

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: GA-4

Effective Date: October 1, 2013

Version: 2.0

POLICY TITLE: ELECTRONIC EQUIPMENT ISSUANCE AND RETURN

OVERVIEW: The Department of Child Services (DCS) issues electronic equipment to its employees to assist them in completing their assigned job duties. Employees who violate this policy are subject to disciplinary action by DCS. It is essential that DCS employees return all State issued equipment.

I. DEFINITIONS

State Property: Materials, supplies, equipment, funds, and facilities owned by the State of Indiana.

II. REFERENCES

N/A

III. STATEMENTS OF PURPOSE

A. The [Electronic Equipment Inventory Checklist](#) should be utilized when issuing electronic equipment to DCS staff. The signed original must be maintained in the employee's personnel file.

Note: The [Electronic Equipment Inventory Checklist](#) must be updated any time DCS staff reports that an item issued initially has been stolen, broken, etc. The employee's immediate supervisor must update the initial [Electronic Equipment Inventory Checklist](#) by having the employee sign and date any issuance of equipment. See separate policy, [Limited Personal Use of State Property/Resources](#).

B. State issued equipment is to be returned when an employee leaves DCS employment. The following is a list of equipment that should be returned, if applicable:

1. Laptop;
2. Power cord for laptop;
3. Docking station;
4. Power cord for docking station;
5. Laptop car charger;
6. Laptop bag;
7. Network cable;
8. Cellular phone;
9. Cellular phone charger;
10. Cellular phone car charger;
11. Camera;
12. Camera case;
13. Camera charger;
14. Mobile Wi-Fi hotspot;
15. Air card;
16. Media card; and

17. Universal Serial Bus (USB) flash drive.

- C. The supervisor shall use the [Electronic Equipment Inventory Checklist](#) to verify all appropriate equipment mentioned in (B) above has been returned by the employee. The Local Office Director or Division Manager will be notified if the employee fails to return equipment.
- D. Equipment assigned is to be used only by the employee to which it is assigned.
- E. Laptops must not be stored on-site waiting for the next employee to begin.
- F. If a laptop is lost or stolen, the employee shall immediately notify the Indiana Office of Technology (IOT) Helpdesk and his or her immediate supervisor.

Note: If a computer is stolen, the employee shall make a police report and submit the report to IOT. To replace a stolen laptop, the employee's supervisor must submit a request for replacement to DCSITSupport-Services@dcs.IN.gov that includes the IOT ticket number when the laptop was reported stolen along with a copy of the police report. IOT will monitor the lost or stolen computer for use. The computer will be disabled as soon as the internet is accessed. IOT will contact DCS Information Technology (IT) Support Services.

IV. PROCEDURE

- A. At the issuance of equipment:
 - 1. The employee must complete the [State of Indiana Office of Technology Information Resources Use Agreement](#) within PeopleSoft.
 - 2. The employee must sign and date the [Electronic Equipment Inventory Checklist](#) indicating the receipt of assigned equipment accompanying the laptop. The employee's supervisor will keep the original [Electronic Equipment Inventory Checklist](#) in the employee's file. Employees who are in Cohort Training will receive their laptop during the first week of training. After receiving their laptops, the trainer will scan the original [Electronic Equipment Inventory Checklist](#) and keep a copy. The employee will receive the original [Electronic Equipment Inventory Checklist](#) to submit to his or her supervisor upon arrival to the local office. If the employee receives additional electronic equipment upon his or her arrival to the assigned office, the employee's supervisor will ensure the [Electronic Equipment Inventory Checklist](#) is updated and signed. Additional electronic equipment issued after the initial issuance will be documented in the "Equipment Replacement" section of the Electronic Equipment Inventory Checklist.
- B. For employees leaving DCS employment:
 - 1. The employee will return all State property to his or her immediate supervisor. The employee will be responsible for all costs associated with the replacement or recovery of State property that is lost or damaged due to the employee's negligence or is not returned by the employee.
 - 2. The employee's immediate supervisor will utilize the most recent [Electronic Equipment Inventory Checklist](#), located in the employee's file, to ensure that each

item is returned. The Local Office Director or Division Manager will be notified if the employee fails to return equipment.

3. The employee's supervisor or designee will submit a ticket to the IOT Helpdesk for the following items to be picked up: laptop, power cord for laptop, docking station, power cord for docking station, and laptop bag.
4. The employee's supervisor or designee should contact DCS IT Support Services if the employee had any of the following items: cellular phone, camera (if the camera will no longer be used by staff), and/or mobile Wi-Fi hotspot. The numbers for cellular phones and mobile Wi-Fi hotspots are linked directly to the employee, so the employee's name will need to be removed from that number. DCS IT Support Services will also wipe these items of any confidential information they may contain before reissuing them.

Note: Employees are not to give out any passwords to electronic equipment, including laptops and cellular phones. DCS IT Support Services can reset passwords without the previous employee's password.

- C. For employees who transfer to another DCS position:
 1. The employee will take all laptop equipment indicated on the most recent [Electronic Equipment Inventory Checklist](#), along with the docking station to the new DCS office.
 2. The equipment issued by the DCS office (e.g. monitor, mouse, keyboard, cellular phone equipment, and Cisco phone) will remain in that office. The employee will be responsible for all costs associated with the replacement or recovery of State property that is lost or damaged due to the employee's negligence or is not returned by the employee.
 3. The employee who is transferring to the new DCS office will take the original [Electronic Equipment Inventory Checklist](#) to the new DCS office and submit the form to his or her supervisor.
 4. The employee will need to call the IOT helpdesk and have all computer files transferred on the server to reflect his or her new workstation.

V. FORMS AND OTHER DOCUMENTS

A. [State of Indiana Office of Technology Information Resources Use Agreement](#)

B. [Electronic Equipment Inventory Checklist](#)

Date: October 1, 2013
Mary Beth Bonaventura, Director
Department of Child Services

A signed copy is on file.