

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

March 2, 2018

Policy Number 2.52

COMPUTER-RELATED EQUIPMENT AND SOFTWARE REQUESTS

POLICY

To maintain efficient implementation and use of information technology in the department, all requests to purchase or upgrade computers, computer-related equipment, and/or software shall be reviewed by the Data Processing Management Review Committee (DPMRC).

PROCEDURE

I. **DEFINITIONS**

- A. **Computer-related equipment:** Equipment with a central processing unit, microprocessors, data storage, printers, monitors, scanners, and other devices.
- B. **Software:** Computer programs, applications, operating systems, device drivers, utilities, or other data that can run on computer-related equipment.

II. **COMMITTEE**

- A. The DPMRC shall be composed of the following nine voting members who may each cast one vote:
 - 1. Representative from the Special Field Operations Bureau;
 - 2. Finance Division major or designee;
 - 3. Information Technology Division major or designee;
 - 4. Records and Identification Division major or designee; and

5. An executive officer or above from each of the following:
 - a. Communications Division;
 - b. Central Patrol Bureau;
 - c. Regional Patrol Bureau;
 - d. Investigative Bureau; and
 - e. Training Division.
- B. The chairperson of the DPMRC shall be the major of the Information Technology Division or designee; the vice-chairperson shall be the major of the Finance Division or designee.
- C. Guests may be invited to make specific presentations to the committee.

III. REQUEST PROCESS

- A. Elements requesting computer-related equipment and/or software shall submit a written request to the chairperson of the DPMRC. Requests should include:
 1. A description of the computer, computer-related equipment, software, and support requirements;
 2. The justification and any productivity and cost benefits that can be gained;
 3. The installation site of this computer-related equipment and/or software;
 4. The cost and proposed source of funding; and
 5. The name of the person representing the element in this request.

- B. While all computer-related requests shall be submitted to the DPMRC, the chairperson may approve certain requests without bringing it before the committee. The chairperson shall provide a brief summary of the approved requests to the assistant chief of the Support Services Bureau. Examples of such requests include:
 - 1. The procurement of widely used computer-related equipment and software (e.g., computer monitors and Adobe Acrobat software); and
 - 2. The upgrade of existing computer-related equipment (e.g., personal computers, and laptops) and previously approved software affecting a single element.

IV. MEETINGS, RECOMMENDATIONS, AND DECISIONS

- A. Meetings shall be held as needed at dates and times determined by the chairperson. The chairperson shall prepare and distribute a meeting agenda to the other committee members.
- B. Additions to the agenda should be forwarded to the DPMRC chairperson at least one week before a scheduled meeting. Requests or issues submitted less than a week before the scheduled meeting may be heard at the discretion of the chairperson. A final meeting agenda shall be sent to the committee prior to a scheduled meeting. Meeting minutes shall be recorded.
- C. Five voting members shall constitute a quorum. Majority votes shall determine the recommendations of the DPMRC.
- D. The minutes and recommendations of the DPMRC shall be forwarded to the assistant chief of the Support Services Bureau who shall make a final decision on all recommendations.
- E. The assistant chief of the Support Services Bureau shall send the minutes, the DPMRC recommendations, and final decisions to the Administrative Review Board.
- F. Upon receipt of final approval, elements shall submit a "PURCHASE REQUEST" e-form with the approval.

G. Exigent Matters

In the event there is a need to have equipment, software, or other items ordered immediately, the chairperson of the DPMRC may have the voting members vote via telephone or e-mail. Approval or disapproval will be determined on the basis of these votes. The polling of these votes will be recorded in the meeting minutes.

V. TECHNICAL ADVISORY GROUP

- A. A technical advisory group to review and make recommendations on the technical aspects of hardware and software may be utilized by the DPMRC.
- B. Any DPMRC technical advisory group shall be assisted by a representative from the Data Section of the Information Technology Division.



SUSAN BALLARD
Chief of Police

Post on bulletin
board for one week

Policy first issued
February 14, 1994