

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 15.1	PAGE NUMBER 1 of 1
	RELATED ACA STANDARDS:	
CHAPTER: 15 INFORMATION TECHNOLOGY	SUBJECT: SYSTEM DEVELOPMENT, TECHNOLOGY ACQUISITION, PLACEMENT AND ASSIGNMENT	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
		
APPROVED FOR PUBLIC RELEASE		

- I. AUTHORITY:** 29 *Del. C.* 89 § 8903 (4)(5)(7)
- II. PURPOSE:** To establish system development policies and procedures for the Delaware Department of Correction (DDOC), as well as the role of the Information Technology (IT) unit in the acquisition, placement and assignment of technology-based hardware and computer software.
- III. APPLICABILITY:** All DDOC employees and contractors.
- IV. DEFINITIONS:** None
- V. POLICY:** The IT unit shall oversee the acquisition, development and implementation of any software or hardware based solutions purchased by DDOC. This also includes contractual arrangements for these services.

The IT unit will provide technical expertise in establishing requirements for any software or hardware based solutions that may be purchased by DDOC. All software and hardware solutions developed or acquired shall be subject to current standards established and maintained by the Department of Technology and Information.

Budget units seeking to acquire technology-based hardware or computer software must receive approval of IT prior to any purchase to ensure proper connection and service of the equipment in accordance with all applicable standards. In addition, all DDOC purchasing guidelines must be followed.

The IT unit will maintain technology-based hardware and computer software placement and assignment guidelines and procedures on DDOC extranet site.

