

**SUPREME COURT OF COLORADO**  
**OFFICE OF THE CHIEF JUSTICE**

**Directive Regarding Information Technology Hardware, Software,  
Cloud Services, & Centralized IT Purchasing Policy**

**1. DEFINITIONS**

- a) **Cloud Computing/Services:** According to the National Institute of Standards and Technology (NIST), cloud computing is the process of enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources in which users are able to monitor the environment and receive rapid elasticity and on-demand self-service. Today, cloud computing has three service models (Software-as-a-Service (SaaS), Platform-as-a-Service (PaaS), and Infrastructure-as-a-Service (IaaS)) with four deployment models (private, community, public, and hybrid).
- b) **Information Asset:** A body of information defined and managed as a single unit so it can be understood, shared, protected, and used effectively. Information assets have recognizable and manageable value, risk, content, and lifecycles.
- c) **Information Technology Asset or IT Asset:** Any information asset, system, hardware, software, or cloud service that provides resources for or is used in the course of business activities that is purchased with state appropriated funds, federal grants, municipal grants, or any other gift, grant or donation funds to connect to the Colorado Judicial Department's network or system(s) or otherwise maintained by the Colorado Judicial Department.

**2. PURPOSE**

The purpose of this Chief Justice Directive (CJD) is to establish a comprehensive and accurate inventory of Information Technology (IT) hardware, software, and cloud services (hereinafter referred to as "IT Assets" or "Assets"), ensure that all IT Assets comply with standards and do not pose a threat to the security or integrity of the information on the Colorado Judicial Department's (hereinafter referred to as the Department) IT systems, ensure that network and infrastructure performance are not impaired, and establish centralized purchasing for all Department IT assets. These standards promote the efficient use of the budgetary resources of the Department as made available by the State Legislature. To accomplish these objectives, the following standards and procedures are established.

**3. SCOPE**

This policy applies to all Department users and covers the procurement of all IT hardware, software, and cloud services (Assets) procured throughout the state. Including but not limited to:

- a) Hardware – including but not limited to: desktop computers, laptop, mobile computing devices, remote and centralized servers, printers (local and network), monitors, scanners, multi-function devices, external storage devices, hubs, wireless access points, servers, and telephony equipment.
- b) Software applications – including software developed in-house, purchased commercially, or procured as a subscription.
- c) Cloud services – includes the on-demand delivery of IT resources and applications through the Internet with a pay-as-you-go pricing model.

## 4. POLICY

### IT Hardware, Software, and Cloud Services

- a) The Chief Information Officer (CIO) or designee will identify the make, model, specifications and manufacturers of all IT Assets deployed in the Department. Information Technology Services (ITS) staff will work with the local administrative authority to identify specialty IT Assets or solutions to ensure there are no compatibility issues or security issues when connected to the Department network.
- b) IT Assets that conform to ITS standards will be published on the Department's intranet site (Judicialnet).
- c) IT Assets that are not compliant with the published standards will not be supported or otherwise maintained by ITS staff, and will not be connected to the Department network. All IT Assets, whether connected to the Department network or not, must be recorded in the Department's inventory system.
- d) ITS staff will collaborate with local administrative authorities (or their delegates) to determine specific IT Assets configurations to be acquired, installed, and maintained. Considerations will include the type and quantity of equipment to be installed for specific users and/or groups of users.
- e) Only ITS employees are authorized to install or connect IT Assets to the Department network. Local ITS Support Technicians must verify that any IT Asset that is or will be connected to the Department network exists in the inventory system before they can proceed with installation, configuration, or maintenance.
- f) Software licenses and original software media will be maintained by the IT Procurement Specialist within ITS.
- g) An employee of the Department will be assigned a single computing device. Variations to this allocation will consider other workstation requirements such as mobile computing needs, local facility layout, staff functions, geography, Americans with Disabilities Act (ADA) requirements, and other appropriate business-related factors as approved by the ITS Standing Committee. For those employees who work out of more than one office, such as probation officers, ITS will provide one additional docking station. Purchase of the necessary docking stations for new employees will be considered part of the new employee budget allocation.
- h) The ITS budget used to purchase and support hardware is limited both in terms of staff and capital outlay dollars. Therefore, ITS staff will collaborate with the local administrative authority to determine the funding of agreed-upon purchases where, for example, installation of a large number of devices may require upgrades to infrastructure equipment and networks, which may be purchased with shared funding.
- i) Any hardware procured locally must include the local purchase of all necessary software and software licenses as published on the Department's intranet site (Judicialnet).
- j) When a Department employee is initially issued an IT Asset(s) that can be used outside of the Department's network, such as laptops or mobile devices, that employee must sign a receipt for the Asset(s) and will sign a form upon the final return of the Asset(s) to the Department. This activity will be recorded in the Department's inventory system. The Court Services training unit shall

establish and monitor sign-out/sign-in procedures for use of portable shared devices, such as training laptops assigned to judicial districts.

- k) With the exception of portable devices, Department IT Assets should not be located in employees' houses. If an exception to this rule is necessary, ITS employees will not make house-site visits to support any IT Asset. If the IT Asset(s) malfunctions, the IT Asset(s) must be brought to the nearest location where an ITS Support Technician can troubleshoot the problem.
- l) All mobile devices are required to have encryption software installed. The cost of the encryption software may be incurred by the purchaser of the laptop/tablet if ITS is unable to provide a free or low cost alternative.
- m) Software licensed to the Department shall not be installed on personal equipment.
- n) All IT Assets must be inventoried in the Department's inventory system in order to ensure compliance with licensing requirements.
- o) ITS employees will make a best effort attempt to support specific models of mobile devices as posted on Judicialnet. Due to the costs associated with these devices, the Department limits the number of devices purchased, supported, and licensed by the Department. Mobile devices connected to the network must be encrypted and password protected. There are two situations which can exist: (1) Where the Department funds the purchase of the device, licensing of the device, and any monthly data plan costs associated with the device; and (2) Where an individual buys the device and pays for the monthly data plan costs, but wants to be connected to the Department's email system for email, calendaring, and contacts.

In the first situation, where Department funds are used to purchase the device and provide monthly service, the local administrative authority is responsible for all costs associated with the purchase and maintenance of the device in accordance with the Department's fiscal rules. The decision of who should pay licensing costs necessary to connect the Department's email system with State funds rests with the State Court Administrator. The decision is based on: the need to manage and administer the device, the number of devices, the amount of time an individual is away from his or her regular work station and the need to access e-mail (more than four hours a day); and/or the individual's job status within the Department and the likely need for the individual to be reached for important decisions.

In the second situation, where the mobile device and the associated monthly data plan are paid for by the individual, a device that is supported by ITS may be connected by ITS employees to the Department network at the discretion of the local administrative authority or chief judge, so long as any licensing fees required for the connection are paid for by the individual and the license is in the name of the State of Colorado Judicial Department. Personally owned devices connected to the network must also be encrypted and password protected.

- p) ITS employees are responsible for decommissioning all IT Assets that were properly purchased and recorded in the Department's inventory system. The decommissioning shall be according to State policies and procedures.

## Centralized IT Purchasing

Jurisdictions should use the following procedures in order to comply with the Department's Fiscal Rules (CJD 04-02), and to implement the Accounting and Administrative Fiscal Rules (Section 4, Property Management) regarding the acquisition, transfer and disposal of IT property.

- a) The local administrative authority will request their IT Assets, to be funded through local operating budgets (including grant funds), on Judicialnet. A [purchase request guide](#) is on Judicialnet under the topical index. An electronic receipt of the requisition will be forwarded to the requester. The IT Procurement Specialist will be electronically notified of that on-line request.
- b) Absent extraordinary circumstances and requests for specialty IT Assets, the IT Procurement Specialist will evaluate all requests to determine compliance with these standards within five working days. Collaboration with the local administrative authority, Financial Services Division, or the Legal Department may be required to determine the best method for satisfying the local business needs and appropriately procuring the IT Asset(s).
- c) If the IT Procurement Specialist determines that the particular request does not comply with published policy and standards, the IT Procurement Specialist will notify the requesting party, in writing, of the reasons the request is not in compliance. Absent agreement between the IT Procurement Specialist and the local administrative authority on the request, the local administrative authority may appeal directly to the CIO. If the local administrative authority is not satisfied with the CIO's opinion, it may appeal to the State Court Administrator. The CIO and State Court Administrator must provide a written response within five working days of an appeal. The decision of the State Court Administrator is final.
- d) When a local request for IT Assets is approved, the IT Procurement Specialist will procure the IT products or services through an official Department Purchase Order or through a Department credit card in compliance to Fiscal Rules (CJD 04-02). The purchase order will include the item(s) description(s), unit price, quantity, grand total cost of purchase, and the district's CORE Fund, Appropriation Unit, Organization Unit, Activity, Object, and Department Object Codes. Credit card purchases will be processed with the appropriate CORE codes and forwarded to the Financial Services Division for final processing.
- e) The IT Procurement Specialist will forward the purchase order or order confirmation, which will include the exact cost of the transaction, to the local administrative authority. The IT Procurement Specialist will also notify the appropriate ITS employees when the IT Assets have been ordered so that the local IT Support Technician can be put on notice to watch for the delivery of the hardware. The IT Assets will be delivered to the local jurisdiction and recorded in the Judicial Department's inventory system by the local ITS Support Technician.
- f) The local ITS Support Technician will notify the IT Procurement Specialist and the appropriate Technical Support Supervisor, in writing, once the IT Asset has been received and installed.
- g) The IT Procurement Specialist will approve purchase order supported invoices for payment and forward to the Financial Services Division for processing.
- h) The IT Procurement Specialist, with the help of the IT Support Technicians, will conduct periodic inventory assessments to ensure the accuracy of the statewide inventory system.

5. **ENFORCEMENT**

In the event an administrative authority purchases IT Assets or grants a privilege to employees involving authority or use of IT Assets outside the provisions of this CJD, the State Court Administrator shall be notified of the deviation.

Done at Denver, Colorado this 17th day of March, 2015.

\_\_\_\_\_  
/ s /  
Nancy E. Rice, Chief Justice