
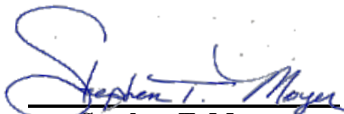



Executive Directive



Title: Inventory Control of Technology Equipment	Executive Directive Number: ADM.020.0021 Revised
Related MD Statute/Regulations: Correctional Services Article, § 2-103 and State Finance and Procurement Article, §4-306 and §§4-501 – 508, Annotated Code of Maryland	Supersedes: Executive Directive Number ADM.020.0021 Dated October 1, 2013
Related Publications: <i>DGS Inventory Control Manual, July 2012; Comptroller of MD, Accounting Procedures Manual; ITCD, Inventory Control Procedures Manual for Technology Equipment; Property Management Fixed Asset Management Manual; and Materials and Supplies Manual</i>	Responsible Authority:  Chief Information Officer, Information, Technology and Communications
Related ACA Standards: 2-CO-1B-08; 4-4037; and 4-ALDF-7D-15	Effective Date: November 13, 2015 Number of Pages: 4


 Stephen T. Moyer
 Secretary


 William G. Stewart
 Deputy Secretary
 for Administration

.01 Purpose.

This directive continues responsibilities for Department of Public Safety and Correctional Services (Department) units regarding the acquisition, maintenance, disposal, custody, and control of technology equipment.

.02 Scope.

This directive applies to all units in possession of Department technology equipment.

.03 Policy.

- A. The Department shall comply with applicable property management standards, policies, and procedures established by the Department of Budget and Management (DBM), Department of General Services (DGS) and the Comptroller of Maryland according to statutory and regulatory requirements.
- B. The Department's Information Technology and Communications Division (ITCD) is responsible for the acquisition, maintenance, and disposal of all Department technology equipment.
- C. A Department unit is responsible for safeguarding Department technology equipment against misappropriation, by following published procedures for the control and management of Department property in general, as well as those specific to technology equipment.

.04 Definitions.

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

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- (1) “Accountable officer” means an individual designated by a unit head to assume custody of and to direct the care and utilization of Department technology equipment under the unit’s jurisdiction.
- (2) “Inventory Control System” means the current asset tracking system used by the Department.
- (3) “Information Technology (IT) Property Officer” means an individual designated by the Chief Information Officer to manage and direct the care and utilization of Department technology equipment.
- (4) “Technology equipment” means computer, network, and other information technology-related equipment and does not include equipment such as radios, cameras, or audio-visual equipment and accessories.
- (5) “Unit” means a group of employees identified in the Department’s table of organization to perform specific administrative or operational responsibility that is established by statute or under the authority of the Secretary.
- (6) “Unit head” means the highest authority of a unit.

.05 Responsibility.

A. General.

- (1) A unit head, or a designee, shall submit a request for technology equipment to ITCD using a form provided by ITCD that requires identification of the equipment’s end user, final destination location, funding source, authorizing signature, and other required information.
- (2) Based on availability of funds, technology equipment requests may be funded by:
 - (a) ITCD; or
 - (b) The requesting unit.
- (3) Invoices for technology equipment shall be charged through ITCD’s appropriation.
 - (a) When a unit is funding the purchase of technology equipment, ITCD may seek appropriate reimbursement from the requesting unit.
 - (b) Exceptions to this procedure require the written consent of the Department’s Chief Information Officer.

B. ITCD Responsibility.

- (1) ITCD shall establish technology equipment standards for use by the Department or shall perform a technical review of equipment requested to ensure that the technology equipment:
 - (a) Is compatible with the Department’s network and systems; and
 - (b) Can be supported by ITCD technicians.

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- (2) ITCD shall identify an IT Property Officer to be responsible for:
 - (a) Maintaining and reconciling physical inventory of all technology equipment located within the Department and certifying, in writing, the results of the inventory in a manner and format consistent with DGS and ITCD procedure;
 - (b) Reporting missing and stolen technology equipment pursuant to Section V of the DGS Inventory Control Manual and ITCD procedures; and
 - (c) Reporting obsolete, broken, or unusable technology equipment for disposal or repair in a manner and format consistent with DGS and ITCD procedure.

- (3) ITCD shall establish and maintain an *Inventory Control Procedures Manual for Technology Equipment* that, at a minimum includes procedures for:
 - (a) Receiving technology equipment;
 - (b) Tagging of technology equipment;
 - (c) Recording identifying information into an inventory system;
 - (d) Preparing or initializing technology equipment as required;
 - (e) Delivering and installing technology equipment to the end user;
 - (f) Reporting missing and stolen equipment;
 - (g) Disposing of surplus technology equipment; and
 - (h) Maintaining an inventory database of all technology equipment for the Department.

C. Unit Responsibility.

- (1) A unit head shall ensure that Department technology equipment under the control of the unit is properly safeguarded, managed, inventoried, and disposed of in compliance with DGS and ITCD procedures by:
 - (a) Designating at least one accountable officer to have direct control over the care and use of the technology equipment at the unit head's facility or offices;
 - (b) Ensuring the timely and accurate completion to the IT Property Officer of required periodic and annual IT inventory reporting of technology equipment within the unit head's facility or offices; and
 - (c) Ensuring the timely completion of corrective action plans related to technology equipment audit reports.

- (2) A unit head shall:

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- (a) Provide ITCD with a current list of accountable officers, and other personnel authorized to sign for the delivery of technology equipment;
- (b) Notify ITCD within 7 days of a change in personnel authorized to sign for the delivery of technology equipment.

D. Accountable Officer Responsibilities.

- (1) An accountable officer is responsible for:
 - (a) Assuming custody and conducting physical inventory of all technology equipment located at a unit and certifying in writing, the results of the inventory in a manner and format consistent with DGS and ITCD policy;
 - (b) Signing when technology equipment is received or removed from a unit;
 - (c) Instructing each unit employee of the employee's personal responsibility for the use and care of technology equipment used or under the control of the employee and for reporting losses promptly;
 - (d) Reporting missing and stolen technology equipment to the IT Property Officer pursuant to Section III B (9) of the DGS Inventory Control Manual and ITCD procedure; and
 - (e) Conducting an investigation on IT equipment identified as missing or stolen, reporting the result of the investigation to ITCD to complete the missing or stolen report for DGS approval to remove the assets for the detail records.

.06 Links.

- A. DGS [Inventory Control Manual](#)
- B. ITCD [Inventory Control Procedures Manual for Technology Equipment](#)
- C. Department Property and Fleet Management [Fixed Asset Management Manual](#)
- D. Department Property and Fleet Management [Materials and Supplies Manual](#)

.07 History.

- A. This Executive Directive replaces Secretary's Directive Number DPSCS.020.0021 (Formerly 03-2007) dated July 10, 2007 to align responsibilities based on Department re-organization and style and format updates. Changes to the directive are indicated by underlining.
- B. This directive supersedes provisions of any other prior existing Secretary's, Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

- A
- S — Accountable Officers