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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 020  
**EFFECTIVE DATE:** 12/15/09  
**REVISED:** 04/17/18  
01/13/20  
12/15/20  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** AO

**SUBJECT: COMPUTER WORKSTATION POLICY - Use of IT Resources**

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- I. PURPOSE:** To establish and outline procedures and policies regarding Personal Computers. The term personal computer includes, but is not limited to, laptops, desktops, tablets, phones, and other county owned computer related equipment.

Computers, network systems, and other technologies offer powerful tools for creating, communicating, and managing data, and for a host of other activities. Taxpayers and other groups providing sources of funding that support information technology resources within Storey County expect that these assets will be used in support of the county's mission of public service. The County and its constituents demand that information technology resources at Storey County will be used in a lawful and purposeful manner. This policy has been developed to provide assurance to everyone that Storey County will adhere to the high standards which the commissioners expect from all staff and personnel. This policy is applicable for personal computers used on county property or an alternative site if the employee is telecommuting or working off-site (employee must complete and sign a remote equipment agreement).

- II. POLICY:** To govern the acquisition and use of personal computers and software within Storey County.

Unless otherwise specified in this policy, use of Storey County information technology resources is restricted to purposes related to the county's mission of public service. Eligible individuals are provided access in order to support their duties as employees, official county business, and other county-sanctioned activities. Individuals may not share or transfer to others any county account information including network IDs, passwords, or other access codes that could allow unauthorized access to county information technology resources.

Storey County technology resources may not be used in a manner that violates policy, for private commercial activities, for personal private gain, or for political campaigning and similar activities that are inconsistent with the county's tax-exempt status. Employees must not utilize internal technology for union purposes unless specifically within a collective bargaining agreement or otherwise allowed by NRS 288.

Incidental personal use is an accepted and appropriate benefit of being associated with Storey County's rich technology environment. Appropriate incidental personal use of technology resources does not result in any measurable cost to the county, and benefits the

county by allowing personnel to avoid needless inconvenience. Incidental personal use must adhere to all applicable county policies, ordinances and specific departmental policy. Under no circumstances may incidental personal use involve violations of the law, violations of policies, interfere with the fulfillment of an employee's county responsibilities, or adversely impact or conflict with activities supporting the mission of the county.

Incidental use includes occasionally checking a personal email account personal on-line banking, and other personal activities that does not impact your work flow or place burdens on County resources. This policy hereby advises that county computer workstations should not be considered secure, from the standpoint that personal information may be stored and accessed at a later time on the computer workstation or IT network system.

### **III. PROCEDURE:**

This policy applies to all personal computers used in the conduct of Storey County business.

#### **A. SECURITY:**

1. Remote access to Storey County computers will provide for some security arrangement. Such security could include the following:
  - a. Dial-back Modems.
  - b. Password Protected Communications Software.
  - c. Data Encryption.
  - d. Disk Directory Access Control.
  - e. VPN connection
2. All submitted departmental requests for remote telephone line access or remote internet access to Storey County computers must be approved in writing by the IT Director.
3. Department heads will provide for physical security and/or software protection for those computers which contain confidential data. This includes, but is not limited to, maintaining at a minimum, password protection for any and all access, and providing reasonable physical security during non-business hours, such as locking doors or securing computers in a locking cabinet.

#### **B. REMOTE ACCESS:**

Remote Access to non-Storey County computers by Storey County employees using Storey County equipment will be for business purposes only. The access to bulletin boards, websites, or peer-to-peer networks for the purpose of playing games or downloading software is prohibited.

#### **C. DATA BASE BACKUP:**

Provisions will be made the department head to perform data base backup on a regular basis. The standard of performance will be based on their respective requirements. Additionally, departmental provisions will be made for the physical security of backup media. The IT Department will assist in setting up the initial procedures, but someone from each department should be designated for oversight on the backup process.

D. COPYING SOFTWARE/PROGRAMS:

1. The copying of any software, which is not properly licensed to Storey County onto a Storey County machine, is prohibited. Additionally, the installation of games, shareware or public domain software on a Storey County machine is prohibited. Free plug-in-software, or software used to view media files like QuickTime, Windows Media Player, Google Earth, Adobe Acrobat Reader, and search engines are acceptable unless specifically listed as prohibited or a security hazard by the IT Department. Requests for software and installation of software must be approved by the Department Head and the IT Director.
2. The copying of any Storey County purchased (licensed) software onto a non-Storey County personal computer without prior written IT Department authorization is prohibited.
3. No programs from computers outside Storey County may be copied onto Storey County machines without the approval of the department head and the IT Director. The IT Department must examine the data or programs to eliminate possible introduction of any virus or malware into the Storey County system. The IT Director may for any reason require the proposed introduction of programs to be reviewed and approved by the County Manager or the Administrative Officer.
4. All authorized computer software is to be itemized on the Personal Computer System Inventory Check List. It is the responsibility of the department head to update and forward the checklist to the IT Department when applicable.

E. REPAIRS:

In order to prevent the compromise of Storey County data, all machines sent to an outside company for repairs will have their hard disks removed or erased prior to leaving Storey County premises. Erasure of the hard disks must be approved by the department head and the IT Director. This will only include specialized hardware that the IT Department is not able to repair in-house. In general, all computer-related repairs will be handled by the IT Department.

F. RESPONSIBILITIES:

1. The department head will be responsible for the planning and cost justification regarding the acquisition of personal computers and software for use by their personnel. These needs will be submitted to the IT Director for review and approval.
2. The department head will be responsible for the management and utilization of assigned personal computers, including both internal and external peripheral equipment. The "fixed assets" records will be maintained for the county through the IT Department.
3. Employees will be responsible for the use and protection of Storey County confidential data.
4. Employees will be responsible for the care and use of end user computing items under their control including hardware, software, data communications and databases.
5. The department head will have ultimate responsibility for items #3 and #4 above, within their respective department.

G. **DISCIPLINE:** Any department head or employee violating this policy is subject to appropriate disciplinary action.

**IV. RESPONSIBILITY FOR REVIEW:** This policy will be reviewed on an annual basis or as needed by the Information Technology Director and Administrative Officer or HR Director.