



Office of the City Auditor Policies and Procedures

Number: 5.2.2**Title:** Electronic Equipment

Original Date:**Revision Date:****Approved By:**

01/24/2002

I. Policy

The Office of the City Auditor (OCA) shall provide a variety of electronic equipment to facilitate and support the work of OCA staff members. OCA electronic equipment will be appropriately safeguarded and augmented and/or updated as resources become available. Outdated and/or broken electronic equipment shall be appropriately disposed of or repaired. All OCA staff members may use or checkout OCA electronic equipment for use in their assigned duties. OCA shall implement appropriate practices to ensure availability of electronic equipment to all staff members who need such electronic equipment.

II. Purpose

The purpose of this policy is to safeguard OCA electronic equipment assets and ensure equitable access to such electronic equipment.

III. Definitions

Electronic equipment – includes, but is not limited to, laptop computers, digital cameras, video cameras, LCD projectors, and overhead projectors.

IV. Procedures

- A. All members of OCA may use or checkout OCA electronic equipment for government business purposes only, using the electronic equipment logbook maintained beside the computer storeroom door. At a minimum, the logbook should contain the following entry information:

1. name of the borrower,
 2. type of electronic equipment to be borrowed (e.g., laptop computer),
 3. make, model, and serial number(s) of the electronic equipment to be borrowed, and
 4. electronic equipment checkout and return dates.
- B. To ensure that all OCA staff members have equitable access to OCA electronic equipment:
1. Staff members are limited to an initial sign-out period of no more than five (5) workdays.
 2. An electronic equipment borrower must cross off his/her name in the logbook when the electronic equipment is returned as well as return the electronic equipment to the location from which it was removed.
 3. If no other staff member has requested (i.e., reserved) the signed-out electronic equipment, a staff member may sign out the electronic equipment for an additional five-day period (with a new signature entry and new borrow and return dates).
- C. Any staff member wishing to retain OCA electronic equipment for longer than 10 continuous workdays must have written permission to do so from either an Assistant City Auditor (ACA) or the Deputy City Auditor (DCA). The written permission must specify the:
1. name of the borrower,
 2. name of the authorizing ACA or DCA,
 3. type of electronic equipment to be borrowed (e.g., laptop computer),
 4. make, model, and serial number of the electronic equipment to be borrowed, and
 5. checkout and return dates.

The ACA or DCA granting the written permission shall place the permission slip in the OCA electronic equipment logbook, where the slip will remain until such time as the borrower returns the electronic equipment. The ACA or DCA granting the written permission is responsible for following up on the return of the electronic equipment on the due date(s) specified.

- D. When electronic equipment is returned, the designated electronic equipment custodian should check returned electronic equipment to ensure that all parts, such as cords and drives, are with the electronic equipment.
- E. Staff may request electronic equipment to be purchased using a purchase request form requiring approval of an ACA or the DCA.

V. Responsibilities

- A. All **OCA staff members** shall:
1. Safeguard OCA electronic equipment in their custody.
 2. Check out electronic equipment according to established OCA procedures.
 3. Return electronic equipment promptly to its source after use.
 4. Lock up or otherwise secure any electronic equipment in their custody not in use.
 5. Return all borrowed electronic equipment to OCA before discontinuing employment with OCA.
- B. The **OCA Administrative Specialist** will function as the OCA electronic equipment custodian. The custodian will be responsible for ordering, receiving, and cataloging electronic equipment. The electronic equipment custodian shall:
1. Ensure that all electronic equipment is safeguarded when not checked out.
 2. Provide staff with access to the area in which electronic equipment is stored.
 3. Verify the return of electronic equipment by OCA staff members, including those staff members who discontinue employment with OCA.
 4. Coordinate routine maintenance and repair of electronic equipment.
 5. As appropriate (and in consultation with the ACA for Administrative Services), dispose of and/or replace OCA electronic equipment.