

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 14-08	Policy # 6.1
Applicability: {x} All DJJ {x} Administration { x } Community Services { x } Secure Facilities	Related Standards & References: Georgia Technology Authority Policies, Standards and Guidelines 4-JCF-6F-04, 4-JDF-1F-01	
Chapter 6: INFORMATION TECHNOLOGY	Effective Date: 10/20/14 Scheduled Review Date: 10/20/15	
Subject: FUNCTIONS OF THE OFFICE OF TECHNOLOGY AND INFORMATION SERVICES	Replaces: 4/1/12 Administrative services Division	
Attachments: None.	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

The Chief Information Officer shall oversee the use of information technology resources to ensure the use of resources in the support of the Department's mission and goals.

II. DEFINITIONS:

Chief Information Officer (CIO): Director of the Office of Technology and Information Services.

Information Technology Resources: Desktop, laptop, and handheld computers and tablets, jump/flash drives used on Department computers, printers, scanners, data networks and servers, internet, e-mail, numerous applications including but not limited to mobile platforms and software programs, cellular telephones, two-way radios, Guard Plus, DJJ agency website, wireless and electronic and video communications devices and CCTV.

III. PROCEDURES:

- A. The Director of the Office of Technology and Information Services (OTIS) will serve as the Chief Information Officer for the Department.
- B. The Chief Information Officer (CIO) will establish standards and procedures governing all information technology (IT) resources deployed within the Department, including determination of the types and models of resources that will be deployed and the manner in which they will be configured.
- C. The CIO must approve all IT resources used by the Department. Those resources must be acquired in accordance with approved Georgia Technology Authority, approved State Purchasing procedures and OTIS procurement procedures. All IT resources will be configured in accordance with established standards and installed by OTIS and/or persons approved by the CIO or designee.

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- D. The Department may remove, replace, or reconfigure its IT resources without notice.
- E. The Department may monitor all transmissions to and from the internet, including e-mail and text messages, or any other outside network. The Department may examine all of its system configurations, as well as the files on those systems, to protect its resources from virus infections, unauthorized access and misuse, to respond to complaints of abuse (e.g., harassment), or to maintain data integrity.
- F. The Chief Information Officer will ensure current Information Security Procedures that provide for the confidentiality, availability, and integrity of information assets are followed including but not limited to compliance with Federal and State Security Policy and Procedures.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO