

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 5300-13-04 LGL 2013-0019
TITLE: IT SOFTWARE EFFECTIVE DATE: January 1, 2002 REVISION EFFECTIVE DATE: October 16, 2013	

1.0 GENERAL

1.1 This policy outlines the guidelines to be followed when purchasing and/or installing new/upgraded software. This policy also applies to the updates and replacement software for legacy software already in use.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City divisions and departments except the Spokane Public Library and the Parks and Recreation Division.

3.0 REFERENCES

None

4.0 DEFINITIONS

4.1 "IT" means Information Technology.

5.0 POLICY

5.1 It is the policy of the City of Spokane that IT software purchases shall be coordinated and administered in a consistent manner.

6.0 PROCEDURE

6.1 Purchases.

6.1.1 The Information Technology (IT) Department will order and receive all software used on City of Spokane computers. Departmental needs will be identified and discussed with IT staff. If a need exists, the IT Department will assist the department in identifying the appropriate software.

6.1.2 Purchase of department-specific software must be coordinated with the IT Department to ensure that compatibility and security issues are addressed and software is tested. This is to allow tracking for licensing and security purposes. It is important to prevent the City of Spokane from violating software licensing agreements.

6.2 Types of Software.

6.2.1 Standard Software.

This includes the software used for word processing, spreadsheets, database, presentations and e-mail (Microsoft Office). Software used to connect to the Payroll, Permits, Utility Billing and other enterprise systems will also be considered standard software. This software is purchased and maintained by the IT Department for use by the City of Spokane.

6.2.2 Upgrading Software.

Software upgrades and testing will be initiated by the IT Department. Upgrades of standard software will occur after the IT Department tests the new version. For non-standard or specialized software, the using department, with IT Department coordination, is required to upgrade the software at its expense as soon as possible after the commercial release of the product.

6.2.3 Specialized Software.

This includes software purchased to meet multiple or single department needs, including but not limited to ARCGIS, AutoCAD, and other specialized purposed software. This type of software will be funded by the requesting department.

6.2.4 Unauthorized Software.

This includes any software not approved by the IT Department required to perform job-related tasks. This type of software will not be downloaded from the Internet or any other sources.

6.3 Storage of Software Media.
The IT Department will maintain an inventory of software media received.

6.4 Installation or Use of Software.

6.4.1 All persons using City software shall read and comply with this policy. IT staff will install all authorized software. Unauthorized software will not be installed by any City of Spokane employee.

6.4.2 The City licenses computer software from vendors and developers on all computers under its control. Vendors and developers will install software with coordination from IT staff. Unless authorized by the vendor or developer, no person shall copy any software or documentation. All software shall be registered with the IT Department for inclusion in its equipment/software inventory.

6.4.3 The City does not require, request or condone unauthorized copying or use of computer software. Authorized persons shall use City software only in accordance with the applicable license agreements. Unlicensed software may be run for the purpose of testing/evaluation if done with the knowledge and consent of the IT Director and under the terms of the software's trial period. Unlicensed, software may be removed at the discretion of the IT Department.

6.4.4 IT staff shall audit the software residing on the City computers at least annually to verify licensing agreements and ensure compliance. The results of this audit shall be forwarded to the appropriate jurisdiction. Unlicensed software, other than that legally being tested/evaluated, may be removed.

6.5 Exceptions.
Exceptions to this policy may be granted to departments with specialized requirements, but require coordination with and approval by the IT Director.

6.6 Enforcement.
Violations of this policy shall be reported to the IT Director and Legal Department.

7.0 RESPONSIBILITIES

The Information Technology Department shall administer this policy and procedure.

8-26-13

8.0 APPENDICES

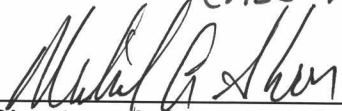
None

APPROVED BY:



City Attorney (Asst)

9-5-13
Date



Director - Information Technology

9-5-13
Date



City Administrator

10/1/13
Date