Chapter 39
Justice—Maintaining the Integrity of Offender Data

1.0 MAIN POINTS

By September 2017, the Ministry of Justice had implemented one of two remaining recommendations related to maintaining the integrity of offender data from our 2012 audit. The Ministry implemented a process of supervisory review of offender information entered by clerical staff. However, the Ministry needs to follow procedures for removing unneeded user access to its IT system.

The Ministry is responsible for tracking offenders in provincial correctional facilities and within the community (e.g., those offenders subject to bail). The Ministry uses an information management system to track release dates of prisoners. If information in its system is not accurate, offenders may be released from prison at the incorrect time.

2.0 INTRODUCTION

As of September 30, 2017, the Saskatchewan correctional system was responsible for 9,590 offenders with 1,966 in custody and 7,624 under community supervision.[1]

The Ministry uses the Criminal Justice Information Management System (CJIMS) to track offenders in provincial correctional facilities and within the community (for example, those subject to conditional sentence, probation, or bail). CJIMS tracks offender location, sentence lengths, incidents, risk and needs assessments for offenders, special programs (e.g., community training residences), and release dates.

CJIMS is critical for managing and transporting offenders. If offender release date information is not accurate in CJIMS, offenders may be let out of prison at the incorrect time. Also, the Ministry relies on the confidentiality, availability, and integrity of information in CJIMS to keep both offenders and law enforcement officers charged with their care safe.

Our *2015 Report – Volume 2*, Chapter 48 found that, by August 31, 2015, the Ministry had implemented four out of six recommendations we initially made in our 2012 audit of the integrity of offender data. This chapter describes our follow up of the two recommendations that were not fully implemented.

To conduct this audit engagement, we followed the standards for assurance engagements published in the *CPA Canada Handbook – Assurance* (CSAE 3001). To evaluate the Ministry's progress towards meeting our recommendations, we used the relevant criteria from the original audit. The Ministry agreed with the criteria in the original audit.

We examined key documents including policies and procedures related to keeping offender data confidential, available, and reliable; interviewed Ministry employees; tested that management followed its policy of supervisory review; and tested the timeliness of removing unneeded user access to CJIMS.

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[1] Per Ministry of Justice officials (October 2017).

3.0   STATUS OF RECOMMENDATIONS

This section sets out each recommendation including the date on which the Standing Committee on Public Accounts agreed to the recommendation, the status of the recommendation at September 30, 2017, and the Ministry's actions up to that date.

3.1   Verification of Corrections Management Information System Data

We recommended that the Ministry of Justice implement processes to require verification of Corrections Management Information System data entry. (2012 Report – Volume 2; Public Accounts Committee agreement June 17, 2015)

Status – Implemented

Since our 2012 audit, the Ministry developed a policy for community corrections offices to require a supervisory review of files and data changes. The policy came into effect on September 1, 2014. The Ministry implemented the same process for correctional centres.

The policy requires supervisors to confirm the data entered into CJIMS by clerical staff matches the information on the individual's court order. Probation officers assigned to the individual must also review that the data within CJIMS matches what is on the court order.

We found that for all 30 items we tested staff were following the Ministry policy / process.

3.2   Timely Removal of User Access Needed

We recommended that the Ministry of Justice follow its policy to ensure that unneeded Corrections Management Information System user access is removed on a timely basis. (2012 Report – Volume 2; Public Accounts Committee agreement June 17, 2015)

Status – Partially Implemented

See Chapter 8, Justice—Timely Removal of User Access Needed.