

## 3-17-310 Computer Applications and Management

### PURPOSE OF ORDER:

To identify the computer applications at the Twin Towers Correctional Facility (TTCF) and establish computer management procedures.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility.

### ORDER:

Personal computers (P.C.'s) are utilized for record keeping and inventory tracking in various areas throughout the facility. The TTCF personal computer network shall be accessible 24 hours a day, seven days a week.

Network programs (e.g., word processing, spread sheets and databases) can be accessed at any time by multiple users. Individuals designated as "users" shall be assigned a security code and password by MIS personnel. Individuals assigned a password may access the system on any shift and from any terminal. The network system is to be used for work related projects only.

The following computer applications are utilized by State and/or County agencies: JDIC (Justice Data Interface Controller), JDS (Justice Data System), and CWTAPPS (County Wide Timekeeping and Payroll Personnel System). These applications are available on the network system only to those individuals who have a legitimate need.

JDIC - Utilized state-wide to obtain the following information: DMV inquiry, personal history, various law enforcement inquiries, court inquiries, and county criminal justice locations.

JDS -Utilized throughout the division to obtain and maintain statistical information (i.e., housing locations, release date information, DOB, CI#) on all persons booked into or released from the L.A. County Jail System.

CWTAPPS - Utilized for record keeping of working hours, overtime worked and various personal history information for assigned personnel.

The personal computer network shall be overseen by Data Systems Bureau (DSB) personnel.

### DSB shall:

- Act as network supervisors, having total access to all network resources.
- Ensure that all computers and computer software are operating properly and make repairs as necessary.
- Maintain access to the computer network for all TTCF personnel.

### The TTCF Training Unit shall:

- Provide training in the use of the computer system.
- Maintain records of user training needs and satisfactory completion dates, as necessary.

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- Maintain operations guides and/or manuals and have them available to users.

The TTCF Logistics Unit shall:

- Maintain an inventory of all computers.
  - Process repair requests
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