General Order

Houston Police Department

ISSUE DATE:	NO.
April 17, 2015	400-15

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 400-15, dated June 22, 1995

SUBJECT: OFFICE SUPPLIES AND OFFICE COPY MACHINES

POLICY

Employees are responsible for the proper use and care of department issued office supplies and office copy machines.

This General Order applies to all employees.

1 ISSUING OFFICE SUPPLIES

Office supplies, excluding requests for paper, are available from the Office of Planning's Office Supply Section by requisition only. Requisitions must be signed by the appropriate division commander, office manager, or a designee. Requisitions may be faxed, emailed, or hand delivered to the Office Supply Section.

Requisitions shall be filled in chronological order and the requesting division or office shall be notified by telephone or email when the order is ready. All office supplies issued must be signed for by an authorized employee of the receiving division or office. Once notified that the requested supplies are ready for pick-up, the division or office shall have three business days to retrieve the supplies. On the fourth business day the division or office commander shall be notified that the requested supplies have not been picked up and shall be returned to inventory. Additionally, the requisition shall be shown as cancelled in the supply database.

Each division or office shall maintain a seven-day inventory of office supplies. Additionally, divisions or offices that receive new devices and are not sure if the Office Supply Section is expected to provide operating materials for said devices are to immediately notify the supervisor of the Office Supply Section regarding such requirements.

If an item is not in stock or available, the requesting division shall follow one of the following procedures:

a. Request the item to be carried.

b. Purchase the item by Purchasing Card (P-Card).

c. Send a requisition via the appropriate channels to the Office of Budget and Finance.

If an item is needed immediately, the Office Supply Section supervisor shall be contacted and advised of the circumstances. If justified, items shall be purchased with a P-Card or arrangements shall be made through the Office of Budget and Finance to issue an emergency purchase order.

The HPD Print Shop shall be notified at least 30 business days in advance for any required replacement of department forms.

2 PHOTOCOPY MACHINES

All requests for copy machines shall be directed to the Office of Budget and Finance. The request shall include present or expected copy volumes as well as a listing and justification for features needed on the machine. The Office of Budget and Finance, along with the copier vendor, shall recommend the selection of a particular machine.

If a photocopy machine is replaced, the hard drive shall be completely erased. The

vendor's copier technician shall validate that the hard drive in the replaced device is completely erased and then sign a certification letter to confirm that the hard drive was erased. The certification letter shall be given to the divisional technology coordinator. The vendor's copier technician shall also provide a printout from the new photocopier demonstrating that the configuration meets the agreed upon security settings. A copy of the certification letter and the configuration printout shall also be sent to the Office of Budget and Finance and the Office of Technology Services.

Service for copy machines shall be obtained in accordance with the maintenance agreement between the department and the vendor. Emergency repairs requiring service after hours or on weekends or holidays may be ordered by only the Office of Technology Services or the Emergency Communications or Homicide divisions. If unusual problems arise or if vendors provide poor service, the Office of Budget and Finance's copier coordinator shall be advised.

In accordance with the City's Administrative Procedure 7-1 Revised, "City Energy Efficiency Policy," Xerox copiers shall:

a. Be set to print documents in a double-sided mode.

b. Be set not to print cover or banner sheets.

c. Be set not to print scan confirmation notification pages.

d. Have secure print availability for confidential printing.

3 OFFICE MACHINE REPAIR

All requests for repair of office machines shall be handled by individual divisions. If a vendor must come on-site, a copy of the vendor's current certificate of insurance and drug policy must be provided to the division. All vendors requiring access to conduct business must be processed through the department's Criminal Justice Information Services (CJIS) Unit and be in compliance with the requirements as stated in General Order 800-06, **CJIS Compliance.**

The Office of Budget and Finance, Procurement Services shall assist and handle office machine repairs as required.

4 RELATED GENERAL ORDERS AND REFERENCE MATERIAL

200-12, **Purchasing Process**
800-06, **CJIS Compliance**

City of Houston Administrative Procedure 7-1 Revised, "City Energy Efficiency Policy"

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