

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

Policy Number: GA4

Effective Date: November 1, 2008

Version: 1.0

POLICY TITLE: TABLET PC AND/OR LAPTOP ISSUANCE AND RETURN

OVERVIEW: Tablet PC's are issued to the Department of Child Services (DCS) Family Case Managers (FCMs) and their Supervisors, to assist in completing their assigned job duties. Laptops may (at the discretion of DCS management) be issued to support DCS staff in carrying out their daily job responsibilities. It is essential that DCS employees who have been issued Tablet PC's or laptops, return them when they leave DCS employment. Employees who are transferring to or from Central Office must follow the procedures outlined for employees who will no longer be employed by DCS. Employees who violate this policy are subject to disciplinary action by DCS.

I. DEFINITIONS

- a. Tablet PC: A Tablet PC is a personal computer shaped in the form of a laptop, but only slightly smaller and it has the capabilities of being written on. A user can use a stylus to write on the screen and operate the computer without having to have a keyboard or mouse and the screen swivels to lay flat giving the appearance of a regular notebook.
- b. Laptop: A laptop is a personal computer that is of a size that it can sit on your lap. Laptops are lighter and smaller than desktop computers and rely on battery power when in the field. These may be assigned at the discretion of DCS management to support DCS staff in carrying out their daily job responsibilities.

II. REFERENCES

- a. N/A

III. POLICY

- a. The [Tablet PC / Laptop Inventory Checklist \(SF54332\)](#) should be utilized when issuing the Tablet PC or laptop to DCS staff. The signed original must be maintained in the employee's personnel file.

Note: The [Tablet PC / Laptop Inventory Checklist \(SF54332\)](#) must be updated any time DCS staff reports that an item issued initially has been stolen, broken, etc. The employees immediate supervisor must update the initial [Tablet PC / Laptop Inventory Checklist \(SF54332\)](#) by having the employee sign and date any issuance of new equipment. See separate policy, [Use of State Time and Equipment](#) .

- b. DCS issued Tablet PC's or laptops are to be returned when an employee no longer works for DCS.

Note: Employees who are transferring to or from Central Office need to follow the procedures outlined in the procedure section for employees who will no longer be employed for DCS.

- c. In addition to the return of the Tablet PC or laptop, all other equipment issued with the Tablet PC or laptop should be returned also. The following is a list of all other equipment that should be returned with the Tablet PC or laptop, if applicable:
 - i. Docking station;
 - ii. Power cord for the docking station;

- iii. Power cord for the Tablet PC;
 - iv. Network cable;
 - v. Phone cable;
 - vi. Car charger;
 - vii. External DVD/CD player;
 - viii. Stylus (pen to write on tablet);
 - ix. Lanyard (black string that attaches to the stylus);
 - x. Tablet bag; and
 - xi. Stylus extra leads and lead charger.
- d. The [Tablet PC / Laptop Inventory Checklist \(SF54332\)](#) should be used to verify all appropriate equipment mentioned in (c) above has been returned by the employee.
 - e. Tablet PC's and laptops assigned are to be used only by the employees in which they are assigned.
 - f. At no time should a DCS employee allow another office member to use the Tablet PC or laptop.
 - g. The Tablet PC or laptop should not be held in filing cabinets or stored in closets waiting for the next FCM or Supervisor or DCS employee to begin in the DCS local office as they will be assigned and used during the first days of training.

IV. PROCEDURE

At issuance of the Tablet PC or laptop:

- a. The employee must complete via PeopleSoft the State of Indiana Office of Technology Information Resources Use Agreement (IRUA).
- b. The employee must sign and date the [Tablet PC / Laptop Inventory Checklist \(SF54332\)](#) indicating receipt of assigned equipment accompanying the Tablet PC or laptop.

For employees that will no longer be employed for DCS:

- a. The employee will return equipment to his/her immediate supervisor.
- b. The employee's immediate supervisor will utilize the most recent [Tablet PC / Laptop Inventory Checklist \(SF54332\)](#), located in the employee's personnel file, to ensure that each item issued is returned.
- c. The DCS Local Office Supervisor or designee should then email Robert Johnson, DCS Information Technology (IT) Manager and Heidi Jordan, Business Analyst that the employee is no longer employed with DCS. The email should include the county name and the name of the employee that is no longer employed.
- d. The DCS Local Office Supervisor or designee should complete the [DCS Transferred Equipment and/or Furniture \(SF53619\)](#) as follows:
 - i. Transferred From Office: Current County Office
 - ii. Section: Child Welfare or ICWIS
 - iii. Receiving Location Office: Central Office
 - iv. Serial Number: Located on the back of the tablet and identified by "HP SN". The state tag is located on the back left side of the tablet and will begin with either a 96 or 97 and is seven (7) numbers long.

NOTE: The docking station does not have a state tag so it will be blank. The description for the tablet is HP Tablet 4200 and HP PA286A for the docking station. You must complete a line for both the Tablet PC and the docking station.

The DCS Local Office Supervisor or designee then signs and dates the “Received by” section at the bottom of the form.

- e. Notify the DCS Local Office Bookkeeper so that the county assets can be updated.
- f. Once the [DCS Transferred Equipment and/or Furniture \(SF53619\)](#) form is completed, the DCS Local Office Supervisor should contact their Regional Manager to arrange transfer of the equipment to Central Office.
- g. The Regional Manager will notify Robert Johnson, DCS IT Manager and Heidi Jordan, Business Analyst that they have equipment to be returned.
- h. The Regional Manager will bring all equipment to be returned to Central Office. All equipment returned must be given to the DCS IT Manager.

For employees who transfer to another DCS local office:

- a. The employee will take his/her Tablet PC or laptop and all equipment indicated on the most recent [Tablet PC / Laptop Inventory Checklist \(SF54332\)](#), along with the docking station to the new DCS local office.
- b. The equipment issued by the DCS local office (e.g., monitor, mouse, and keyboard) will remain in the existing DCS local office.
- c. The employee should complete the [DCS Transferred Equipment and/or Furniture \(SF53619\)](#) according to the directions above, with one exception. The employee that is taking the equipment signs and dates the “**Received by**” section and the DCS Local Office Director from which the employee is transferring signs and dates the “**Transferred from**” section.
- d. The DCS Local Office Director that the employee is transferring from should make a copy of the form and give it to the bookkeeper so that the equipment can be removed from the DCS local office assets.
- e. The employee who is transferring to the new DCS local office will take the original form to the new DCS local office.
- f. The DCS Local Office Director of the new county will sign and date the “**Received by**” section next to the employee’s signature.
- g. Send a copy of the form to Heidi Jordan at 132 East Washington Street, 8th Floor, Indianapolis, IN, 46204, the same day that the new employee starts in the new DCS local office so that Central Office and procurement can update their systems.
- h. Give a copy to the DCS Local Office Bookkeeper of the new county so assets can be maintained and updated.
- i. The employee will need to call the IOT helpdesk and have all files transferred and the Tablet PC name changed to reflect the new county.

V. FORMS AND OTHER DOCUMENTS

- a. State of Indiana Office of Technology Information Resources Use Agreement (IRUA)
- b. [DCS Transferred Equipment and/or Furniture \(SF53619\)](#)
- c. [Tablet PC / Laptop Inventory Checklist \(SF54332\)](#)

DATE: 10/20/08

James W. Payne, Director
Department of Child Services

A signed copy is on file.