1.0 POLICY

Computers and peripheral equipment have come to play a large part in the operation of the City of Winona. This policy addresses the need for the coordination of computer related purchases including computers, software and peripheral equipment such as scanners, modems, printers, digital cameras, etc., which will be connected to the City of Winona network and for equipment maintained by the City. Following are issues in support of this policy.

- Trouble-shooting is much easier if computers are alike. Many times components are removed from a computer of the same make and model to troubleshoot an ailing computer. Often identical computers can have the same problems; fix one, and the rest are easy.

- Each vendor has policies dealing with procedures for returns, phone support, and service calls. It is much easier having a minimum number of vendors to deal with.

- Users shall not install electronic cards in their computers. Whenever you install such cards there is a risk that the card can conflict with another component in the computer. The computer might not work at all, have trouble connecting to the network, or have intermittent problems.

- Computers work with unique programs called “drivers” for many devices attached to or running on a computer. Very often there are problems with the drivers, and an updated driver must be obtained. Some vendors are good about providing updated drivers to fix problems on their Internet web sites, other vendors are not.

2.0 ORGANIZATIONS AFFECTED

All departments/divisions.

3.0 PROCEDURE

3.1 Selection of Equipment and Software

The final decision to purchase any computer related equipment and/or software is made by the Department Head.

When a decision has been made to purchase equipment and/or software, you shall contact the Information Services Director and/or the Information Systems Coordinator in the Finance Department. Please present any information you may have regarding the equipment and software you wish to purchase. If you need assistance in selecting equipment and/or software, this will be provided for you.

3.2 Purchasing

After approval to purchase specific equipment and/or software is received from the Information Services Director and/or the Information Systems Coordinator, individual departments may purchase the equipment and/or software by obtaining it themselves or by having it ordered by the Information Services Director and/or the Information Systems Coordinator. Departments will be responsible for preparing purchase orders to pay for equipment and/or software. No equipment and/or software may be purchased without the approval of the Information Services Director and/or the Information Systems Coordinator.

3.3 Installation

Installation of **ALL** computer equipment and/or software must be completed by the Information Services Director and/or Information Systems Coordinator or under their supervision and/or approval.

3.4 Denial of Request

The City Manager, Information Services Director, and Information Systems Coordinator each have the authority to deny the purchase and/or installation of any equipment and/or software not deemed appropriate.