

<b>POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER</b> 15.2	<b>PAGE NUMBER</b> 1 of 1
	<b>RELATED ACA STANDARDS:</b>	
<b>CHAPTER: 15 INFORMATION TECHNOLOGY</b>	<b>SUBJECT:</b> RELOCATION OF EQUIPMENT	
<b>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</b>		
		
<b>APPROVED FOR PUBLIC RELEASE</b>		

- I. **AUTHORITY:** 29 *Del. C.* 89 § 8903 (4)(5)(7)
- II. **PURPOSE:** To establish policies and procedures for the Delaware Department of Correction (DDOC) regarding the relocation of equipment.
- III. **APPLICABILITY:** All DDOC employees and contractors.
- IV. **DEFINITIONS:** None
- V. **POLICY:** To maintain consistent standards in regards to the relocation of DDOC-owned equipment.
- VI. **PROCEDURES:** The Information Technology (IT) Help Desk must be contacted before any technology equipment is relocated. This includes computers, printers and any other peripherals that are connected to the state network. A work order will be established so IT staff can work with the requestor to make the necessary arrangement for the relocation of equipment.

The IT unit will follow guidelines and procedures that ensure functionality and connectivity of equipment and to help facilitate an accurate physical inventory of DDOC assets.

