

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 5300-13-05 LGL 2013-0020
TITLE: <b>IT EQUIPMENT</b> 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 Information Technology (IT) equipment.

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 DEPARTMENT/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.

4.2 IT equipment includes, but is not limited to, the following items:

4.2.1 "Datacenter Hardware" includes servers, networked appliances and enterprise data storage.

- 4.2.2 "Digital Cameras" include cameras that save files to SD and XD formats, flash cards, and cables used for downloadable images.
- 4.2.3 "Displays" include monitors, flat-screens and projectors used to project the image from a workstation for larger audiences.
- 4.2.4 "Input Devices" include keyboards, mice and trackballs, numeric keypads, touch screens, etc.
- 4.2.5 "Internal and External Storage Devices" include read-only devices such as CDROM and DVD devices and writeable devices such as hard drives, zip drives, CD-RW, DVD-RW and others.
- 4.2.6 "Modems" include internal and external.
- 4.2.7 "Network Hardware" includes desk phones, access points, network routers, switches and HUBs, network security devices and UPSs.
- 4.2.8 "Other" includes any device that connects to any of the above devices or allows data to be input into or extracted from the above devices (i.e. infrared devices). Additional examples include cabling (printer, network, USB), card readers and memory.
- 4.2.9 "PCMCIA2 Devices" include network cards and modems.
- 4.2.10 "Plotters" include both color and black & white, flatbed and roll type.
- 4.2.11 "Printers" include black and white and color dot-Matrix, laserjet, inkjet, multi-function printers and others.
- 4.2.12 "Smart Devices" include Tablets, Smartphones and Cell Phones.
- 4.2.13 "Speakers" include internal, external and headphones.
- 4.2.14 "Workstation" includes a monitor, PC (desktop, laptop, tablet or tower, keyboard, mouse).

## 5.0 POLICY

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

## 6.0 PROCEDURE

### 6.1 Purchases.

6.1.1 IT equipment must be coordinated for purchase by the IT Department staff. In most cases, new equipment purchases will be delivered to the IT Department for inventory purposes prior to installation at the requesting department.

### 6.2 Types of Equipment.

#### 6.2.2 IT Equipment:

Capital IT equipment (servers, network switches, pc's, etc.) is currently depreciated on a fixed schedule. Request for replacement of an existing workstation will be submitted to the IT staff by a department representative. Workstations will be scheduled for replacement if they are determined to be unsuitable for the work performed on that workstation. This determination will be made by the IT staff in coordination with the requesting department.

#### 6.2.3 Network Equipment:

Network equipment for wired connectivity, wireless connectivity, telephones or Uninterruptable Power Supplies (UPS) must be coordinated for purchase by IT staff. Requests for purchase of network equipment and the device's initial maintenance support will be funded by the requesting department. In most instances, the request must include a business case that will be presented to the IT Director for approval. Equipment purchases will be delivered to the IT Department for inventory purposes prior to installation at the requesting department. For security purposes, any network equipment purchased outside of this policy and connected to the City's network will be disabled and may be confiscated.

#### 6.2.4 Datacenter Equipment:

All datacenter equipment acquisitions including purchase, lease or other acquisition type require the approval of the IT Department. Datacenter equipment is depreciated based on current schedule. Equipment replacement and upgrade are the responsibility of the IT Department which follows the depreciation schedule. Datacenter equipment will be scheduled for replacement or upgrade if it is determined to no longer meet the City business needs. For security purposes, any datacenter equipment purchased outside of this policy and connected to the City's network will be disabled and may be confiscated.



6.2.5 Printers and Plotters:

Existing printers and plotters may be replaced if the unit becomes unserviceable. Additional printer/plotter purchases will be funded by the requesting department. Approval for printers and plotters must be obtained from IT staff prior to purchase. Justification will be required for requests to purchase non-standard units with IT staff approval. Unless approved by IT Director, printers and plotters will be installed as networked shared print devices.

6.2.6 Other:

IT equipment requires approval by the IT staff prior to purchase to ensure compatibility and supportability. Justification will be required for requests to purchase non-standard items with IT Director approval.

6.3 Tracking.

6.3.1 Inventory will be maintained by IT staff using an asset tracking system. City of Spokane asset tags will be placed on items determined by IT staff to require tracking. Asset inventory tags are not to be removed.

6.3.2 Moving of IT equipment requires approval from IT staff prior to relocation.

6.4 Replacement.

A depreciation schedule is maintained for all capitalized IT equipment. Replacement from the IT replacement account will occur on that schedule unless otherwise requested by departments. In many cases, the cost of replacement equipment has decreased to the point that sufficient funds have accrued earlier than the full depreciation schedule, in which case, departments may request earlier replacement. In the case of a department requesting replacement before the equipment has been depreciated, the department will be responsible for the cost difference. In the event an item under warranty fails, the unit will be repaired as quickly as the replacement part can be obtained from the vendor. If possible, a loaner unit will be issued. In the event a workstation, printer or plotter no longer under warranty fails, it will be replaced at department expense.

6.5 Disposal.

Any IT equipment identified in this document must be returned to IT staff for disposal regardless of how the purchase was funded. IT equipment determined to be missing will be removed from the asset tracking system and will not be replaced at IT expense.

6.6 Exceptions.

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

6.7 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.

8.0 APPENDICES

None

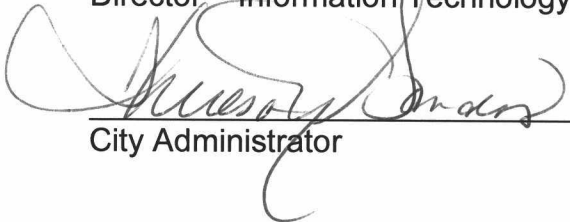
APPROVED BY:

  
\_\_\_\_\_  
City Attorney (C.A.S.T.)

9-5-13  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director - Information Technology

9-5-13  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Administrator

10/1/13  
\_\_\_\_\_  
Date