



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  COMPUTER AND NETWORK-BASED INFORMATION SYSTEMS POLICY	Policy Number:  A-13	Page Number:  1 of 7
	Date Adopted: XX/XX/XXXX	Effective Date: XX/XX/XXXX

### I. PURPOSE

The purpose of this policy is to:

- A. Ensure Information Technologies (IT) strategy is linked to and driven/governed by the County's Strategic Plan
- B. Establish policy and governance for acquisition and life cycle management of enterprise information systems
- C. \_\_\_\_\_

~~To establish a policy for the effective management, control and integration of information/networked systems through the planned application of computer based solutions.~~

### BACKGROUND

The application of computer and network-based technologies within the County is a strategic decision. When applied in a cost effective and integrated manner the se technologiesy will provide improved Countywide efficiencies leading to enhanced and expanded public service while controlling the cost of services. ~~provided.~~ The ~~Information Technologies (IT)~~ Department is responsible in part to provide that integrating function and to further provide the Board of Supervisors, through the Chief Administrative Officer, with an information system strategic plan representing a Countywide approach to applying computer and telecommunications-based solutions.



COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

Subject:  COMPUTER AND NETWORK-BASED INFORMATION SYSTEMS POLICY	Policy Number:  A-13	Page Number:  2 of 7
	Date Adopted: XX/XX/XXXX	Effective Date: XX/XX/XXXX

~~II. POLICY~~

~~III. It is the policy of the Board of Supervisors that computer and network-based solutions be directed centrally through the Office of the CAO and that their application be consistent with a Countywide approach in planning, acquiring, implementing, integrating and managing computer and telecommunications-based solutions.~~

~~IV.~~

~~V. As such, the Board of Supervisors directs the following:~~

~~Computer and network-based solutions shall be used to improve the efficiency and effectiveness of service delivery or organizational operation of the County or a County department, agency or court when:~~

~~The proposed system is in accordance with approved County and departmental information systems directions and documented plans; and~~

~~The proposed system is justified by cost/benefit analysis; and~~

~~Implementation will improve the collection, processing, distribution/communication or management of public or organizational information in any media; or~~



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  COMPUTER AND NETWORK-BASED INFORMATION SYSTEMS POLICY	Policy Number:  A-13	Page Number:  3 of 7
	Date Adopted: XX/XX/XXXX	Effective Date: XX/XX/XXXX

~~Implementation will improve the use of County resources including information, services, personnel, facilities, equipment, materials or supplies.~~

~~Implementation of all computer and network based solutions, including software based application systems, shall be identified and planned for in a multi-year County information technology strategic direction document (strategic plan) and in a County integrated departmental annual business automation plan. IT shall present these plans to the CAO annually for review and approval:~~

~~Departments shall develop strategic and annual business automation plans in accordance with procedures prepared by IT and approved by the CAO. These plans will be included in the annual integrated business automation plan prepared by IT.~~

~~All computer and network based solutions shall be in accordance with the County and departmental information systems strategic directions and plans.~~

~~All information and data residing on network devices, mainframe, mini and personal computers is a County resource/asset. These assets must be managed and protected from unauthorized access, distribution and accidental loss.~~

~~The integration and sharing of County information/data shall be conducted in accordance~~



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  COMPUTER AND NETWORK-BASED INFORMATION SYSTEMS POLICY	Policy Number:  A-13	Page Number:  4 of 7
	Date Adopted: XX/XX/XXXX	Effective Date: XX/XX/XXXX

~~with State and Federal regulations regarding the release and use of confidential information. The County department or agency with primary accountability for the information shall be the data agent responsible for the maintenance and confidentiality of said information/data.~~

~~The development of computer based solutions and resultant information systems shall take into account the requirement for data sharing (where applicable) through an integrated/common database and or network connectivity.~~

~~The use and implementation of personal computers, printers, local area networks and related software shall be standardized to ensure compatibility and sustaining growth with industry standard software and hardware products. See Board Policy A-19. Exceptions to the standards must be authorized by the Chief Administrative Officer.~~

~~The County will acquire computer and, network equipment and software that will ensure the long term viability of all products acquired to assure the useful life of the product is capitalized upon and not found to be prematurely obsolete or incompatible with software and hardware technological upgrades and enhancements.~~

~~All County computer and network based solutions and related departmental operating procedures shall be reviewed periodically through the Office of the CAO to ensure compliance with County policies to include the effective management, cost effective operation and appropriate access control over the use of computer based systems.~~



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  COMPUTER AND NETWORK-BASED INFORMATION SYSTEMS POLICY	Policy Number:  A-13	Page Number:  5 of 7
	Date Adopted: XX/XX/XXXX	Effective Date: XX/XX/XXXX

~~The Chief Administrative Officer shall be authorized to redirect the use and application of personal computers, terminals, printers, communication controllers, local area networks and related software to areas where the County can gain maximum benefit. Prior to making a final determination on reallocations, the Chief Administrative Officer will confer with affected Department Heads to analyze future operational requirements.~~

VI.I.

A. The governance of County information systems and technology shall be established in the County Strategic Plan, which is the responsibility of the Board of Supervisors and the Chief Administrative Office. The Director of IT is responsible for developing and executing an IT Strategic Plan that is based on, and driven by, the County Strategic Plan. The IT Director is also responsible for implementing a management and operations framework that optimizes the value of IT resources in the planning and execution of IT strategy.

B. The Acquisition of all computer and network technology solutions for the County shall be in support of the IT Strategic Plan, and all such acquisitions shall be primarily managed by the IT Department. All county Departments shall consult with the IT Department when pursuing technology solutions to ensure acquisitions are technologically sound, will meet business requirements, and are supportive of strategic objectives.



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  COMPUTER AND NETWORK-BASED INFORMATION SYSTEMS POLICY	Policy Number:  A-13	Page Number:  6 of 7
	Date Adopted: XX/XX/XXXX	Effective Date: XX/XX/XXXX

A.C. All data within the eCounty's information systems is ~~property of the county~~ proprietary, and shall be protected in accordance with State and Federal regulations. ~~as an asset of the county.~~ The department, agency or entity responsible for creating, entering, updating, or otherwise using a specific portion of data shall be considered the Data Owner. Data Owners are responsible for ensuring the IT Department is aware of special handling requirements for their data.

### VII.III. PROCEDURE

A. The Director of IT shall present a ~~progress report on progress against~~ strategic objectives and updates ~~to the IT Strategic Plan~~ to the Board at least annually. The IT Strategic Plan shall be no more than three (3) years in scope, due to rapidly changing technology and business requirements. **[MOVE TO BELOW NEXT PARAGRAPH]**

~~The IT Strategic Plan should be no more than 3three years in scope, due to the rapidity of change in both technologically capabilities and business requirements.~~  
The Chief Administrative Officer and Director of IT ~~CAO~~ shall establish and maintain ~~create a~~ ~~€~~charter for an IT Steering Committee, which is responsible for validating and guiding the execution of the IT Strategic Plan. The committee shall be chaired by the IT Director, and membership shall include all County Department Heads with the understanding that sub-committees may be designated from time to time to work with the IT Director on specific projects/tasks. ~~key business executives and managers as deemed necessary by the CAO.~~

B. County departments or agencies shall ensure any requirements for new technology are presented to the IT Department prior to beginning the acquisition process, and prior to the issuance of Requests For Proposals (RFPs) ~~RFP~~ or bids, if required. The IT Department shall work with the requester to ensure full understanding of business requirements. The IT Department shall assist the requester in developing a thorough evaluation process to ensure



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  COMPUTER AND NETWORK-BASED INFORMATION SYSTEMS POLICY	Policy Number:  A-13	Page Number:  7 of 7
	Date Adopted: XX/XX/XXXX	Effective Date: XX/XX/XXXX

the chosen technology is cost effective, meets business requirements, meets ~~H~~ industry and ~~C~~ county standards, and is in concert with ~~e~~ County strategic objectives.

A.C. The IT Department is responsible for ensuring technology and processes are in place to provide the requisite protection levels as specified by the Data Owners. In the event of a breach, ~~or~~ unexpected loss or corruption of protected data, the Risk Management ~~Department~~ Division of the Human Resources Department shall ensure any required reporting, notification, and mitigation actions are taken. The IT Department shall work with ~~the~~ Risk Management ~~Department~~ in such cases, and is responsible for providing any technical information or support necessary to meet requirements.

### ~~VIII.~~ IV. REFERENCES

~~{Identify Related Policies, Ordinances or Other Codes}~~ N/A

### ~~IX.~~ V. RESPONSIBLE DEPARTMENT

~~Primary Department: —~~ Information Technologies / Chief Administrative Office  
~~Information Technologies~~

### ~~X.~~ VI. DATES ISSUED AND REVISED; SUNSET DATES:

Issue Date:	XX/XX/XXXX	Sunset Review Date:	XX/XX/XXXX
Revision Date:	XX/XX/XXXX	Sunset Review Date:	XX/XX/XXXX