

**COUNTY OF IMPERIAL  
BOARD OF SUPERVISORS POLICY**



<b>Subject</b>  <b>COMPUTER HARDWARE STANDARDS POLICY</b>	<b>Policy Number</b>	<b>Version</b>	<b>Page</b>
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**I. Purpose**

The Computer Hardware Standards Policy will enhance the performance in delivering, implementing, maintaining, and supporting hardware suitable to the business needs of the County of Imperial. The goal is to improve IT efficiency, reduce exposure to risk, and deliver lasting value to the county.

The objective of this policy is to:

1. Standardize computer hardware to maximize support and maintenance efforts
2. Provide a cost-effective solution while still accommodating the needs of the county
3. Bring a systematic approach to the acquisition and disposal of computer hardware

**II. Definitions**

In the context of this policy, computer hardware is defined as a desktop, server, laptop, netbook, mobile device (iPads, tablets, etc.) or any variation of computer hardware owned by the County of Imperial for business and/or instructional purposes.

**III. Scope**

This policy applies to all computer hardware that will be placed in the County of Imperial inventory.

**IV. Policy**

**A. Default Computer Equipment**

To accommodate varying needs in business computing, while avoiding excessive variability and cost in equipment and software, County of Imperial computer purchases shall be standardized.

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**B. Procurement/Acquisitions**

To realize economies-of-scale cost savings in the procurement and maintenance of computing equipment, the Information and Technical Services Department will maintain a list of preferred vendors.

The Information and Technical Services Department will review computer hardware options available from the list of preferred vendors, at a minimum, annually. This review will establish a list of standard configurations that will best meet the features and functionality requirements of all County of Imperial employees.

Imperial County employees will be required to make purchases from this list of standard configurations, which will be made available on the County of Imperial Intranet site.

**C. Maintenance/Equipment Refresh**

As funding is available, efforts will be made to establish a five-year life cycle for computer hardware to meet the demands of new application requirements for business and administrative purposes.

**D. Disposal**

Computer hardware deemed End-of-Life (EOL) will be properly surplussed or disposed of by coordinating with the Purchasing Department. Hard drives or other types of storage will be destroyed through a third party that is authorized by the Purchasing Department. Serial numbers of hard drives destroyed will be documented and tracked by the Information and Technical Services Department.

**V. Policy Compliance**

**A. Compliance Measurement**

The Information and Technical Services Department will work closely with the Purchasing Department to ensure requisitions for computer hardware meet the required standards.

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**B. Exceptions**

Any exception to the policy must be approved by the Information and Technical Services Department.

**C. Non-Compliance**

Users found to have violated this policy may be subject to the following:

- Cancellation of requisition
- Return of purchased hardware