



**DEPARTMENT OF CORRECTIONS  
Information Systems**



<b>Title:</b>	<b>Information Security Awareness</b>	<b>DOC Policy: 60.1.5</b>
<b>Effective:</b>	<b>3/1/12</b>	<b>Supersedes: 6/1/09</b>
<b>Applicability:</b>	<b>All DOC employees, contractors, and volunteers</b>	
<b>Directives Cross-Reference:</b>	<b>Policy: Acceptable Use of Electronic Information Systems – 60.1.1</b> <b>Information Security– 60.1.4</b> <b>Rule: Network Information System Access and Security – Div 005</b>	
<b>Attachments:</b>	<b>User Authorization Form (CD1579)</b>	

**I. PURPOSE**

- A. This policy establishes the requirement for security awareness and education for all workforce members of the Department of Corrections (DOC) who have access to information systems and information assets. Information assets include any valuable or sensitive information in any form (i.e., written, verbal, or electronic), created, gathered, or stored and used as a component of a DOC business process, regardless of the source.
- B. The purpose of this policy is to ensure that all workforce members who have been granted access to DOC information systems and assets are informed and aware of the importance of protecting confidential and sensitive information held by DOC.
- C. This policy is in support of DOC **Information Security Policy** 60.1.4, that establishes the Information Security Program to ensure the privacy, integrity, and availability of its information assets.

**II. POLICY**

- A. All workforce members who have been granted access to DOC information systems and information assets, including but not limited to full and part-time employees, temporary workers, volunteers, contractors, those employed by others to perform DOC work, and others granted access, are covered by this policy and shall comply with this and associated policies, procedures and guidelines.
- B. Failure to comply with information security policies or other associated policies, standards, guidelines, and procedures may result in disciplinary actions up to and including termination of employment for employees or termination of contracts for contractors, partners, consultants, and other entities. Legal actions also may be taken for violations of applicable regulations and laws.
  - 1. General
    - a. DOC shall provide ongoing information security awareness and education for all members of its workforce. Virtual Merchant users will be trained on information security and classification for protecting and handling credit card information.

- b. The information security awareness and education shall cover information security basics, associated policies and procedures, and workforce member responsibilities.
  - c. DOC managers shall ensure that workforce members under their supervision are aware of information security policies, procedures, and guidelines and have access to current versions.
  - d. DOC shall inform new full and part-time employees, temporary workers and volunteers of the importance of information security and their role in protecting valuable and sensitive DOC information systems and information assets, during their orientation.
  - e. DOC employees shall acknowledge they have been informed and are aware of DOC Information Security policies, and their role in protecting DOC information systems and information assets, by signing the User Authorization form (CD 1579) upon hire.
  - f. The DOC Information Services, Operations Unit shall be responsible for the collection and management of signed User Authorization forms, verifying that workforce members have been informed and are aware of DOC Information Security policies and their role in protecting DOC information systems and information assets.
  - g. DOC managers shall hold awareness and education session, as appropriate to review information security basics and current information security policies with workforce members under their supervision.
  - h. DOC shall inform all other authorized users of the importance of information security and their role in protecting DOC information systems and information assets through the terms of the associated contract and other associated documents.
  - i. DOC information security awareness and education materials shall be made available for use by contractors and partners for the education of their workforce members who have access to DOC information systems and information assets.
2. Contracting; All DOC contracts shall contain language concerning awareness of information security policies and requiring adherence to DOC security policies, procedures, and guidelines.

### III. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: Signature on file  
Birdie Worley, Rules Coordinator

Approved: Signature on file  
Mitch Morrow, Deputy Director