LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SAFETY, SECURITY AND LIAISON

POLICY ON ALLOCATION OF IT EQUIPMENT TO USERS

1. INTRODUCTION

1.1 Computer Literacy is a key basic skill required for employees at almost all levels in the Department of Safety, Security and Liaison (DSSL). Consequently, every employee is expected to have a certain amount of skill and knowledge in the use of a personal computer and to consequently acquire or develop information literacy skills.

1.2 The DSSL, as an employer, is responsible for and is committed to providing members of its staff with a desktop personal computer (PC) or a notebook computer for the performance of their duties, execution of managerial duties, communication purposes within and outside the organization and for effective service delivery. The DSSL therefore provides a PC or notebook on requisition through the normal procurement process.

2. PURPOSE

The purpose of this policy is thus to provide guidelines in the provision and allocation of desktop computers, laptops and peripherals for use by employees as a work facility.

3. LEGAL MANDATES

(i) State Information Technology Agency Act 88 of 1998
(ii) The Constitution of the Republic, Act 106 of 1996
(iii) Public Finance Management Act, No 1 of 1999
(iv) Preferential Procurement Policy Framework Act, No 56 of 2003

4. ALLOCATION OF EQUIPMENT TO USERS

The procedure for acquiring equipment such as laptops, PCs, printers, memory sticks, is as follows:

(i) A user needs to make a written request for an equipment needed, with motivation.

(ii) The request must be endorsed by the Senior Manager of the requesting staff member and be forwarded to GITO.

(iii) The request shall then be evaluated, approved or disapproved due to availability of funds. If approved the equipment or service shall then be procured through Supply Chain Management.

(iv) The equipment will then be delivered to Asset Management together with the list of names of the staff requiring the equipment. The equipment will be bar-coded and delivered to the user by Asset Management.

(v) The user will have to log a call according to SITA procedures for configuration, installation and access to services.

5.1. Laptops

5.1.1 Laptops are allocated to MEC, HOD, General Managers, Senior Managers, Managers and District Personnel.

5.1.2 However laptops will be allocated to Deputy Managers who the Nature of their work is related to do computer related work outside the Department premises.

5.2. Desktops

5.2.1 Desktops are allocated to other staff members who are office bound due to the nature of their job and permanently employed by the Department in administration, financial posts and or office management posts.

5.2.2 Departmental interns may also be provided with desktops.

5.2.3 Cleaners, Messengers and General Workers may also be issued with a desktop computer which will be shared. These posts do not require the employees to work full time on the desktop computers, but the facility will enable these employees to access their email, internet and general word processing functions.

5.3. Printers

5.3.1 Multifunction Centres (MFC)

5.3.1 The MFCs will be allocated to MEC, HOD, General Managers, and Communication Unit will be placed in their PA's offices (these printers will serve as network printers).

5.3.2. Colour/Black and White Printers

5.3.2.1. All Senior Managers will be allocated printers, Colour or Black and White printer and these printers will be placed in the PAs' offices.

5.3.2.2. Senior Managers who do not have PAs will be allocated printers that will be placed in their offices.

5.3.2.3. Colour printer will be allocated to Registry and Finance offices as they will serve as a collection point of letterheads.

5.3.2.4. All office staff members shall be provided with printers connected to the nearest network printer (MFC).

5.4. Memory Sticks and External hard drives

5.4.1. Memory sticks will be allocated to all staff members, who needs to transfer information and shall not be used as back up storage for documents.

5.4.2. External hard drive will be allocated to staff members who need large amounts of storage for their documents.

6. Repair of Equipment

6.1 Broken Equipment should be reported to GITO. A service provider will then be engaged in order to fix the equipment if it can not be

fixed internally.

6.2. The GITO should in turn inform Asset Management of the repair.

7. CUSTODIANSHIP, USAGE AND SECURITY

7.1. Equipments allocated to users remain the property of the Department and not the employee. The employee occupying the post on which the equipment is allocated, is responsible for such equipment until he/she resigns, transferred to another post whereafter it should be returned to Asset Management.

7.2. Employees who have been allocated laptops, memory sticks or any mobile device must take the utmost care in preventing theft damage or loss of the equipment.

7.3. If any equipment is lost due to the employees' negligence, the employee shall be responsible for the replacement of the equipment.

7.4. In the unfortunate instance where any equipment has been stolen, the responsible employee must report the matter to the South African Police Service (SAPS) within 24 hours. The case number and a detailed report of the incident must be submitted to Asset Management, who will inform GITO, Security and Risk Management. The responsible officer must compile the report within 48 hours.

7.4.1 If the loss is incurred within 12 months of allocation of the equipment, the value shall be equal to the retail value of the same equipment.

7.4.2. If the loss is incurred after 24 months of allocation of the equipment, the depreciation value shall be taken into account when determining the value of the equipment.

7.5. Any deviation from 5.3 can only be made by Head of the Department in writing upon a recommendation from the Chief Financial Officer.

7.6. No persons other than the employee may have access to the Equipment, except for the support technician and the third party contractor for support and maintenance services, respectively.

7.7. No employee shall use any of the equipments for financial gain.

7.8. Employees are encouraged to handle all equipment with care and respect for government property. Mobile equipment should be transported in their appropriate carry bags.

7.9. Regular maintenance cleaning should also be done by the employee that has been issued with such equipment. This should be enforced by the employees' respective Supervisors.

7.10. If there is any evidence of an employee deliberately damaging the equipment clause 4 of this policy will be enforced. It is the responsibility of each employee to care for the equipment that has been issued to him or her.

8. REPLACEMENT OF EQUIPMENT

8.1 The general trend in replacing laptops and PCs is every 36 months. The Department has opted to follow this IT Best Practice.

8.2 Only equipment that is dysfunctional will be replaced before the 36 months period. The Network administrator will do an evaluation of the equipment in consultation with Asset Management and then submit, in writing to the GITO, reasons for replacement of such equipment.

8.3 Printers will be replaced every 60 months and only dysfunctional ones will be replaced earlier than the 60 months.

8. REQUISITION OF EQUIPMENT

8.1 All requests for IT equipment should be submitted to GITO in writing.

8.2 No verbal requests for equipment will be considered.

9. TRANSFER OF EQUIPMENT

9.1 An employee who resigns from the Department must hand over equipment to Asset Management Unit,

9.2 The employee shall ensure that he/she receives acknowledgement of

receipt on handing over of the equipment to Asset Management.

9.3 No employee shall move or transfer equipment from one office to another or any other location without following the proper channel. The GITO shall assist in configuring the equipment for the employee only after Asset Management officer has done the proper entries in the asset register.

9.4 The employee must first obtain written approval from the respective Supervisor for the relocation of the equipment. The supervisor shall inform Asset Management in writing of such relocations. Asset Management must inform GITO in writing of the relocation. It is only after this process has been followed, will the GITO assist with the necessary configurations.

10. LOAN EQUIPMENT

10.1 The GITO office will keep 1 laptop and 2 desktops that will be made available to employees that require them on certain instances e.g. if an employees PC or laptop is out for repairs;

10.2 Any employee that requires the loan equipment must submit a written request to GITO stating reasons for borrowing the equipment and the period. Depending on the availability, the equipment will then be loaned to the employee.

10.3. The GITO should inform AMU of location custodian and loan period.

11. GENERAL

11.1 Employees are to collect all equipment from Asset Management and be brought to GITO for configuration, if any.

11.2 Employees are advised to ensure the security of their assigned equipment. special care must also be given in the daily use of the equipment

11.3 Computers and laptops must be shutdown after the employee has finished work at the close of business. This gives the equipment a chance to cool down and refresh the memory.

11.4 This policy should be read in line with other policies of this Department.

11.5 Each employee should have either a hard copy or a soft copy of this policy as a reference and guide.

12. Definitions

Department: refers to the Department of Safety, Security and Liaison
Desktop: A personal computer which is intended for use at a single location
Employee: refers to permanent staff and interns
Laptop: A personal computer designed for mobile use
Computer peripherals: Input/Output devices attached to a computer not forming part of the core system
Printer: A computer peripheral that produces a hard copy of the document stored in an electronic format
Memory stick: A removable memory card that can be used as storage
External hard drive: Hard disk drive externally connected to a computer
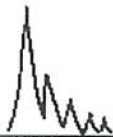**MFC:** Printing, faxing , photocopying (all in one) equipment
3G mobile data card: Card that gives access to mobile Internet and network Access.

13. POLICY INCEPTION

The contents of this policy will take effect from the date of approval by the Executing Authority.

14. POLICY REVIEW

This Policy shall be reviewed annually or when necessary.

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M. MAKIBELO (MS)
HEAD OF DEPARTMENT

19|02|2010
DATE

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MEC/ HON. D.P MAGADZI
EXECUTING AUTHORITY

2010| 02 |22.
DATE

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