



Arizona Department of Child Safety

TITLE	POLICY NUMBER	
IT Asset Management Policy	DCS 05-8470	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
DCS Information Technology	June 30, 2024	3

I. POLICY STATEMENT

The purpose of this policy is to establish the baseline controls for the administration and management of DCS Information Technology (IT) assets. This Policy will be reviewed annually.

II. APPLICABILITY

This policy applies to all DCS information systems, processes, operations, and personnel to include all employees, contractors, interns, volunteers, external partners, and their respective programs and operations.

III. AUTHORITY

- [A.R.S. § 18-104](#) Powers and duties of the department; violation; classification
- [A.R.S. § 41-4282](#) Statewide information security and privacy office; duties; suspension of budget unit's information infrastructure
- [HIPAA Administrative Simplification Regulation, Security and Privacy, CFR 45 Part 164, November 2022](#)
- [NIST 800-53 Rev. 5, Security and Privacy Controls for Information Systems and Organizations, September 2020.](#)

IV. EXCEPTIONS

Exceptions to this and all DCS IT policies are approved at the sole discretion of the DCS CIO, will be signed and made an attachment to each applicable policy.

Exceptions to the Statewide Policy Framework taken by DCS shall be documented in the following format:

Section Number	Exception	Explanation / Basis

V. ROLES AND RESPONSIBILITIES

A. The DCS Director shall:

1. be responsible for the correct and thorough completion of DCS Policies, Standards, and Procedures (PSPs);
2. ensure with DCS PSPs;
3. promote efforts within DCS to establish and maintain effective use of DCS information systems and assets;

B. The DCS Chief Information Officer (CIO) shall:

1. work with the DCS Director to ensure the correct and thorough completion of DCS IT PSPs;
2. ensure DCS PSPs are periodically reviewed and updated to reflect changes in requirements.

C. The DCS Chief Information Security Officer (CISO) shall:

1. advise the DCS CIO on the completeness and adequacy of DCS activities and documentation provided to ensure compliance with DCS IT PSPs;
2. ensure the development and implementation of adequate controls enforcing DCS PSPs;

3. ensure all DCS personnel understand their responsibilities with respect to securing DCS information systems.
- D. Supervisors of DCS employees and contractors shall:
1. ensure users are appropriately trained and educated on this and all DCS PSPs;
 2. monitor employee activities to ensure compliance.
- E. System Users of DCS information systems shall:
1. become familiar with and adhere to all DCS PSPs;

VI. POLICY

- A. DCS Information Technology equipment must be properly labeled with a DCS Asset Tag for tracking purposes, as required as part of the ADOA Arizona Financial Information System (AFIS) and the State of AZ Accounting Manual (SAAM).
- B. Departing DCS users from the Arizona Department of Child Safety must return all IT equipment to the appropriate IT department prior to leaving.
- C. DCS users shall not use personally owned technology equipment or devices in DCS systems or equipment in accordance with the DCS Acceptable Use Policy (DCS-05-8280).
- D. DCS Information Technology equipment will be issued to users utilizing the DCS Asset Assignment form.

VII. DEFINITIONS

Refer to the [Policy, Standards and Procedures Glossary](#) located on the Arizona Strategic Enterprise Technology (ASET) website.

VIII. ATTACHMENTS

None.

IX. REVISION HISTORY

Date	Change	Revision	Signature
13 Dec 2019	Initial Release	1	Deann Seneff
15 Aug 2023	Initial Release with compliance to NIST 800-53 Rev 5 and change policy number DCS 05-24 IT Asset Management Policy for better tracking with Arizona Department Homeland Security (AZDoHS) policy numbers.	2	Frank Sweeney DCS CIO
30 Jun 2024	Annual Review and updates to mirror AZDoHS	3	<p>DocuSigned by:</p> <p><i>Frank Sweeney</i></p> <p>CDB46EB4E4A6442...</p> <p>7/8/2024</p> <p>Frank Sweeney</p> <p>Chief Information Officer</p> <p>AZDCS</p>