
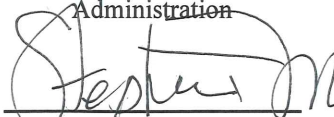
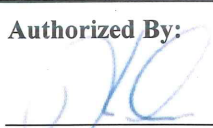




## Secretary's Directive

  
**William G. Stewart**  
 Deputy Secretary for  
 Administration

  
**Stephen T. Moyer**  
 Secretary

<b>Title:</b> Multi-Functional Network Printers	<b>Secretary's Directive Number:</b> ADM.020.0024 – New
<b>Related MD Statute/Regulations:</b> N/A	<b>Supersedes:</b> N/A
<b>Related ACA and MCCS Standards:</b> N/A	<b>Authorized By:</b>  Chief Information Officer
<b>Related Directives:</b> N/A	<b>Issued Date: January 18, 2019</b>  <b>Effective Date: January 18, 2019</b>
<b>Variance:</b> Each managing official shall issue a facility directive necessary to implement and comply with this directive.	<b>Number of Pages: 3</b>

### .01 Purpose.

The purpose of this policy is to implement a uniform and consistent approach to the allocation, access, and usage of multi-functional network printers within DPSCS offices and facilities for Departmental business purposes.

### .02 Scope.

This directive applies to all Units of the Department.

### .03 Policy.

- A. This directive establishes policy and procedures for the procurement and implementation of multi-functional network printers as a general replacement for personal desktop and network printers.
- B. It is the policy of the Department to, through the gradual process of attrition:
  - (1) Reduce the current number and future use of personal desktop and network printers;
  - (2) Reduce the volume of printed and photocopied material without harm to the business processes of the DPSCS;
  - (3) Reduce spending on printing and copying through the provision of print management solutions; and
  - (4) Continue to promote the use of recycled paper and environmentally friendly printing processes resulting in overall energy savings.

### .04 Definitions.

- A. In this directive, the following terms have the meanings indicated.

**B. Terms Defined.**

- (1) Units of the Department.
  - (a) “Units of the Department” has the meaning stated in Correctional Services Article, § 2-201, Annotated Code of Maryland; and
  - (b) Includes any other unit declared by the Secretary to be part of the Department.
- (2) “Multi-functional network printer (MFP)” means a device that consolidates the functionality of a printer, copier, scanner and fax into one machine and that operates on the DPSCS network.
- (3) “Personal printer” means a desktop or network printer that:
  - (a) Does not function as anything other than a printer;
  - (b) Is used by a single employee and is not connected to the DPSCS network; or
  - (c) Was not purchased by the DPSCS.

**.05 Responsibility/Procedures.**

**A. The Information Technology and Communications Division (ITCD) is responsible for:**

- (1) Providing an approved list of MFP models that may be ordered using the current DPSCS procurement method;
- (2) Coordinating with all Units of the Department to identify suitable office and facility locations for MFP placement;
- (3) Establishing and maintaining the network connectivity of an MFP; and
- (4) Providing instructions on how to use an MFP’s secure email and print features.

**B. Purchasing Printers.**

- (1) When purchasing a printer, a Unit of the Department must:
  - (a) Follow current DPSCS and State procurement procedures;
  - (b) Receive approval from the ITCD, Chief Information Officer (CIO) prior to making the purchase; and
  - (c) If requesting a personal printer, provide justification for the increased cost of supplies, maintenance, and ITCD support.
- (2) Employees are prohibited from installing on Departmental computers, any unauthorized personal printers or print devices that were not purchased by DPSCS.

**C. Maintenance.**

- (1) ITCD will provide for the maintenance and repair of MFPs and approved personal printers.
- (2) Once a unit has an MFP installed, ITCD will no longer perform maintenance or repairs for personal printers that were not approved under the guidelines established in § .05B or subsequently approved by the CIO; and
- (3) When an unapproved personal printer becomes inoperable, it will be disposed of using the Department of General Services disposal of technology equipment procedures.

**.06 Attachments.**

None

**.07 History.**

This directive supersedes provisions of any other prior existing communication with which it may be in conflict.

**.08 Distribution.**

A – Facility/Agency/Unit Reference Copy

B – All Employees