Montana Department of
LABOR & INDUSTRY

Division: Workforce Services Division
Category: Division-Wide
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Equipment Inventory Control Policy

Background: This policy establishes a process for the recording, identification and accountability of all Workforce Services Division technology, computer, and electronic equipment that has a life expectancy of over one year. It is the responsibility of the Division Management Services (DMS) Bureau to maintain a proper equipment record and to ensure that all items of equipment meeting the criteria below are identified, evaluated, tracked and logged.

Scope:
This policy applies to all WSD employees. The following equipment is subject to this policy:

- All computers,
- Printers,
- Scanners, and
- Copiers and any multi-function printing device.

Policy:

Requests for New, Additional or Replacement Equipment
- Employees, (with management/supervisor approval) must work with DMS and Technology Service Division (TSD) to request any new equipment. There are strict guidelines for purchasing and/or leasing this equipment.

Receipt of New Equipment
- When an employee, work unit, office or bureau receives new equipment, DMS must be notified.
- A copy of the transaction receipt must be sent to DMS within 5 business days of receiving the item. The following information will be required to be submitted to be recorded and logged:
  - Manufacturer's Name;
  - Item Description;
  - Serial Number;
  - TSD Tag Number;
  - Model Number;
  - Date Received;
  - Location of Item;
  - Name of Bureau Taking Ownership; and
  - Name of Person to Whom the Equipment has been assigned.

Reporting Changes in Status of Equipment

- All equipment that is transferred from one employee to another or from one office to another, stolen, scrapped, traded in, etc., must be reported to DMS by the individual, office, work unit or bureau that was accountable for the equipment. Status changes must be reported as they occur. Complete the Security Incident Report Form for any item lost or stolen and return the form to TSD and DMS.
- All equipment that is to be disposed of must be offered to TSD. If TSD refuses the item or instructs that the item be donated, given to Surplus, recycled or thrown away DMS must first be notified prior to the equipment being returned or disposed of in any fashion.
- Equipment that is transferred among staff, work units or bureaus must be reported to DMS as the change occurs.
- Equipment that is lost, stolen or damaged must be immediately reported to a supervisor and within 24 hours of the incident be reported to DMS.

RSA Token

- RSA tokens are not part of the WSD Equipment Inventory. The tokens are tracked and inventoried by TSD.
- Should an RSA token be lost or stolen the employee must report the incident immediately to the TSD Service Desk, complete the Security Incident Report Form, and notify the appropriate WSD fiscal officer.
- When an employee leaves WSD employ, the employee must return the RSA token to the manager or supervisor. The manager or supervisor will coordinate with TSD and DMS to determine if the RSA token will be retuned to TSD or if the manager will keep the token will to be reissued to another employee.

Annual Inventory

- At a minimum of every 12 months, DMS will conduct an accounting of the inventory listed for an office, work unit and/or bureau. A copy of the inventory list will be supplied and must be verified and/or corrected if necessary and returned to DMS within 2 weeks.
- DMS will work with TSD to ensure that the Division inventory record matches the TSD inventory record.