

3-01/095.00 Custody Technology Projects

All proposed custody technology projects must be submitted to the Custody Innovative Technology Unit (CITU) Unit Commander prior to their acquisition or development. No technology initiative/project will be funded or implemented without having been first vetted through CITU.

The CITU Unit Commander will approve a custody technology initiative, project, or procurement as long as CITU's recommendations are followed as they relate to the strategic custody automation plans. Once approved by the CITU Unit Commander, the initiative/project must be forwarded and presented to Technology and Support Division (TSD) - Office of Technology Planning (OTP) for review and approval as defined in the Manual of Policy and Procedures (MPP) section 2-10/015.10, "Mandatory Reporting and Approval of Information Technology (IT) Projects."

Prior to the development/enhancement of any website, application, or database, employees assigned to any unit or bureau in Custody Division shall first contact the CITU Unit Commander via email for approval. Additionally, any technology related projects such as, but not limited to, the following shall also require approval from CITU via email.

- Digital signage,
- Network Closed Circuit Television (CCTV) cameras (hard wired or wireless),
- Bar coding (printing or scanning).

Computer software and files are regulated by the Department's Manual of Policy and Procedures section 3-07/210.30, "Computer Software and Files."
