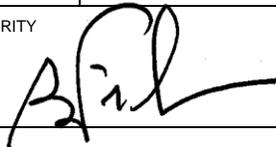


 <p style="text-align: center;">STATE OF NEW YORK DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION</p> <p style="text-align: center;"><b>DIRECTIVE</b></p>	TITLE		NO. 2822
	<b>Request for Information Technology Hardware Acquisition/Relocation/ Removal</b>		DATE 2/28/2013
SUPERSEDES DIR #2822 Dtd. 11/28/2011	DISTRIBUTION A	PAGES PAGE 1 OF 1	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

- I. POLICY:** It is the policy of the Department of Corrections and Community Supervision to utilize Information Technology (IT) equipment to the maximum benefit of the agency. This policy pertains to the following:  
Purchase or lease/purchase of all IT equipment and software connected to the DOCCS network or stand alone.
- II. PROCEDURE**
- To initiate a request for any IT equipment and/or software the facility, division, unit or office must complete Hardware/Software Request Form via the ticketing system.
- A. **THIS FORM MUST BE FILLED OUT BY THE DESIGNATED DATA PROCESSING LIAISON (DPL).**
  - B. The request must be reviewed and approved by the Facility Steward and Superintendent, or the Regional Director before it is submitted to MIS. Detailed instructions for retrieving, completing and obtaining approval are found on the Footprints Ticketing Attachments page under Hardware/Software Request.
  - C. In accordance with Directive #2810, "Information Security Policy," and the policies of the Department of Corrections and Community Supervision, the following guideline is to be strictly adhered to when determining the placement of Information Technology equipment: **THE LOCATION MUST BE ABLE TO BE SECURED OR BE UNDER CONSTANT SUPERVISION.** Approval by the Superintendent or the Regional Director indicates that this request meets all the security guidelines for equipment placement as outlined in Directive #2810, Section VI.