

ASSIGNMENT, REASSIGNMENT AND RELOCATION OF INFORMATION TECHNOLOGY EQUIPMENT

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 1-5-313, dated 02/27/14
- FORMS:** None
- PURPOSE:** To provide accountability and tracking of the assignment, reassignment, and relocation of Information Technology equipment within the Probation Department.

I. GENERAL INFORMATION

- A. Information Technology (**IT**) equipment in this PMI refers to desktops, laptops, tablets, printers, scanners, digital signature pads, cables, and all other equipment required to perform **IT** functions.

Smartphones are no longer considered to be IT equipment. The IT team's role is to configure and deploy smartphones to users once Purchasing acquires the phone. (This needs Purchasing's review and signoff.)

- B. **Orange County Information Technology (OCIT)** is responsible for assigning equipment to specific work locations and to individual users, to configure it to perform specific functions, for monitoring equipment performance, and for providing or arranging for repairs. **IT** equipment is not reassigned, moved, or modified in whole or in part without the appropriate authorization as set forth in this procedure.
- C. Portable technology such as laptop computers **and** tablets are assigned to an individual employee or volunteer. Stationary technology such as printers, **scanners**, and desktop computers are assigned to a particular location. Peripheral equipment such as signature pads and mice are assigned to a particular laptop or desktop and are to be kept with that device.
- D. When **IT** equipment ceases to be used as assigned, it reverts to **OCIT** for reassignment and reconfiguration to best meet the needs of the Department.
- E. **OCIT** is responsible for seeking guidance from Executive Management when conflicting priority demands for **IT** equipment arise.

II. PROCEDURE

- A. Authorization

All requests for the installation, movement, or reassignment of **IT** equipment are submitted to the **OCIT** by placing a ticket on ProbNet or calling the **IT** Help Desk. **IT** equipment should not be moved without authorization of the Division Director

and the **Business Relationship Manager (BRM) of OCIT, Probation.**

B. Definition of Roles/Responsibilities

1. Division Director:

- a. Responsible for physical property and fixed assets assigned to his/her division.
- b. Requests/recommends/authorizes the physical relocation of **IT** equipment in consultation with the **BRM of OCIT, Probation.**
- c. Coordinates with the **BRM of OCIT, Probation** to identify any technical issues which might affect the success of the proposed move, such as need for new data lines, proper electrical outlets, etc.

2. Administrative and Fiscal Division (**A&FD**):

Maintains an inventory of fixed assets that have a unit purchase price greater than \$5,000.00 for audit purposes.

3. **OCIT, Probation:**

- a. The **IT Help Desk team** maintains an inventory of **IT** equipment (hardware, software, configurations, etc.) for system maintenance/support purposes.
- b. In accordance with the County of Orange Accounting Manual, Policy FA-4, the **IT Help Desk team** is responsible for maintaining, coordinating, and reconciling technology equipment location records, including the coordination of annual inventories.
- c. For equipment to be removed by surplus, notify the appropriate A&FD personnel and move equipment to designated area.
- d. Insures compliance with vendor licensing requirements.
- e. Does the actual disconnecting and reinstallation of **IT** equipment after appropriate approval and authorizations.
- f. Coordinates, when applicable, with respective division(**s**) for the actual moving of the **IT** equipment.
- g. Applies Probation property tags to all equipment to facilitate inventory control.

REFERENCES:

Procedures: None

Policy: G-7 Distribution and Use of County Services, Supplies, and
Equipment
G-13 Electronic Information Devices

County of Orange Accounting Manual

F. Cheuk

APPROVED BY: