	Administrative Regulation	**Policy #**	04.01.(Temp)
SPRINGFIELD OREGON		**Effective Date:**	April 6, 2020
		Revision Date:	N/A
	Use of City IT Equipment at Home	**Owner:**	Information Technology

Purpose:

The purpose of this policy is to clarify what Information Technology (IT) equipment can be provided by the City, how this equipment can be transitioned from work to home use, how additional equipment can be procured and how the IT Department can support IT equipment use from home.

Scope:

This policy goes into effect April 1, 2020, and ends on June 30, 2020, unless specified below or unless the City announces a continuation of this policy in writing. This regulation applies to all employees who are approved for homebased/remote project work.

Policy:

City employees who are temporarily authorized for homebased/remote project work, upon supervisor approval may take certain IT equipment home for work related reasons. Any IT equipment that is lost, damaged or otherwise cannot be returned to the City must be replaced by the department upon the employee's return to work.

IT is NOT able to provide support for the connection of any of the above devices to home computer equipment or home networks. Connections between City equipment to City computers will receive remote support, as time permits, through the HelpDesk.

Procedure:

1. Individual request for home use of IT equipment must be submitted and approved by the department supervisor.

2. Department leaders are responsible for tracking checkout and return of City equipment.

3. IT is NOT able to provide support for the connection of any of the above devices to home computer equipment or home networks. Connections between City equipment to City computers will receive remote support, as time permits, through the HelpDesk.

4. Pre-existing City Owned Equipment.

    4.1. Per department approval, the following equipment may be taken home by employees to enable more efficient work from home.
        4.1.1. Keyboards
        4.1.2. Mice

4.1.3. Headsets (Computer & Phone)
4.1.4. Speakers
4.1.5. Monitors (Serial Numbers must be provided to IT Helpdesk)
4.1.6. Computer Docking Stations (Serial Numbers must be provided to IT Helpdesk)
4.1.7. Desktop Scanners (The use of scanners is likely problematic using LogMeIn technology, so should users have issues, IT <u>cannot</u> provide support)
4.1.8. Laptops
4.1.9. City issued cellular phones and devices

4.2. The following devices equipment are not authorized for home use.
4.2.1. Shared Network Printers
4.2.2. Desktop Computers
4.2.3. Network Equipment (WiFi equipment, cabling, switches, etc.)

5. <u>Requests for New Equipment.</u>

5.1. With department approval, Departments can directly procure the following devices for home use.
5.1.1. Keyboards
5.1.2. Mice
5.1.3. Headsets (Computer & Phone)
5.1.4. Speakers

5.2. The following devices must be procured through IT using the IT Help Desk. Monitors
5.2.1. Computer Docking Stations
5.2.2. Cellular Devices (Phones, Hotspots…)

5.3. IT will procure these devices and arrange for delivery to City Hall.

Definitions

Resources:

CREATION (Original):

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.			
Approved By:	Mary Bridget Smith, City Manager (Pro Tem)	**Dates:**	April 2, 2020
Author:	Brandt Melick, Information Technology Director		
Responsible Party:	Information Technology		
Replaces:	N/A		

PERIODIC REVIEW:

Reviewer:		**Date:**	
Reviewer:		**Date:**	
Reviewer:		**Date:**	
Reviewer:		**Date:**	
Reviewer:		**Date:**	

REVISIONS:

Version #2:				
	Responsible Party:			
	Revised By:			
	Approved By:		**Date:**	
	Reason/Summary of Changes:			