

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject USE OF MARICOPA COUNTY-OWNED HARDWARE AND SOFTWARE	Policy Number GD-13
		Effective Date 03-24-22
Related Information GC-8, <i>Compensation and Teleworking Procedures</i> GM-1, <i>Electronic Communications, Data and Voice Mail</i>	Supersedes GD-13 (04-03-08)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the use or loan of Maricopa County-owned, authorized computer hardware and authorized software for the completion of Office-related tasks outside the Office setting.

POLICY

It is the policy of the Office to permit Maricopa County-owned hardware and authorized software to be loaned out for the sole purpose of completing Office-related tasks.

DEFINITIONS

Authorized Computer Software: Any computer program which has been approved and purchased for use by Office personnel.

Non-Exempt Employee: Employees who are covered by the provisions of Fair Labor Standards Act (FLSA) and must be compensated for overtime hours worked.

Maricopa County-Owned Hardware: Any computer hardware purchased with Maricopa County funds for Office-related work assignments.

Personal Computer: A computer owned and maintained solely by an Office employee and is not under Office management.

Public Key Crypto/Cryptic: A secure authentication code generated through a smartphone application or hardware device to perform two-factor authentication for a user to access Office network resources.

Teleworking: Working from an alternative worksite.

Virtual Desktop Infrastructure (VDI): A virtualized desktop hosted on a secure server located in a Maricopa County Sheriff's Office (MCSO) defined datacenter. Access to VDI is accomplished through a secure network to an endpoint device and/or application to retain all data in an MCSO controlled system.

PROCEDURES

1. **Conditions for Computer Hardware and Software Loan Requests:** An employee may request the use of Maricopa County-owned computer hardware and software for the completion of Office-related tasks when the task is completed away from the worksite. The use of Maricopa County-owned hardware and software is only authorized for Office employees and only for the use of completing Office duties.

- A. Maricopa County-owned computer hardware may be loaned to Office employees dependent upon the availability of the requested hardware. The Technology Bureau will configure the requested computer hardware and authorized software for use when the following conditions are met:
 - 1. The employee has submitted a memorandum through their chain of command to their division commander for approval. The memorandum should include the justification for the request and the employee's contact information;
 - 2. The hardware is available for use; and
 - 3. Software installed on Maricopa County-owned computer hardware will not be in violation of the specific End User License Agreements (EULA).
- B. Software programs owned by an employee shall not be used on Maricopa County-owned hardware. If an employee needs software to complete their work assignment, the employee shall submit a memorandum through their chain of command to their division commander requesting the Office purchase the required software. The memorandum should include the justification for the request, the employee's contact information, and the computer asset identification SD number.

2. **Considerations for Computer Hardware Loan Requests:** The division commander should consider the following:

- A. When a non-exempt employee works their regular work schedule, overtime, or an adjusted work schedule at an alternative worksite, they shall be compensated in accordance with the Fair Labor Standards Act (FLSA) and Office Policy GC-8, *Compensation and Teleworking Procedures*; and
- B. Upon their review and approval, forward the request to the Technology Bureau for processing.

3. **Considerations for Accessing Virtual Desktop Infrastructure (VDI) on an Employee's Personally Owned Device:** If authorized by the Technology Bureau, employees are permitted to use the contracted web-based application to access Maricopa County-owned computer software on their personal computers for Office related tasks.

- A. VDI access on personally owned devices through a secure portal website and/or application may be used under the following circumstances:
 - 1. When the Technology Bureau does not have the requested hardware for employees who are approved to access the Office network when teleworking; or
 - 2. When assigned hardware such as an Office-issued laptop malfunctions and the Technology Bureau requires additional time to repair or replace the hardware and the employee is approved to telework.
- B. The employee's division commander shall approve all VDI access for teleworking employees prior to use. Employee VDI access shall be revoked once the Technology Bureau has provided and/or has made the necessary hardware available for use.
- C. Employees shall adhere to all procedures, as specified in Office Policy GM-1, *Electronic Communications, Data and Voice Mail*, when deciding to use a personal electronic device.

➤ 4. **Public Key Crypto/Cryptic on a Personally Owned Device Considerations:**

- A. The Technology Bureau may authorize approved employees to access Public Key Crypto/Cryptic applications on their personally owned devices.
- B. Public Key Crypto/Cryptic access on personally owned devices shall be revoked once the employee's teleworking access has concluded or a Maricopa County cellular telephone has been issued. The revocation of access will render the application as inoperable.

5. Return of Loaned Hardware:

- A. An employee shall only be authorized to use the loaned Maricopa County-owned hardware for the length of time necessary to complete the specific task or project. It is the employee's responsibility to return the asset to the Technology Bureau upon completion of the task or project for which it was loaned.
- B. Upon separation of service from the Office, employees shall return any Maricopa County-owned hardware. It is the responsibility of the separated employee to return the Maricopa County-owned hardware immediately.