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Sheriff

# HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

## Computer Equipment Inventory

<b>Distribution:</b>	<b>All Employees</b>	<b>Index:</b>	<b>ADM 0704</b>
<b>Responsible Unit:</b>	<b>Computer Support Unit</b>	<b>Rescinds:</b>	<b>ADM 0704 dated 6/1/18</b>
<b>DLI Program:</b>		<b>MD Code:</b>	

<b>Issued:</b>	<b>01/10/20</b>	<b>Revised:</b>	<b>01/7/20</b>	<b>Reviewed:</b>	<b>01/7/20</b>	<b>Next Review:</b>	<b>01/10/21</b>
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### 1. Purpose

To provide employees with guidance on the inventory and accountability of Harford County Sheriff's Office (HCSO) computer equipment.

### 2. Policy

Employees will adhere to the following procedures for inventory and accountability of computer equipment.

### 3. Definitions

**COMPUTER EQUIPMENT:** all computer hardware systems and accessories identified by a barcode label with a unique identification tag; for the purposes of this policy, the verbiage Information Technology (IT) equipment and computer equipment may be used interchangeably.

### 4. Procedures

#### A. Computer Support

1. Requests to purchase new computer equipment must be sent to Computer Support (CS) for review to ensure that it meets current specifications and standards.
2. After approval by CS, the request will be forwarded to the Services and Support Bureau Commander for review, consideration, and final approval.
3. All new computer equipment, regardless of the final intended assignment, will be shipped to CS for receiving and inventory processing (build, image, inventory tagging, testing).
  - a. When approved by the CS Director prior to ordering, equipment can be delivered directly to a unit.
    - i. If delivered directly to the unit, the unit will coordinate inventory processing to include inventory addition requirements within 7 business days of receipt.
4. New computer equipment must be inspected by CS unless, as noted in 4(A)(3)(a), prior arrangements have been made with the approval of the CS Director.

#### B. Purchase/Installation of Software/Hardware

1. The requesting member will submit a proposal to the CS Director outlining the requirements and the expected benefits to be gained.

2. The purpose of the proposal will be to obtain a technical review of the proposal, a suggested configuration, and a cost estimate.
3. CS will be responsible for the following tasks:
  - a. Determining technical and operational feasibility.
  - b. Providing the user with recommendations.
  - c. Ensuring the proposal will comply with Agency guidelines regarding standardized systems components.
  - d. Ensuring connectivity, compatibility and a standard approach to applications.

C. Unit Commander Responsibilities

1. Verify that computer equipment received by their command has been processed pursuant to 4(A) (3) (a) (i) of this policy and can be accounted for.

D. Computer Equipment

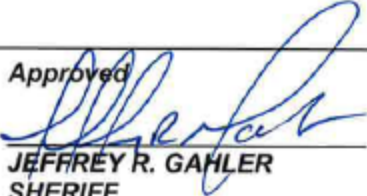
1. No computer equipment will be transferred/loaned without prior written approval of the CS Director.
2. CS will determine the feasibility of the transfer/loan.
3. Requests for transfer/lending of computer equipment must be made in writing to the CS by the Division Commander of the requesting unit/deputy.
4. No desktop networked computer equipment will be moved or relocated without the prior written approval of the CS Director, unless it is moved for emergency purposes (i.e. moving equipment out of the way of water leak, etc.).

E. Lost, Stolen or Damaged Computer Equipment

1. Lost or stolen equipment will be processed as described in ADM 0705.

F. Obsolete Computer Items

1. Obsolete computer equipment will be transferred to CS for final disposition quarterly.

Approved  
  
JEFFREY R. GAHLER  
SHERIFF  
DATE 1-7-2020