

# CONSTRUCTION PROCEDURES HANDBOOK

SECTION I

SUBSECTION J

DATE

GENERAL INFORMATION	STATE ISSUED EQUIPMENT	04/18/2023
---------------------	------------------------	------------

## State issued laptops and tablets (2in1s):

The NJDOT IT Security & Services Bureau requires State issued computers, primarily laptops and 2in1s, to be connected to the DOT network for a minimum of 4 hours on a monthly basis. This requirement serves as a preventative measure, to reduce IT-related issues and mitigate cybersecurity risks. Connection is also required to install software and software updates and for maintenance support.

For field staff, the RCE or designee (Construction Patch Management Tracker or CPMT) and the RME or designee (Materials Patch Management Tracker or MPMT) will track compliance of this requirement utilizing [Form DC-2](#).

The Bureau of Materials will also track compliance for staff who are assigned laptops and 2in1s that do not regularly connect to the network. For staff who do connect to the network, there must be at least one continuous 4-hour connection per month.

Staff, assigned State issued laptops and (2in1s) devices, are required to ensure their devices are connected to the DOT network monthly. Once the 4-hour connection has been made, inform the CPMT / MPMT via e-mail that connection has been completed for the month.

If the CPMT / MPMT does not hear from any staff with assigned equipment, the CPMT / MPMT will send an e-mail reminder to those who failed to inform of the connection. The e-mail should indicate that if the staff member does not have access to connect, to make arrangements with the CPMT / MPMT to go to the Region office to complete the 4-hour connection.

Once all data is received by the MPMT, send the monthly data to the CPMT. Once Construction staff connections are complete, the CPMT will combine the Materials data received from the MPMT to the same spread sheet containing Construction staff data.

The CPMT is responsible for ensuring compliance by all field Construction and Materials staff who are assigned State issued equipment and maintain the completed spread sheet on file in perpetuity. The Chief, Bureau of Materials or designee is responsible to ensure compliance by all Bureau of Materials staff who are assigned State issued equipment and maintain a completed spread sheet on file in perpetuity.

IT Security and Service Bureau is available to assist with IT-related questions or problems by calling **609-963-2424**, between the business hours of Monday-Friday 7:00 am – 5:00 pm, except on holidays.