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.

Post on bulletin board for one week

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