

Chapter: Agency Supports and Controls	<b>Effective Date: 11/15/13</b>
<b>Title: Acquisition and Use of USB Storage Devices</b>	Page: 1 of 1
ACA: N/A	New
Statute(s): N/A	

(a) **Policy.**

The Texas Juvenile Justice Department (TJJD) prohibits the use of unauthorized USB storage devices on state-owned information technology resources. USB storage devices must be obtained and used in accordance with the requirements of this policy.

(b) **General Provisions.**

- (1) The Information Technology (IT) Division is responsible for:
  - (A) ensuring proper use and protection of data, resources, and information essential for business performance and continuity;
  - (B) providing access to data and information necessary for business continuity;
  - (C) monitoring the movement of data and information necessary for business operations; and
  - (D) blocking unauthorized access to data and information under the agency's control.
- (2) Employees may not copy any agency data onto any device that is not authorized for use with agency equipment.
- (3) Employees may not connect personally owned data storage devices (e.g., USB flash drives, cell phones, or USB-connecting devices) to agency information resources.
- (4) Employees may not use agency-owned data storage devices for personal use.
- (5) An employee who violates this policy may be subject to discipline under [PRS.35.01](#).

(c) **Procurement of USB Storage Devices.**

When a division identifies a need for a data storage device for agency use:

- (1) a representative from the division must open a Help Desk ticket and provide justification for the needed device;
- (2) the director of IT operations reviews the request for approval and
- (3) if approved, IT staff submits the purchase requisition in accordance with the Procurement Procedures Manual and notifies the requesting division.

(d) **Issuing of USB Storage Devices.**

A designated IT staff member encrypts the data storage device before he/she issues it to the requesting division. Any issues with the device should be reported to the Help Desk for assistance.

(e) **Compliance.**

IT staff monitors compliance [PRS.02.31](#) to verify improper use of agency assets and addresses any identified misuse with division supervisors.

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