

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

Policy Number: GA-4

Effective Date: July 1, 2022

Version: 3.0

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

[HR-3-7 Limited Personal Use of State Property/Resources](#)

III. STATEMENTS OF PURPOSE

A. The [Electronic Equipment Inventory Checklist](#) should be utilized by the employee's direct supervisor or designee 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 lost, stolen, broken, or reissued. The employee's immediate supervisor or designee must update the initial [Electronic Equipment Inventory Checklist](#) by having the employee sign and date any issuance of equipment (see policy [HR-3-7 Limited Personal Use of State Property/Resources](#)).

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

1. Computer (i.e., laptop, desktop, and tablet);
2. Power cord for computer;
3. Docking station;
4. Power cord for docking station;
5. Travel charger;
6. Laptop/tablet bag;
7. Tablet case;
8. Stylus;
9. Stylus charger;
10. Cellular phone;
11. Cellular phone charger;
12. Cellular phone car charger; and
13. Cellular phone case.

- C. The supervisor or designee shall use the [Electronic Equipment Inventory Checklist](#) to verify all appropriate equipment mentioned in (B) above has been returned by the employee. For field staff, the Local Office Director (LOD) or Division Manager (DM) will be notified if the employee fails to return equipment. For other DCS staff, the employee's Deputy Director or designee 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. Computers must not be stored on-site waiting for the next employee to begin.
- F. If a laptop/tablet is lost or stolen, the employee shall immediately notify the employee's supervisor or designee. The employee should also notify the Indiana Office of Technology (IOT) Helpdesk by going to <https://vsm.iot.in.gov/vsm/portal.aspx> and selecting the "Report a Lost/Stolen Computer" icon. Complete the form and attach the police report.

IV. PROCEDURE

- A. At the issuance of electronic 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/tablet. The employee's supervisor or designee will issue equipment and keep the original [Electronic Equipment Inventory Checklist](#) in the employee's file. If the employee receives additional electronic equipment upon arrival to the assigned office, the employee's supervisor or designee 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 the employee's supervisor or designee. 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 or designee will utilize the most recent [Electronic Equipment Inventory Checklist](#), located in the employee's file, to ensure that each item is returned. For field staff, the LOD or DM will be notified if the employee fails to return equipment. For other DCS staff, the employee's Deputy Director or designee will be notified if the employee fails to return equipment.
 - 3. To return the computer the employee's supervisor or designee will go to <https://vsm.iot.in.gov/vsm/portal.aspx> and select the "DCS- Computer/Tablet Return" icon. All items provided at the issuance of the computer should be returned when the computer is returned:
 - a. Computer (i.e., laptop, desktop, and tablet);
 - b. Power cord for computer;
 - c. Docking station;

- d. Power cord for docking station;
- e. Travel charger;
- f. Laptop/tablet bag;
- g. Tablet case;
- h. Stylus;
- i. Stylus charger;
- j. Cellular phone;
- k. Cellular phone charger;
- l. Cellular phone car charger; and
- m. Cellular phone case.

Note: Provide an explanation on the [Electronic Equipment Inventory Checklist](#) if any item is missing.

- 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 unless DCS IT transfers the asset to another location. 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 [Electronic Equipment Inventory Checklist](#) will be provided to the new DCS office in the employee's personnel file.

V. FORMS AND OTHER DOCUMENTS

- A. [State of Indiana Office of Technology Information Resources Use Agreement](#)
- B. [Electronic Equipment Inventory Checklist](#)

Date: June 17, 2022

Eric Miller, Chief of Staff
Department of Child Services