

INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICIES AND PROCEDURES		
Policy Number: GA-4	Effective Date: August 1, 2023	Version: 4.0
<b>POLICY TITLE: ELECTRONIC EQUIPMENT ISSUANCE AND RETURN</b>		
<b>OVERVIEW:</b> The Department of Child Services (DCS) issues electronic equipment to its employees and contractors to assist them in completing their assigned job duties. Employees or contractors who violate this policy are subject to disciplinary action by DCS. It is essential that DCS employees and contractors 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 contractor’s point of contact or the employee’s direct supervisor or designee when issuing electronic equipment to DCS staff or contractors. The signed original must be maintained in the employee’s personnel file or contractor’s file.

**Note:** The [Electronic Equipment Inventory Checklist](#) must be updated any time an issued item has been lost, stolen, broken, or reissued. The contractor’s point of contact or the employee’s immediate supervisor or designee must update the original [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 or a contractor’s contract is terminated. 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 contractor's point of contact or the employee's 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 or contractor.

**Note:** 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 or contractors, the Deputy Director or equivalent within the division (or designee) will be notified if the employee or contractor fails to return equipment.

- D. Equipment assigned is to be used only by the employee or contractor to which it is assigned.
- E. Computers must be returned and not be stored on-site waiting for the next employee to begin employment or contractor to begin their services.

#### IV. PROCEDURE

- A. At the issuance of electronic equipment:
  - 1. The employee or contractor must complete the [State of Indiana Office of Technology Information Resources Use Agreement](#) within PeopleSoft.
  - 2. The employee or contractor must sign and date the [Electronic Equipment Inventory Checklist](#) indicating the receipt of assigned equipment. The contractor's point of contact or the employee's supervisor or designee will issue equipment and keep the original [Electronic Equipment Inventory Checklist](#) in the employee's or contractor's file. If the employee or contractor receives additional electronic equipment upon arrival to the assigned office, the contractor's point of contact or 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 or contractors whose contract is terminating:
  - 1. The employee or contractor will return all State property to the contractor's point of contact or the employee's supervisor or designee. The employee or contractor 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 or contractor's negligence or equipment that is not returned by the employee or contractor.
  - 2. The contractor's point of contact or the employee's immediate supervisor or designee will utilize the most recent [Electronic Equipment Inventory Checklist](#), located in the employee's personnel file or contractor's file, to ensure that each item is returned.

**Note:** In addition to the items outlined on the [Electronic Equipment Inventory Checklist](#), the contractor's point of contact or the employee's immediate supervisor or designee will also obtain the employee's or contractor's State-Issued Access Card (i.e., identification [ID] badge).

3. To return the computer, the contractor's point of contact or 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.
  3. The employee or contractor 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 or contractor's negligence or is not returned by the employee or contractor.
  4. The [Electronic Equipment Inventory Checklist](#) will be provided to the new DCS office in the employee's or contractor's personnel file.
- D. For employees or contractors whose laptop/tablet or other electronic equipment is lost or stolen, they shall immediately notify the:
  1. Contractor's point of contact or the employee's supervisor or designee,
  2. Indiana State Police (ISP) by contacting their Operations Desk at (317) 232-8250 or email at [ISPOperationsCenter@isp.IN.gov](mailto:ISPOperationsCenter@isp.IN.gov),
  3. Office of Inspector General (OIG) by calling (317) 232-3850 or email at [info@ig.IN.gov](mailto:info@ig.IN.gov), and
  4. Indiana Office of Technology (IOT) Helpdesk to report a lost or stolen laptop/tablet 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.

**V. FORMS AND OTHER DOCUMENTS**

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

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