Chapter: Agency Supports and Controls	**Effective Date: 11/15/13**
Title: **Software Procurement and Installation**	Page: 1 of 1
ACA: N/A	
Statute(s): N/A	New

(a) **Policy.**

TJJD prohibits the installation or use of unlicensed or unauthorized software on state-owned information technology resources. Software must be obtained, installed, and used in accordance with the requirements of this policy.

(b) **General Provisions.**

(1) The Information Technology (IT) Division is responsible for:

   (A) ensuring that all software installed on agency systems is appropriately licensed;
   (B) submitting procurement requests for all new software and additional software licenses;
   (C) maintaining an inventory of all installed software; and
   (D) storing the original copy of all software media (e.g., compact discs) purchased by TJJD and related licenses and purchasing documentation.

(2) Non-IT employees may not make copies of any agency-purchased software. Unlicensed duplication or use of software is illegal and may subject the employee and the agency to civil and/or criminal penalties.

(c) **Procurement of Software.**

(1) When a division identifies a need for new or updated software or additional licenses for existing software:

   (A) an employee from the division must contact the TJJD Help Desk to determine whether the agency already owns the needed licenses; and

   (B) if the agency does not own the needed licenses, the division director or his/her designee must send an email to the Help Desk to request the software or license, including the business purpose for the request.

(2) If the IT Division approves the request, IT staff will submit the purchase requisition in accordance with the Procurement Procedures Manual and notify the requesting division.

(d) **Installation of Software.**

(1) Only IT staff are authorized to install software on agency-owned computers. If a non-IT employee is prompted by a software program to install an update, the employee should contact the Help Desk, who will determine if the update should be installed.

(2) Employees may not:

   (A) install software purchased with personal funds on agency computers; or
   (B) install software purchased by the agency on personally owned computers (unless an exception is approved by IT staff).

(e) **Software Audits.**

The IT Division conducts ongoing and periodic audits of computers to verify that installed software is properly licensed and has been authorized for installation.