



Rhode Island Department of Corrections  
Planning & Research Unit  
18 Wilma Schesler Lane  
Cranston, RI 02920

Web-Enabled INFACETS (WINFACTS)  
Non-Law Enforcement User Agreement  
Completed applications must be submitted to:  
[doc.planning@doc.ri.gov](mailto:doc.planning@doc.ri.gov)

User's Last Name, First Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization's Address: \_\_\_\_\_

User's Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

User's Email Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_

Supervisor's Email Address: \_\_\_\_\_

Please state the business reason for requesting access to WINFACTS. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What specific information from WINFACTS is being sought? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How will WINFACTS information be used by you/your organization? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*WINFACTS*  
*Non-Law Enforcement User Agreement*

The purpose of this agreement is to set forth, in writing, the terms and conditions under which the Rhode Island Department of Corrections (RIDOC) will provide access to the web-enabled INFACTS (WINFACTS) as requested. This agreement shall commence for the user on the date of approval listed below and continue until RIDOC or the user terminates service, or the user leaves the employment of the above-listed organization. RIDOC retains the right to terminate this agreement immediately if it is determined that the user violated the terms and conditions of this agreement.

If this request is approved, the Planning and Research Unit will provide the user identified above a unique user ID and password to access WINFACTS. **The user ID and password are for the exclusive use of the approved user and shall not be shared with or used by anyone else.** System access granted by this agreement is non-transferable by the above-named user. Violations may result in suspension or termination of this agreement and may result in denial of future requests for the individual user and/or the affiliated organization listed above.

If the user leaves employment with the above-listed organization, s/he, or his/her supervisor is/are responsible for notifying RIDOC's Planning & Research Unit immediately at [doc.planning@doc.ri.gov](mailto:doc.planning@doc.ri.gov).

The user will access, use and disseminate information only when relevant to and necessary for the legitimate business purposes identified in this agreement. Systems shall not be used for personal or non-business reasons.

RIDOC will conduct regular and systematic audits of the system for the purposes of, but not limited to, identifying possible improper access, use and/or unauthorized dissemination of information.

The RIDOC reserves the right to immediately suspend or discontinue furnishing any information or services provided for in this agreement to the user if it is determined that the information is used for purposes other than those listed herein.

RIDOC will provide support to users. Requests for assistance may be sent to [doc.planning@doc.ri.gov](mailto:doc.planning@doc.ri.gov).

If a user needs to reset a password, s/he must email Planning & Research at the email address listed above.

By signing below, you agree to the terms and conditions stated herein and recognize that violations may result in suspension or termination of access to WINFACTS.

---

User's Signature

---

Date

---

Supervisor's Signature

---

Date

**Planning & Research Unit Use Only**

Date Received: \_\_\_\_\_

Approved

Denied

Decision Date: \_\_\_\_\_

Approved/Denied by: \_\_\_\_\_  
Planning and Research Staff Member Name