



Jeffrey R. Gahler,
Sheriff

HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

Computer Equipment Inventory

Distribution:	All Employees			Policy Number:	ADM 0704
Responsible Unit:	Information Technology Unit			Rescinds:	<i>ADM 0704 (dated 1/10/20)</i>
Original Issued Date:	01/10/20	Revision #:	N/A	Latest Revision Date:	N/A
Required 3-Year Review was Completed:		08/19/26		Next Review Due:	09/30/29

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

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

B. Purchase/Installation of Software/Hardware

1. The requesting member will submit a proposal to the IT 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. IT 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; and
 - 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 and accounted for, pursuant to Section 4.A.3.a.i of this policy.

D. Computer Equipment

1. No computer equipment will be transferred/loaned without prior written approval of the IT Director.
2. IT will determine the feasibility of the transfer/loan.
3. Requests for transfer/lending of computer equipment must be made in writing to the IT 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 IT 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

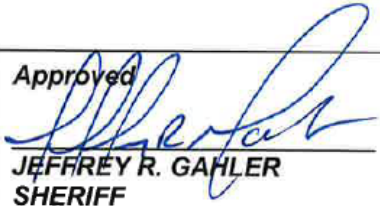
1. Lost or stolen equipment will be processed as described in ADM 0705.

F. Obsolete Computer Items

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

5. Procedures

- A. On 08/19/26 the Agency 3-year policy review was conducted and no changes were made.

Approved

JEFFREY R. GAHLER
SHERIFF
DATE 1-7-2020