughout the various sites within the Department, each LAN Administrator shall establish security groups for accessing the LAN. The LAN Administrator is responsible for issuing userIDs and passwords, and assigning users to the appropriate groups.

1. Admin Group
 - a. The Admin Group is the highest level group. Users in this group can view, change, or delete any LAN file. In addition, they can identify who has accessed any file. The persons authorized to belong to this group are:
 1. The Administrator for that LAN.
 2. Designated backup for the LAN Administrator.
 3. Designated Central Office Information Technology Division staff.
 - b. LAN Administrators are required to provide the Admin password to the IS Support Manager, or designee, whenever the password is changed.
 - c. In the event of a required audit or investigation, the Agency Technology Officer shall authorize a designated person from the Attorney General's office to use an account with administrative privileges for investigative purposes. Upon completion of the investigation, the account shall be deleted.
2. User Groups
 - a. User groups, the second level of security, shall be developed in accordance with the users' information requirements.

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- b. The immediate supervisor or Site Coordinators shall inform the LAN Administrator of the groups within their levels who shall share files. The LAN Administrator shall set up the groups and inform the users of their permissions.
 - c. Job requirements shall determine user group permissions to programs/system/data files, and other resources residing on the LAN.
 - d. Individual users within a group may be granted administrator rights for that group.
 - e. Groups may be given access to other data with the consent of the group owning the data.
 - f. Should a user change jobs, locations, or access privileges, the immediate supervisor shall notify the LAN Administrator to adjust permissions and group memberships for that user.
3. Individual users
- a. LAN and group administrators may not give permission to other users or user groups to files and/or directories without the permission of the information owner. All directory/file owners shall be informed of, and be aware of, any other users who have access to their directories/files.
 - b. The exception to this policy is access by the Attorney General's office on official business.
4. Agency/Facility Groups
- a. Under no circumstances shall one agency/facility/region have access to another agency/facility/region's files without knowledge of, and agreement with, agency/facility/region's Correctional Administrator.
 - b. Confidentiality statements may be required for external agencies.
5. Client Access
- a. Clients shall have no access to the Department of Corrections' LANs.
 - b. Client workstations shall be configured to limit access to client designated resources only (e.g. educational programs, legal library resources, etc.).

VII. PROFESSIONAL STANDARDS: None

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