

# ORANGE COUNTY SHERIFF'S OFFICE



## GENERAL ORDER

<b>Effective Date:</b> April 28, 2017	<input checked="" type="checkbox"/> <b>Amends</b> - GO 13.1.2 (June 25, 2010)	<b>Number:</b> 13.1.2
<b>Distribution:</b> All Personnel	<b>Review Month:</b> April	<b>Reviewing Authority:</b> Undersheriff / Information Technology
<b>Subject:</b> Computer Purchases/Conversions/Donations		

This order consists of the following:

1. Purpose
2. Policy
3. Definitions
4. Procedures

### 1. Purpose

The purpose of this policy is to provide a basis for sound decision making and consistency with standards and support for all computers, technology related equipment and computer software purchased by, converted for use by, or donated to the agency.

### 2. Policy

- A. Any proposal, grant or requisition for the purchase of computers, technology related equipment or software shall be submitted to Information Technology (IT) for evaluation and approval prior to submission to chain of command approval.
- B. All computers, technology related equipment and computer software considered for conversion, donation, or purchases shall be submitted to IT for evaluation and approval prior to purchase.
- C. All software must be licensed and the original proof of license kept on file with IT. The primary function of any installed software is to support the operations of the agency.
- D. Technology related agency resources (to include personnel and budget) shall be used on the highest priority technology needs based on the direction provided by Senior Staff.

### 3. Definitions

- A. CJIS – Florida Criminal Justice Information System.
- B. Computer Software - any agency approved software acquired to be run on or with a computer and/or technology related equipment.
- C. Computers - any desktop, laptop and/or server, or other computer based devices.
- D. Conversion - the placing of any computer or technology related equipment-obtained by abandonment or forfeiture into the inventory of the Sheriff.

- E. Donation - the acquisition of any computer or computer related technology for which no monetary exchange takes place.
- F. Information Technology Review - an evaluation by IT staff to confirm that the request meets user needs and agency standards, correct configurations are acquired, and resources can be made available to support installation and on-going maintenance.
- G. Proposal - a written description of any desired computer, technology related equipment or computer software stating need, costs, additional costs in the case of conversion or donation, training needed, expected life time of resources and estimated time for needed delivery.
- H. Technology Related Equipment - any piece of equipment that can interact with a computer either directly or through wireless technology (e.g., printers, multifunction printing devices, servers, scanners, speakers, cameras, microphones, modems, cellular access devices, wireless access devices, or network equipment).
- I. Technology Related Grant - an application for purchase of computers, computer related technology or computer/network software with state, federal or local grant funds.

#### 4. **Procedures**

##### A. Purchases

1. All requisitions, proposals, grants and any required quotations for the purchase of computers, technology related equipment or computer software shall be submitted to the IT Section for review and signatures of approval or denial. A cover memo will be attached explaining the need for the new technology or software.

**NOTE:** IT will provide all quotes for technology. The IT Service Desk shall be called, and a Work Order created to request a quote.

2. IT shall review these documents to confirm suitability to the task, adherence to agency hardware and software standards, ability of the agency to provide maintenance (including any costs), and will prioritize the needs of the agency and integration into the Information Technologies Strategic Plan.
3. If found acceptable, according to agency guidelines, IT will mark the cover memo with an "Approved by Information Technology" stamp with authorized signatures. The proposal, grant or requisition, and any attachments, will then be returned to the originator for further processing. A copy of the approved memo will be attached to any contract before it is forwarded to Legal Services for review and approval.
4. Any proposal, grant or requisition that fails to be approved shall be returned to the originator, along with a memo detailing the reason(s).

B. Conversions and Donations

1. All computers, technology related equipment or computer software to be converted to agency use, or accepted by the agency as a donation, will be submitted to IT for testing and evaluation before acceptance for use by agency personnel.
2. IT shall test and evaluate computers and technology related equipment, and report their findings to the originator with a recommendation for maintenance of each item.
3. No computer or related equipment donated, loaned or converted to, the agency will be installed without approval and oversight of IT personnel.
4. Computers and technology related equipment or computer software found unsupportable by IT will not be accepted for agency use.
5. Computer software installed on converted or donated equipment, before agency use, will not be accepted, unless the software can be legally licensed by the agency.
6. Technology that is to be converted or donated to entities outside of the Sheriff's Office will be disposed of as described in GO [09.1.0](#) as well as the CJIS Security Policy standards that relate to electronic media sanitization and disposal.

C. New System/Network Acquisition

1. All technology will be purchased with warranties if they are available. Once the warranty expires, IT will extend the warranty if the device is still functional for agency purposes, replace the device with a new one or, use the device without warranty until it ceases to adequately perform the function for which it was purchased.

**NOTE:** IT will be responsible for replacing out of date equipment even if the original purchase was funded by another division or grant.

2. Purchases of software applications or custom programming which have a contract outlining the costs, payments, deliverables, time line and on-going support for software and/or hardware before work commences must be reviewed by IT before submission to Legal. This applies to all technical purchases whether the funding is departmental budget, grant funded or IT provided.
3. All contracts will be approved by Legal Services, Fiscal Management and IT before legally signed and accepted.
4. Legal Services will review all new contracts for form and legal sufficiency. Fiscal Management will confirm funding is available and compliant with agency purchasing policies. IT will review to determine if the items meet the contract specifications and needs of the agency.

5. IT will strive to budget for and fund technology related purchases to meet agency needs. Divisions are encouraged to inform IT of needs during budget preparation. If IT funding is inadequate for a division's needs, IT will review the priority of the division's request compared to other requests currently planned or submitted. The Director of IT or designee will review with the Undersheriff any significant conflicting priorities. The Undersheriff will direct IT on what options it should pursue including seeking additional funding from Fiscal Management, postponing other requests, or seeking a solution currently supported by the agency.
- D. New System/Network Support
- All new computer related systems and networks purchased will include provisions for any necessary training. Such training will include, but not be limited to end users and support staff. System Administrator training may be necessary.