CITY OF BEND

Centralized Printing

Policy No. IT-0002

City Manager Administrative Policy

Bend Code Chapter 1.30.005 provides for 'City Manager Authority to Adopt Administrative Regulations, Policies and Guidelines.' All regulations, policies and guidelines adopted by the City Manager shall be consistent with the City of Bend Charter, the Bend Code, and council ordinances.

The following policy conforms to the above stated standards.

Authorized by City Manager:

DocuSigned by:

Eric King

409FF33EB4E64D3...

Eric King, City Manager

Dated: 5/19/2025

Reviewed by Legal Counsel:

Signed by:

Ian M. Leitheiser

392FD2178C27458...

Ian Leitheiser, City Attorney

Dated: 5/19/2025

I.   Purpose

The purpose of this Policy is to establish the City's centralized print management and printing practices for the City of Bend. This Policy is intended to ensure the most economically efficient printing approach while assuring City staff printing needs are met.

The purpose of this Policy is to:

- Establish centralized printer management by the IT Department.

- Reduce the quantity of printers requiring consumables and maintenance, encouraging utilization of the City's multi-function printer fleet whenever possible.

- Support a secure printing environment.

II.   Policy Statement

It is the City of Bend's policy to ensure economically efficient and sustainable printing practices across all City campuses and departments. This is achieved by centralizing printer purchases and maintenance, to be managed by the IT Department, and prioritizing the use of centrally located multi-function printers over single office, desktop, and personal printers.

III.   Scope

This policy governs the approach to printing service at all City campuses including the purchase and deployment of centrally located multi-function printers and single office, desktop, and personal printers. Plotters and desktop scanners are not included in the scope of this policy. This policy applies to all employees and departments within the City of Bend.

IV.   Definitions

Desktop Device: An imaging equipment product with only one user mapped to the product.

Duplex Printing: The process of printing on both sides of a piece of paper.

Imaging Equipment: Copiers, digital duplicators, facsimile (fax) machines, multifunction devices, and desktop printers.

Multi-Function Device (MFD): A multifunction device (MFD) is a single device that combines the functionality of multiple devices, typically including printing, copying, scanning, and sometimes faxing.

V.   Policy Terms & Provisions

A. Centralized Printing Management

The IT Department manages the centralized purchasing, contracting, and deployment of imaging equipment and consumables. City departments are required to consult with the IT Department regarding the purchase of printers and printer consumables.

B. Desktop Devices

Desktop devices shall only be issued under compelling circumstances such as compliance with the Americans with Disabilities Act. Convenience is not a valid reason for issuing a desktop device to an individual.

1. Special Considerations:

    a. Desktop devices may be considered in rare cases where an office is in an isolated location that doesn't make a copier economically feasible. These decisions will be made at the discretion of the IT Director.

    b. Confidentiality of documents will not be a valid reason for an exception, as City copiers have a secure print option.

2. Prohibitions:

    a. Personally purchased printers (desktop and network) are not permitted for City of Bend business use and must be removed from campus.

C. Duplex Printing

Duplex printing is the default setting on multi-function and desktop printers and is encouraged as the standard practice, except in instances where legal regulations, protocols, or standard operating procedures (SOPs) require single-sided printing. In such cases, employees may override the default duplex setting to print single-sided. This policy supports the organization's sustainability goals by reducing paper consumption, thereby minimizing operational costs.

D. Training

The IT Department is responsible for developing comprehensive training that outlines the roles and responsibilities of all employees concerning this policy.

The IT Department is responsible for resolving issues with City staff related to printing needs. Employees may contact the IT Department for assistance via service desk ticket.

Language Assistance Services & Accommodation Information for People with Disabilities

You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please contact Juan Olmeda at **jolmeda@bendoregon.gov** or (541) 388-4426. Relay Users Dial 7-1-1.

Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto con Juan Olmeda en **jolmeda@bendoregon.gov** o (541) 388-4426. Los usuarios del servicio de retransmisión deben marcar el 7-1-1.

Policy No. IT-0002   Revised: 3
Adopted: 05/19/2025   Revision No.
Owner: Information Technology Department; IT Director